

Minutes

Operations Council – October 13, 2022

Attending: Chris Bailey, Bryanna Smith, Sam Orth, Wendy Hall, Nicole Faber, Janel Skreen, Tamra Gilchrist, Lupe Rodriguez, Brandon Ray, Lindsay Keevy, Alyssa Milano-Hightower, Jason Arrowsmith, Richard Arquette, Sarah Griffith, Byron Ford, and Natalie Richie.

Called to order by President Bailey.

1. UPDATE ON GOALS: DEPARTMENTAL REPORTS [ATTACHMENT]

Summer quarter departmental reports have been submitted and are attached. Reports relate to the college's Core Themes; Workforce and Economic Development, Academic Transfer, Preparation for College Level Studies, Student Access, Support and Completion, and Institutional Excellence and Community Enrichment.

2. MEETING TOPICS

Campus Update: Chris Bailey

- Enrollment
 - Overall enrollments are down about 1% for the year
 - Basic Skills enrollments are down 25% for fall quarter and a lot of discussions and meetings are occurring to determine the best way to reengage that population
 - Prof-Tech enrollments are up significantly and Running Start enrollments are up 6.5%
- Legislative Agenda
 - Included in the college system's 2023 legislative agenda and priorities are:
 - Fully funded competitive compensation for faculty and staff (has previously been funded at a 65% level, the last funding was at 85% and this year's ask is 100%)
 - Advance equity, diversity and inclusion efforts already underway
 - Support workforce development programs
 - Expand learning technology for classes, equipment and IT infrastructure
 - Funding for the system's capital project list to maintain and modernize campuses
- Capital Budget
 - There is a total of \$1.7-1.8 billion on the capital list for community and technical colleges
 - LCC will be advocating for construction funding for the VOC building and as much of the capital budget funded as possible
 - If construction funding is not received in this biennium, it will likely not be received until the next biennium and, with inflation, that can really hurt the overall concept of the building
- LCC's Operating Budget
 - Predicted an overall 5% enrollment increase that has not occurred
 - Revenue based enrollment is up
 - A lot of budget success will depend on what enrollments look like next year

3. ROUND TABLE DISCUSSION –

- Sam Orth:
 - Introduced Ava Ransford, the new HR Generalist for LCC

- LCC has a new training platform called “Get Inclusive”- fall quarter employee trainings include hazing and bullying prevention and DEI in the workplace
- LCC is currently participating in “Walktober”, competing with Clark College and WSU-V
- LCC launched the Search Advocate Program in September introducing Search Advocates into the recruitment process for more equitable recruiting and hiring
 - Many staff have been trained as Search Advocates and there are additional training opportunities for anyone else interested
- LCC has also launched Sparkhire, an interview video program, to allow more applicants to be screened in to the interview process
 - Currently being used for part time hires and allows a lot of flexibility for applicants and interview committee members
 - This year provides an opportunity to assess the program
- Wendy Hall
 - It is a Guided Pathways requirement to provide job market data on the web to students and prospective students
 - A new job market data tool has been launched on the web site
 - 2022 is a large survey year for LCC; currently running an employee survey call PACE
- Janel Skreen
 - State COVID proclamations that are specific to higher education organizations are no longer affective starting November 1
 - The EOC/HR will share out more information on what this means for LCC
 - Reminder that the annual Great Shakeout earthquake drill will occur next Thursday, October 20, and all emergency notifications will be activated
- Richard Arquette
 - Student Programs recently held a very successful student government training
 - Welcome week activities held during the first two weeks of the term were well attended with about 1400 students attending 12 programs
 - Student Activities will continue to hold a number of programs/events to promote student engagement
 - Housing has been welcoming new international students and student athletes for fall
 - Able to increase bed capacity in student housing thanks to a recent donation of furniture
 - ASLCC will be hosting a mental health first aid instructor training for students and staff
- Tamra Gilchrist
 - There are currently 98 BAS students enrolled for fall quarter
 - The next cohort for the BAS-OLTM will be a fully online cohort
 - LCC submitted a statement of need for a BSN and received no feedback for edits
 - LCC is also exploring a Bachelors in Computer Science and may have an opportunity to explore focus groups in the winter
 - Recently received approval from Kelso High School to run a second CTE course on campus
- Alyssa Milano-Hightower
 - Working on a potential inclusive access textbook pilot program to be implemented in summer 2023
 - Currently hiring for work study and student help cashier positions in the bookstore
 - Event catering is again being offered through LCC’s Fork and Flame
 - The closing reception for the current exhibit in LCC’s art gallery will occur on October 20
 - The new exhibit will be on display starting November 7
 - Currently renting campus facilities for external events
- Lupe Rodriguez
 - Running Start was recently approved for funding to help cover Prof-Tech courses and students who are pursuing a Prof-Tech degree

- Lindsay Keevy
 - Currently piloting a drop-in math tutoring opportunity in the Learning Commons that has been popular so far
 - The Learning Commons held an open house the second week of the quarter
 - There has been a lot of student activity and engagement in the Learning Commons this quarter
- Byron Ford
 - The Testing Center is once again holding in-person proctoring
 - In the month of September, the One Stop served 2,462 students compared to 1,538 students at the same time last year
 - Recently lost a program assistant in the One Stop, one full-time staff member is out on medical leave and recruiting for a replacement advisor
 - Moving “full steam ahead” with a few areas of the Advising Redesign
- Natalie Richie
 - Fall quarter was kicked off with a very successful Fall In-Service week and feedback from employees was positive overall
 - Students can now see a full academic year on the website in advance
 - A few leadership changes have occurred within instruction
 - Nine new tenure track faculty started at LCC this quarter
 - LCC is working with the CEDC and CWCOG to once again provide small business workshops in the spring
- Sarah Griffith
 - There has been a large increase in students who need one-on-one help with technology
 - Tech Check has been very successful and helpful to students with the only cost being any parts that need to be purchased
 - The study pods in the upstairs Learning Commons have been very popular among students
- Brandon Ray
 - Contractors will be on site tomorrow
 - Working on making sure that all alert systems are working before upcoming drills
 - Hired a new IT employee to help out with backlogged IT requests
- Jason Arrowsmith
 - The Clery report has been completed for this year
 - The Safety and Security department currently has a parking patrol work study position open and individuals are encouraged to promote the position

DEPARTMENTAL REPORTS START ON THE NEXT PAGE...

Operations Council Report for Administration

2023 Q1 (July-September)

Nolan Wheeler, VP
Jason Arrowsmith, Security
Desiree Gamble, Finance
Richard Hamilton, Campus Services
Alyssa Milano-Hightower, Enterprise Services
Sherie Hockett, Payroll
Brandon Ray, Information Technology
Kirc Roland, Athletics
Janel Skreen, Safety & Security
Josh Smith, Fitness Center

Institutional Excellence

Finance

- We finished up year-end processing this month.
- Finance is now working on financial statement prep and will have dates for the next SAO audit soon.
- The first week of fall Financial Aid disbursements resulted in 537 refund checks being mailed out to students on 9/16/22.
- Finance Dept Contact List & Resources are updated on the Finance Department webpage <https://internal.lowercolumbia.edu/departments/finance/>

Staff Changes/Position Updates

- We are finally fully staffed in Finance!
 - Cindy Prato returned 9/26/22, after being out since late April.
 - Felicia Sanchez, our Accounts Receivable Specialist, started 7/18/22
 - April Vitzthum, our Payroll Assistant, started 7/11/22

Trainings/Workshops

- Another travel training will be offered to staff October 11th. More info to come.

Enterprise Services

Bookstore

- Partnered closely with both Deans and faculty to receive textbook requisitions, resulting in 90% on-time submissions. This allowed our textbook buyer to source textbooks in bulk, receiving larger discounts for the Bookstore, and resulted in exponentially less “out of stock” or “backordered” items ordered by students online.
- Successfully executed the Spring Book Buyback program in-store allowing students to sell their used textbooks back to the store for cash during the week of finals, plus two consecutive days post-finals. Offered free popcorn to students during this event as well.
- 100% of online Spring & Summer Quarter online orders were processed and mailed, or confirmed ready for pickup within 3-5 business days.
- Processed 688 online orders for a cumulative total of \$30,206.57 in online sales for the months of July & August.
- Offered FREE 2-day shipping for all Summer Quarter online orders from March 14 – March 25, 2022, saving students \$1,032.55 in shipping charges.

- Facilitated having the Workforce Department staff members available in-store the first week of the Summer Term to help answer student questions related to Financial Aid Book Vouchers.
- Hosted our first graduation pop-up shop resulting in \$824.53 in sales for the day of commencement.
- Partnered with a new representative to be able to resell branded Nike merchandise in the Bookstore.

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Fitness Center

- Stripped the climbing wall, washed all of the holds, replaced the bolts, and re-routed the entire wall in preparation of the fall term.
- Removed the auto-belay devices and sent to HeadRush Technologies for their annual service, then remounted to the climbing wall.
- Cleaned, tuned up, and serviced all 19 spin bikes upstairs.
- Removed all of the equipment from the cardio deck to deep clean and reorganize.
- Facilitated the Fitness Fun Run on September 30th with over 150 participants.
- Hosted the international students for a climbing event.
- Hosted the Parks & Rec event for the Community Outreach Team.
- Offered various Welcome Back discounts and activities in both the Fitness Center and the Juice Bar.
- Updated the music system in the Fitness Center to Rockbot.
- Initialized researching new membership & POS software vendors.
- Updated the Fitness Center webpage for up-to-date information.
- Installed a secure file cabinet under the Juice Bar for added security on supplies & equipment.
- Recreated a new daily procedure for opening, closing, and weekly cleaning responsibilities for the staff.

Cafeteria

- Generated \$5,056.16 in revenue for the month of July and August.
- Launched new weekly email promotions for specials of the day, sent campus-wide.
- Interviewed & hired new student employees and a part-time employee.
- Updated Clover categories & items available for sale.
- Updated Fork & Flame website to announce new food & beverage specials.
- Facilitated the installation of the new Convotherm Combi Oven to be able to offer healthier menu items.
- Trained all kitchen staff on the Convotherm Combi Oven.
- Facilitated the installation of the new (2) Kitchen Armor monitors, (2) thermal printers, and the Fresh KDS application to be able to show active orders to the back-of-house kitchen crew.
- Facilitated the collaboration with the Culinary Options LLC consulting firm to review our current menu and processes resulting in greater efficiencies and less waste.
- Catered the following events, generating \$4,648.16 in revenue:
 - Parks & Rec Lunch Tour 7/12
 - One Stop Center Cookie Event 7/18
 - Bookstore Open House 7/22
 - ASLCC Ape Caves Trip 7/26
 - Clark/Powelson Reception 8/4
 - Safe Schools Summit 8/9
 - AAADSW Meeting 8/17
 - Castle Rock Teacher Back to School Lecture 8/22
 - Summer Nurse Pinning 8/25
 - All Staff Welcome Back 8/30

External Event Rentals

- Facilitated the following external events resulting in \$1,420 in revenue:
 - Weekly Longview Early Edition Rotary meetings in MAIN 119
 - Male Ensemble NW Concert in RCA
 - Safe Schools Summit in RCA, MAIN, and STC Café
 - AAADSW Meeting in MAIN
 - Castle Rock Teacher Back to School Lecture in HSB
- Booked the following future external events:
 - PeaceHealth Meeting – 15 events
 - Chor Anno Concert – 1 event
 - NCAA Pre-Season Meeting – 1 event
 - Mark Morris Choir Concerts – 4 events
 - Mark Morris Band Concerts – 2 events
 - Kelso High School Choir & Band Concerts – 8 events
 - NCAA Pre-Season Meeting – 1 event
 - SWWMEA Festival – 1 event
 - Together We Can Conference – 1 event

Athletics

- Fall Student/Athletes at Lower Columbia College began showing up in August for pre-season practices.
- Competition in volleyball and women's soccer got underway in mid-August and both teams have showed strength in the season so far.
- The LCC Athletics orientation night was on Monday September 19th and there was 99 percent attendance. Advisor Traci Fuller went over academic advisement expectations. Michael Callia outlined how the Athletics Study Table works. Kirc Roland went over student conduct expectations. Leshek Cromwell talked to the student/athletes about mental health and the services LCC provides.
- The GiveMore 24 campaign for student athlete scholarships again went well this year as the we raised just under our goal of \$20,000. The coach and player social media participation was outstanding under the direction of Justin Ford.
- The LCC softball team participated in the United Way Day of Caring.
- All LCC athletic teams helped with the LCC Wellness Run/Walk at lake Sacajawea.

Safety & Security

- Security hired a new, permanent FT position. Loren Long accepted the position and has been with us for 6.5 years as PTH.
- 2022 Clery report is done and has been distributed.
- Parking permits are again a thing. We are hoping to bring in a work study student to do parking enforcement by the end of the month.
- The remaining chemicals contents of PSC chemistry labs have been sent for disposal.
- A mold remediation project in the basement of the Oak Terrace Apartments was completed, and changes have been made that should prevent any future mold growth in the space. The basement laundry room is now serving students after being temporarily shut down.
- EHS is working to restart all safety training programs that were temporarily stopped due to COVID.
- Support for contact tracing and COVID protocols continued throughout the quarter.

- LCC hosted the Safe Schools Summit, and an Active Shooter Training in collaboration with Cowlitz County SAFE Schools Coalition.

Information Technology Services

Application Development

- IT Services continued to improve the Fireworks customer relationship management application.
- IT Services migrated from the Everfi online training application to Get Inclusive.

Safety and Security

- IT Services upgraded the access control server
- IT Services setup access control for the bookstore

Network/Telecommunications and Systems Administration

- IT Services implemented and configured a new application to help with remote troubleshooting and software updates
- IT Services upgraded the digital signs on campus

Customer Support

- Service Requests from July-Sept. 2022:
 - Opened: 639
 - Resolved: 648
 - Unresolved: 234
- Average Time to Resolve Service Requests (last 90 days):
 - 2 Days, 21 Hours (end of 2022-9-30)

Other

- Two IT Services employees presented at the Building Bridges technology conference
- Setup a digital ordering and communication system in the cafeteria
- Setup a new Head Start site in Kelso near Wallace Elementary School
- Opened the newly remodeled rooms in the library
- Upgraded the audiovisual equipment in the HSB building
- Completed backing up the data from Lucid Charts so that the licenses could be returned to SBCTC
- Moved the CEO program to the Physical Science building
- Upgraded the equipment in the nursing simulation lab
- Assisted with recording the Civil Dialog video conferences
- Setup a classroom in VOC for the Longview School District to use

Campus Services

Capital Projects:

- Don Talley 2nd Floor Classroom Divider (approx. \$40K)
- HVAV Upgrades/ Administration Lower Roofing/Apartment Reroof (approx. \$600K)
- Waterline Replacement (Approx. \$300K)
- Rose Center Floor Repair (approx. \$40K)
- Fire Hydrants (approx. \$100K)
- Administration Exterior Improvements (approx. \$500K)
- Storage Area/Batting Barn (approx. \$500K)
- Student Center 2nd Floor Laundry Room (approx. \$100K)

Maintenance/Grounds/Custodial/KeyShop/PrintShop/Central Services:

Maintenance

- Changed DTV Parking Lot Lights to LEDs
- Repaired broken 4 inch waterline
- Moved CEO to Physical Science
- Removed cashier station in the cafeteria and repaired the floor
- Repaired Main Building circulation pump
- Repaired concrete in several locations on campus
- Painted the Ballfield Grandstands
- Replaced the expansion tank at the Student Center
- Installed new playground equipment for HOFL

Apartments

- Replaced Hot Water Heater
- Repaired Basement water leak
- Sealed concrete walls in the basement
- Repaired gutter

Custodial

- Paper towel dispenser issues were resolved.

Print Shop/ Central Services/Surplus.

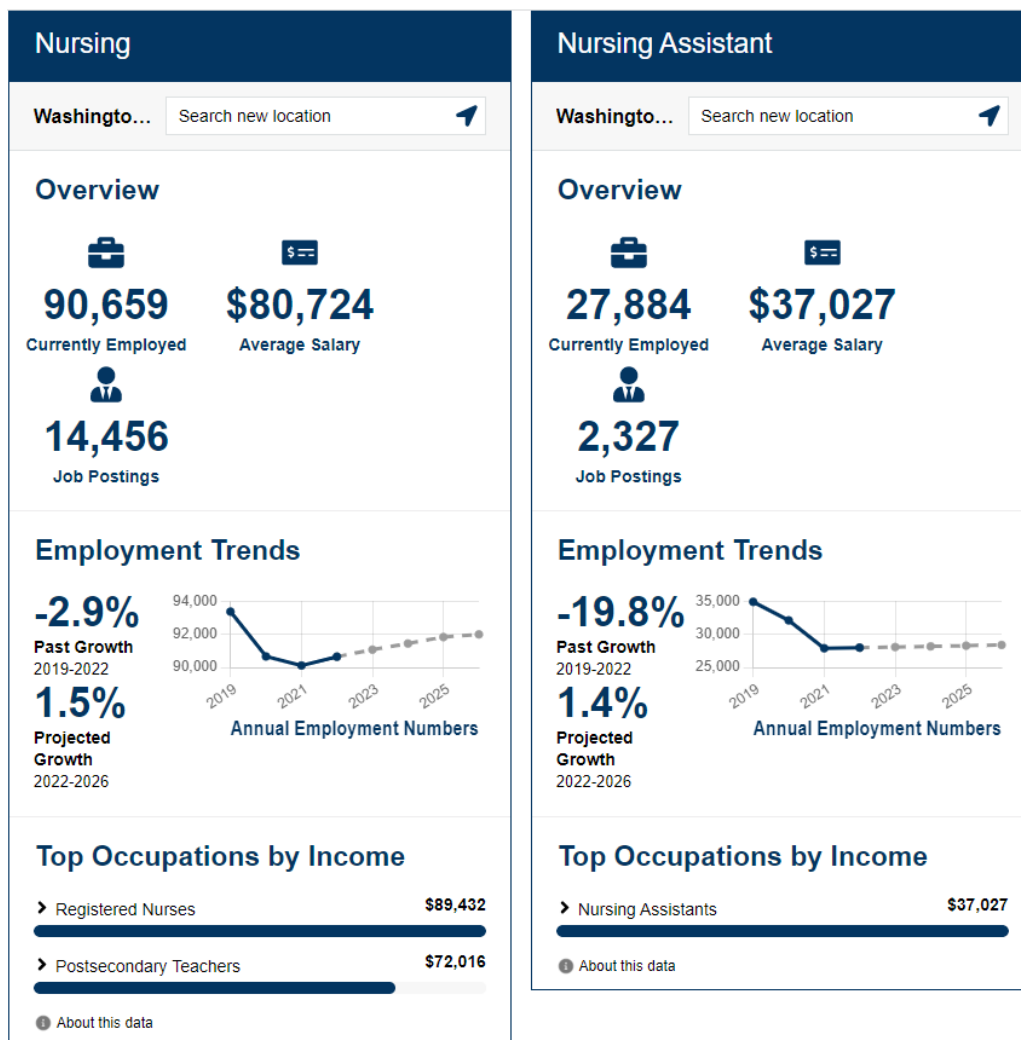
- Made \$7,507.72 for the College through the sale of surplus inventory via the Public Surplus website.
- Replaced copiers across campus
 - ADC Career Center
 - ADC Financial Ad
 - Library Office of Instruction
 - HOFL
 - HSB 1st and 3rd Floors
 - Main Mathematics
 - Print Shop (New Color Copier)
 - VOC Transitional Studies
 - Administration (HR) pending

Operations Council Report for Effectiveness & College Relations

Workforce and Economic Development

Job Market Data

- In early September, Effectiveness and College Relations launched a new set of pages on the LCC website reflecting real-time job market data for programs of study at LCC. The pages are organized by Career Pathway and include the number employed, average annual salary, current number of job postings, past employment growth, projected employment growth, and top occupations by income within each area. Users can search by specific geographical area. The pages were introduced to the LCC community during Guided Pathways day during in-service week. The information displays as follows:



Professional/Technical Marketing Update

- LCC's summer/early fall and fall quarter marketing campaign featured Facebook/Instagram, Google (SEO), YouTube, Snapchat, Spotify/Pandora, geofencing, streaming television, and direct

mail. The campaign featured **Chemical Dependency Studies, Education, Welding, and Business Technology** in addition to the LCC Cares campaign.

- Per analytics provided by our marketing vendor, LCC's messaging continues to perform well above industry standards.
- Advertising with all local radio stations, The Daily News, and the Wahkiakum County Eagle is ongoing.
- Efforts to increase engagement with organic social media including a substantial increase in the amount of video "reels" used in posts about activities and events on campus. The college also recently started making organic social media posts on Google, which have resulted in high engagement.
- Promotions for the July 2022 LCC Open House featured hands-on professional/technical activities including demonstrations in the welding lab. The Open House attracted over 200 visitors.

Academic Transfer

Academic Transfer Marketing Update

- LCC's summer/early fall and fall quarter marketing campaign featured Facebook/Instagram, Google (SEO), YouTube, Snapchat, Spotify/Pandora, geofencing, streaming television, and direct mail. The Snapchat campaign featured Running Start.
- Per analytics provided by our marketing vendor, LCC's messaging continues to perform well above industry standards.
- Advertising with all local radio stations, The Daily News, and the Wahkiakum County Eagle is ongoing.
- Efforts to increase engagement with organic social media including a substantial increase in the amount of video used in posts about activities and events on campus. Recent developments with organic social media include an increase in the number of short video clips used and organic posts on Google, which have resulted in high engagement.
- Promotions for the July 2022 LCC Open House featured hands-on academic transfer activities including demonstrations in the biology lab. The Open House attracted over 200 visitors.

Preparation for College Level Studies

Transitional Studies Marketing Update

- Paid and organic social media promoting transitional studies continues, with a particular emphasis in weeks three through eight each quarter. Development of a new animated explainer video for Transitional Studies is underway. Another recent development is the use of Google Business for organic social media posts. The most popular Google post to date featured information about Adult Basic Education, which resulted in hundreds of engagements.

Student Access, Support and Completion

Summer Open House

LCC invited the community to attend an Open House on campus on July 22, 2022. The event attracted over 200 visitors and was staffed by volunteers from multiple departments. Faculty in numerous disciplines provided hands-on demonstrations for prospective students and other interested parties.

Student Surveys

LCC administered the Community College Survey of Student Engagement (CCSSE) Race/Ethnicity pilot survey to students in spring quarter. The college will administer the HEDS Diversity and Equity Campus Climate Survey to students in fall 2022.

CRM Mapping

Institutional Research staff have invested a significant amount of time mapping data for implementation of various phases of the college's new Customer Relations Management (CRM) tool, Fireworks. This includes both the communication flow, already implemented, as well as the enrollment funnel.

Institutional Excellence and Community Enrichment

Employee Survey

LCC will administer the PACE (Personal Assessment of Campus Environment) survey to employees in fall quarter. The survey will include a new Race/Ethnicity module in addition to the base survey questions.

ctcLink Update

- Nichole Seroshek joined the new statewide College Collaboration group, an important new element within the state's ctcLink governance structure.
- Subject matter experts in all three pillars are reviewing the original list of ctcLink requirements to ensure that the state board does not descope any work that is critical to college operations. The state board is requiring colleges to complete the review in phases, with the first deadline occurring in early October.
- Effective and College Relations staff are continuing to pursue the request that the state board update the existing "web enhanced" instructional modality label to be more reflective of the definition of the code, to display as "in person (web enhanced)." Although the state board had initially decided to combine the request with a larger reorganization of modality coding, the intent is to persuade them to treat it as a stand alone request and implement it now.
- Upcoming ctcLink updates will result in outages on the following dates/times:
 - Saturday, October 8, 2022 7:00 am - 1:00 pm - HCM Image 43
 - Saturday, October 15, 2022 7:00 am - 1:00 pm - CS Image 26 & HCX (mobile) Update
 - Saturday, October 29, 2022 7:00 am - 1:00 pm - FS Image 41

Media Coverage

As reported on the [LCC news and media webpage](#), recent media coverage includes:

[Open house at library at LCC](#)

The Alan Thompson Library remodel at Lower Columbia College has been completed. The public is invited to an open house from 10 a.m. to 2 p.m. Sept. 27 in the Alan Thompson Library Building 106 (Learning Commons) on the college campus, 1600 Maple St., Longview. The Daily News | September 23, 2022

[Alan Rose reads from award winning novel at Northwest Voices](#)

Alan Rose is the guest author at the 7 p.m. Sept. 29 Northwest Voices event in the Longview Public Library's auditorium, 1600 Louisiana St., Longview. The Daily News | September 23, 2022

[Local city, business leaders to host forum on homelessness in Longview](#)

The third of the five-part series, Community in the Crossfire: Seeking Civil Dialogue in Uncivil Times, is set to take place from 7:30 to 9 p.m. Thursday in the lecture hall in the Lower Columbia College Health and Science Building. The Daily News | September 17, 2022

[Lower Columbia College President's and Dean's Lists](#)

The Lower Columbia College President's and Dean's lists for the 2022 summer quarter have been announced. The Daily News | September 16, 2022

[TDN Students in Need drive raises nearly \\$40K](#)

A fundraiser to help Lower Columbia College students overcome financial burdens and finish their degrees surpassed its goal by nearly \$4,000. The Daily News | August 18, 2022

[Forums seek to make political speech in Cowlitz County more polite](#)

To lessen what the organizers claim is growing resentment and polarizing views in local political debate, a series of five panel discussions with local and state authorities will be held. BOLLYINSIDE | August 11, 2022

[Forums aim to restore civility in Cowlitz County political discussions](#)

A series of five panel discussions featuring local and state leaders aims to diminish what organizers say is growing anger and polarizing views in local political discourse. The Daily News | August 11, 2022

[LCC hosting forums on civil dialogue](#)

A series of public forums at Lower Columbia College will pose a simple but challenging question: Can local people have polite and productive political discussions about hot topics — even if they strongly disagree? The Wahkiakum County Eagle | August 11, 2022

[Lower Columbia College Names Former Mayor Alumnus of the Year](#)

A former Longview mayor who helped establish a scholarship program and several buildings on the Lower Columbia College campus is the college's 2022 Alumnus of the Year. The Daily News | August 9, 2022

[Sen. Murray Announces Additional Pandemic Relief For WA Higher Education](#)

Senator Patty Murray, Chair of the Senate Education Committee and a senior member of the Senate Appropriations Committee, announced an additional \$2 million in federal relief from the American Rescue Plan to support students pursuing a higher education in Washington. KXRO | July 22, 2022

[LCC to hold Summer Open House on July 22](#)

Lower Columbia College will hold a 2022 Summer Open House from 4-7 p.m. on Friday, July 22. The event is free and open to the public. The Wahkiakum County Eagle | July 21, 2022

[Longview Salvation Army is providing meals to college students in need](#)

In 2021, Longview Temple Corps provided over 20,000 hot meals to those in its Washington community, according to the corps' annual stats. In 2022, the corps extended its meal outreach services to provide free meals for local community college students at Lower Columbia College (LCC). Caring Magazine | June 22, 2022

[Daily News' Students in Need scholarship fund drive ends with \\$39,886 collected](#)

The Daily News Students in Need drive's final tally is \$39,886, surpassing this year's goal of \$35,000. The Daily News | June 15, 2022

[LCC to hold limited in-person commencement ceremony](#)

Lower Columbia College (LCC) will hold its 86th annual commencement ceremony in-person on the LCC campus on June 17. The ceremony will be held in the Wollenberg Auditorium beginning at 6:00 p.m. The Wahkiakum County Eagle | June 16, 2022

[Lower Columbia College students paint murals at Longview skate park](#)

Paint rollers have replaced skateboard wheels at Cloney Skate Park this week. A class of around 10 Lower Columbia College students convened at the Longview park, near the corner of Douglas Street and 28th Avenue, Tuesday morning for the first day of painting. The Daily News | June 1, 2022

[Superintendent Chris Reykdal to speak at LCC](#)

Washington State Superintendent of Public Instruction Chris Reykdal will speak to Lower Columbia College's second graduating class of Bachelor of Applied Science-Teacher Education students on June 13. The Wahkiakum County Eagle | June 2, 2022

[State program focuses on trades skills for Southwest Washington students](#)

A first-of-its-kind state program is helping local students go straight from high school to careers in fields like construction and engineering through internships with local companies. Yakima Herald Republic | May 21, 2022

[LCC announces a celebration of Lawetlat'la volcano](#)

Community members are invited to Lower Columbia College (LCC) on May 18 for an interactive celebration of our local volcano. The event, which is free and open to the public, is part of LCC's annual

Earth Science's annual celebration of the May 18, 1980 eruption of the Mt. St. Helens volcano, known as Lawetlat'la to the local Cowlitz tribe. The Wahkiakum County Eagle | May 12, 2022

[Enrollment plummet at Washington's colleges, especially among men](#)

In 2019, Washington created one of the most generous college financial aid programs in the country. Compared with a program it replaced, the Washington College Grant allowed many more students to qualify for free or subsidized tuition. No longer would eligible students be denied aid because of caps tied to limited funds. By all rights, the state's colleges should have seen a rush of applicants. Instead, enrollment plummeted. The Seattle Times | April 24, 2022

[Lower Columbia College Reports Enrollment, Staffing Challenges](#)

Enrollment at Lower Columbia College is 15% below what it usually is for the spring quarter, board members reported during their virtual meeting Wednesday. The Daily News | April 22, 2022

[LCC Speech and Debate earns prestigious awards](#)

Competing at their first in-person tournament in more than two years, the Lower Columbia College Fighting Smelt Speech and Debate Team earned several awards and other honors at Phi Rho Pi Nationals in St. Charles, MO. The Wahkiakum County Eagle | April 14, 2022



Operations Council Report

Instruction Division – Summer 2022

Dr. Kristen Finnel, Vice President of Instruction
Tamra Gilchrist, Dean of Instructional Programs
Stefanie Gilberti, Interim Dean of Instruction and Learning Resources
Theresa Stalick, Dean of Basic Education for Adults
Merry Bond, Associate Dean of Nursing
Mindy Leasure, Director of Head Start
Heidi Patrick, CEO/HS Completion Manager
Sarah Griffith, Director of eLearning
Natalie Richie, Director of Instruction Division Operations
Kari Johnson, Director of Early Learning Center

Core Theme I: Workforce & Economic Development

- The Corporate & Continuing Education department worked with ed2go (online training program) to provide recommendations for improving our [web pages](#) to College Effectiveness & Relations, including page navigation, employment data, and highlighting top offerings. Work is currently underway with hope to release the new pages in the fall quarter.
- The Corporate & Continuing Education department met with the Economic Development Council and Cowlitz-Wahkiakum Council of Governments to begin planning efforts for workshops to be held in the winter & spring quarters of 2023. The team plans to offer 4-week workshops, with drop-in lab support time for the following topics: Website Development, Target Marketing 2.0, Marketing with Social Media, and Extending your customer base through Etsy & Shoppay. The team will meet again in November to finalize the schedule & begin marketing efforts!
- LCC's BAS-Organizational Leadership program was pleased to welcome new tenure-track faculty member, Justin Core.

Core Theme II: Transfer & Academic Preparation

- The University Center is renewing partnership agreements with 5 universities. Grand Canyon University is increasing their partnership to have an identified, branded office and will be on campus multiple times a week. Their last contract only had them present twice a month. Western Governors University has expressed their intent to increase their presence on campus from once a month to every other week.
- At the end of summer quarter, 17 students were recommended to the Office of the Superintendent for Public Instruction for Residency Teacher Certification.
- Five BAS cohorts had summer enrollment for a total of 98 students.
- A new education AAS degree is being explored to offer a pathway for para educators.

- The BAS-TE courses were aligned to the Professional Educators Standards Board (PESB) Cultural Competency, Diversity, Equity and Inclusion Standards (CCDEI) to remain in compliance with licensure requirements.
- July 1st, LCC submitted their Statement of Need for a Bachelor of Science in Nursing to the SBCTC.

Core Theme III: Student Access, Support & Completion

- The Learning Commons (Library, eLearning, Tutoring) has answered 626 questions from students, staff, and faculty between July 5, 2022 to September 8, 2022.
- Students booked 105 tutoring appointments and 4 Librarian appointments.
- LCC offered 100 online courses, 23 hybrid courses, and 56 in-person courses (previously denoted as web-enhanced and informational) all courses are credit bearing courses. The Transitional Studies Department offered 35 online courses and 83 hybrid. For charts and more details please check out the [eLearning Wednesday Report](#)
- Students checked out 58 Chromebooks, 11 Laptops, 4 Course reserve (textbooks), 12 Graphing Calculators, and 21 WiFi hotspots.

Core Theme IV: Institutional Excellence

- The Office of Instruction worked with faculty & administration to move the Tenure Review Process online in efforts to improve access and to create a more efficient process. Committee members and administration will be provided a link for their tenure track faculty member, which contains the same materials found in the previous board books. One binder will be maintained in the Office of Instruction for each tenure track faculty member.
- [25Live](#) reports that 5,111 events were reserved and scheduled on the LCC Campus during Summer Quarter. This includes classes, athletic events, and miscellaneous reservations for room use, and Courses/Sections were the most common type of events. The most used buildings during Summer quarter were MAIN and VOCATIONAL. Please email Shalaina Williams if more detailed data is desired.
- Faculty Development Committee: A total of \$850.00 was awarded in Summer 2022.
 - 2022/2023 Funds: Current balance of \$17,650.00 remains in the budget after Summer applications.
 - Fall Applications close Sept 30, 2022

Topics of Interest

Upcoming Events

- **June 1**, 10 am, Career and Employment Fair, Student Center 101 - *Student Center Lobby.*
- **June 2**, 11 am, Red Carpet Week - All Campus Brunch, *Student Center 122.*
- **June 4**, 10 am, International Festival, *Student Center 101 - Student Center Lobby.*
- **June 6th**, 9 am, WGU Tabling Event, *Alan Thompson Library Building - Entry Lobby Area.*
- **June 6th**, 12 pm, Nursing Pinning Practice, *Rose Center 123 - Wollenberg Auditorium.*
- **June 7th**, 7:30 pm, Spring LCC Jazz Ensemble Performance, *Rose Center 101/121/134 - RCA Lobby, Rose Center 123 - Wollenberg, Rose Center 117 - Box Office.*

- **June 10th**, 7:30 pm, Mozart's Requiem, Rose Center 101/121/134 - RCA Lobby, Rose Center 102 - Rehearsal Hall, Rose Center 123 - Wollenberg, Rose Center 117 - Box Office.
- **June 11th & 12th**, 7:30 pm, LCC Drama: The Underparts, Rose Center 131 - Theatre, Rose Center 101/121/134 - RCA Lobby, Rose Center 117 - Box Office.
- **June 13th - 17th**, 8 am, Commencement Cap and Gown Pick Up, Student Center 120 - Conference Room
- **June 13th**, 6 pm, BAS-TE Reception, Rose Center 101/121/134 - RCA Lobby, Rose Center 123 - Wollenberg.
- **June 15th**, 5 pm, LCC Board of Trustees Open Public Meeting, Administration Building 100 - Heritage Room
- **June 15th**, 5:30 pm, Spring LCC Student Recital, Rose Center for the Arts 101/121/134 - RCA Lobby, Rose Center for the Arts 102 - Ken & Pat Hanson Rehearsal Hall, Rose Center for the Arts 123 - Wollenberg Auditorium, Rose Center for the Arts 117 Box Office
- **June 23rd**, 8am, Washington State Music Teachers Association Conference, Rose Center for the Arts 101/121/134 - RCA Lobby, Rose Center for the Arts 102 - Ken & Pat Hanson Rehearsal Hall, Rose Center for the Arts 110 - Gallery, Rose Center for the Arts 123 - Wollenberg Auditorium, Rose Center for the Arts 139
- **June 23rd**, 5:30 pm, Orientation for OLTM accepted students, Gymnasium Building 116 - Gymnasium
- **June 24th - 25th**, 8 am, Washington State Music Teachers Association Conference, Rose Center for the Arts 101/121/134 - RCA Lobby, Rose Center for the Arts 102 - Ken & Pat Hanson Rehearsal Hall, Rose Center for the Arts 110 - Gallery, Rose Center for the Arts 123 - Wollenberg Auditorium, Rose Center for the Arts 139
- **June 27th**, 9 am, Mandatory orientation for students that have been accepted into the Bachelor of Applied Science Program for Teacher Education, Alan Thompson Library Building 130 - University Center Classroom.
- **June 28th - 30th**, 8 am, Girls Basketball Camp, Alan Thompson Library Building 130 - University Center Classroom.
- **July 20th**, 8:30 am, LCC Board of Trustees Open Public Meeting, Administration Building 100 - Heritage Room.
- **Aug. 4th**, Parallel Journeys Gallery Reception, Administration Building 100 - Heritage Room.
- **Aug. 8th - 31st**, 7 am, Art Gallery Exhibit: Clark Powelson, Rose Center for the Arts 110 - Gallery
- **Aug. 11th**, 10:30 am, RDW Cookoff, Rose Center for the Arts 110 - Gallery.
- **Aug. 16th - 17th**, LCC Middle School Volleyball Camp, Rose Center for the Arts 110 - Gallery.
- **Aug. 18th**, 11 am & 5 pm, Running Start Information Session, Rose Center for the Arts 110 - Gallery.
- **Aug. 18th**, 7 pm, Community in the Crossfire: how to have a civil dialogue in uncivil times.
- *Rose Center for the Arts 110 - Gallery*

- **Aug. 25th**, 2 pm, Summer 2022 Nurse Pinning Ceremony, *Rose Center for the Arts 101/121/134 - RCA Lobby, Rose Center for the Arts 123 - Wollenberg Auditorium.*
- **Aug. 26th**, 4 pm, LCC Volleyball Tournament, *Rose Center for the Arts 101/121/134 - RCA Lobby, Rose Center for the Arts 123 - Wollenberg Auditorium.*
- **Sept. 8th**, 7 pm, Community in the Crossfire: how to have civil dialogue in uncivil times.

Auxiliary Program

Early Learning Center

- The Early Learning Center employed 4 students over summer quarter who helped with coverage & with meeting classroom ratios. The program took several field trips to the library, surrounding Lower Columbia School garden spaces, and the LCC campus. The program concentrated efforts over the summer on fall enrollment/recruitment & hiring.

Head Start

- We completed pre-service training in August. Monthly Area Meetings and Professional Learning Communities are offered for continued professional development to direct service employees.
- Preschool classrooms opened in September.
- Early Head Start holds steady for our services as our 12-month programming continues. They are kept busy with weekly home visits. Center-based EHS at LEHSP has a few openings for teen parents with infants/toddlers in the community. Connect with the Area Manager, Michelle Strozyk, if you have questions about a potential teen parent referral.
- We need teachers - Please refer to our posted positions on the LCC Jobs webpage.
- We have a brand-new center!!! The Link Neighborhood & Early Learning Center offers a morning and afternoon preschool for families in South Kelso. Kudos to our Wallace team members for moving through the last several years of transitions like pros! We celebrated with the Chamber of Commerce Ribbon Cutting mid-September.



OPERATIONS COUNCIL REPORT – STUDENT SERVICES

September 2022

- Advising, Testing and One-Stop
- Counseling Services
- Disability Support Services
- Financial Aid
- International Programs
- Outreach Services
- Registration
- Running Start
- Student Activities
- TRiO Programs
- Workforce & Career Services

CORE THEME I: WORKFORCE AND ECONOMIC DEVELOPMENT

- Workforce & Career Services: LCC renewed the contract with Workforce Southwest to provide employment navigation support for students and alumni. The goal of this program is to decrease equity gaps and improve employment outcomes for underrepresented populations, including students of color, women, and LGBTQ populations. In 2021-2022, the first year of the program, LCC either met or exceeded all performance metrics, and more than 80% of students served came from a diverse background including students of color, non native English speakers, undocumented students, and women.

CORE THEME II: TRANSFER AND ACADEMIC PREPARATION

- 46% of TRIO students earned an Associate's degree within 3 years of enrolling
- 62% of graduates in the TRIO program transferred to a 4-year institution by Fall 2022

CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION

- TRIO Student Support Services retained 78% of their students from Fall 2021 to Fall 2022
- 90% of TRIO students maintained a GPA of 2.8 or higher from September 2021 through August 2022
- Disability Support Services conducted 71 new student intakes between July-September, which is a 23% increase over the previous year.
- DSS presented to 12 international students on September 15, 2022, about supports and accommodations.
- Financial Aid: First two weeks of fall quarter financial aid, scholarships, and emergency awards disbursements (9/12/22 – 9/23/22):
 - Over \$3.2 million dollars to 1,841 students, which included 271 scholarships (foundation, athletic, and community), and over 1,400 CARES awards. This is an increased disbursement of nearly an additional \$1 million more funds to over 800 more students compared to the same time period last year.
 - Certified 47 VA students.

- Financial Aid: 23/24 Financial Aid Applications (FAFSA/WASFA) open on October 1, 2022:
 - Scheduling 23/24 financial aid completion events (FAFSA/WASFA) - 3 scheduled for the week of October 3rd (RA Long, Mark Morris HS, and Kelso HS).
 - Hosting SW WA Community Partners Round Table to jointly create strategies to increase FAFSA filing rates for SW WA. Date: mid-November.
 - Washington State continues to be near the bottom in nation of high school seniors completing their FAFSA. Comparing the graduating class of 2022, WA state was ranked 49 in the nation <https://formyourfuture.org/fafsa-tracker/> (same state ranking as the graduating class of 2021).
 - SW WA continues to rank near the bottom in the state for FAFSA filers. ESD112 ranked 8th of 9 state-wide ESD's).
- Financial Aid: Began implementation work of Bank Mobile, which will allow students to select their refund options of either direct deposit or to have their check mailed. The go-live date is set for December 2, 2022.
- Registration evaluated 268 official transcripts and transferred in 10,567 credits in addition to awarding 10 credits via Academic Credit for Prior Learning and transcribing AP and CLEP credit.
- Registration processed 135 credentials for students who earned graduation requirements, including: 19 bachelor's degrees, 86 associate degrees, 20 certificates, and 11 high school diplomas.
- Serena Murray in Registration co-presented a session on state residency with Tanjagay Martin (SBCTC) at the Washington Association for Collegiate Registrars and Admissions Officers 2022 conference located at Pierce College.
- Registration continues to support Outreach in the integration of the Fireworks CRM into our new student operating processes, including sending new student welcome emails automatically to recipients instead of manually uploading a list of new students and triggering a new email using Constant Contact each day.
- Registration reorganized its employee roles and responsibilities to increase cross-training, increase collaboration, and provide services more quickly and efficiently for students. Three employees have moved into roles with updated responsibilities. In the new model, multiple team members will share responsibility for key student-facing services like credential evaluation and degree awarding to help mitigate the intense seasonal workload that has historically fallen on just one person. This additional redundancy will reduce the pressure on individuals and ensure that, throughout the year, the department's resources can always be focused where they are needed most to provide support to students and minimize turnaround times.
- Since July 5th, Advisors held 688 student appointments. 398 were New Student Advising appointments
- As of Friday, September 24th, Advisors commenced the two-week check-in with new students for the pilot areas of the Advising Redesign using texts, emails, and Navigate's Appointment Campaign feature.
- Outreach: The outreach team supported and co-led the August 31 Rock Enroll event which resulted in 91 registered students for Fall and 28 new applicants.
- Outreach: The outreach team coordinated and supported retention efforts to the 1,043 students who were enrolled in Spring or Summer, not eligible for graduation, and not enrolled for Fall; this began at the end of July and as of September 19 resulted in the re-enrollment of 474 students. Faculty partners engaged in these outreach efforts.
- Outreach: Throughout the summer, the outreach team conducted four support sessions that were held after usual business hours and provided dinner for participants and their guests. This was part of the summer bridge program; total participation for the dinner support session was 60 prospective students and guests.
- Outreach: As of September 28, 2022, there were 1,996 admissions applications, an increase of 20.9% from previous year; this is especially notable because application rates almost match

applications received pre-pandemic AND when applying to college was a high school graduation requirement (2,077 applications for Fall 2020).

- Outreach: As of September 28, 2022, LCC sustained an average ctcLink and onboarding initiation rate of 65% by all new applicants for Fall; as tracked and reported on using the new Customer Relationship Management (CRM) system Fireworks.
- Workforce & Career Services: The LCC Food Pantry has continued to shift service models as more students are on campus and have moved back to a drop-in model for food assistance. In the first week of Fall quarter, over 50 students checked into the food pantry for support with groceries, prepared lunches, or grab and go items, which is a 292% increase over Spring quarter 2022. LCC continues to partner with the Salvation Army to provide prepared meals to students each week, and the number of meals distributed continues to grow. Due to the increased demand for in person services, the hours of operation will soon be expanded.
- Workforce & Career Services: The LCC Cares *Take a Class on Us* promotion has received over 1824 submissions since May. To date, over 1700 of applicants are enrolled for Fall quarter classes and will be awarded funds. Over 51% of the students participating in the promotion are either new students or are returning after a break of two or more quarters. As of the second week of Fall quarter, over \$1 million in Cares Act funding has been spent on the LCC Cares promotion towards students' tuition and fees. The promotion will continue to accept new submissions until the end of Fall quarter.
- Workforce & Career Services: as of the second week of Fall quarter, over 400 students have applied for emergency assistance for basic needs such as housing, food, transportation, and other needs. Over 75% of requests are for housing assistance and the second highest need is for transportation. Out of these students, 82 have identified as either homeless or at risk of being homeless, with the majority of students needing assistance with rental assistance or help preventing eviction. In addition, staff have been able to provide emergency housing (such as a short hotel stay) for three students who are currently unsheltered and are working to find short term housing.
- Workforce & Career Services: For Fall quarter, 97 students have been awarded book vouchers totaling more than \$25,000 through the Student Success Grant program (which leverages BFET reimbursement funds). These vouchers are available to any enrolled student with financial need and are in addition to book vouchers provided for students participating in workforce support programs such as Opportunity Grant, WorkFirst, Worker Retraining, and outside agencies such as scholarships.
- In alignment with 2SHB 1835, LCC has contracted with Youth and Family Link to provide financial aid outreach to help increase FAFSA/WASFA completion rates and support postsecondary enrollment. Youth and Family Link will use contracted funds to perform community-based outreach to high school seniors and their families, community members, and other organizations in the community that share the goal of creating and increasing college-going culture. This partnership will focus on closing equity gaps for underserved populations and providing culturally relevant services to community members and potential students. The college will perform a consultative role, providing financial aid and college expertise and participating in events as needed.
- Running Start: 93% of students from Spring quarter registered for Fall 2022
- Running Start: This year the team saw an increase in RS interest for this Fall quarter. This year there was a total of 268 new applications for Fall quarter:
 - 227 new students were Juniors
 - 41 new students were Seniors
- Running Start: Has begun working more closely with local high schools to start up again with advising at the high school campus, as communication and flexibility with the high school has slowly begun to pick up. Mark Morris HS has invited the RS team to attend the MM/RAL HS

counselor meeting on October 5th. The goal is to get all the new HS counselors involved and see what is working and what is not working with advising, registration, and RS classes for students.

- The One-Stop Center served students in person, over Zoom, phones and email. They had 4,415 student drop-in appointments, between July 1, 2022 through September 28, 2022. Approximately 40% of students were helped on campus. The top reasons students needed assistance were financial aid questions and concerns, ID cards and parking permits, registration assistance and scheduling advising appointments. 2,330 of the appointments were held in September.
- Testing staff evaluated 379 multiple measures and proctored 190 Math placement exams, where 48% were proctored remotely. The Testing team also proctored 226 PearsonVue exams and 366 community-based exams during Summer quarter. Testing also received 39 faculty proctoring requests from 7 different faculty, and proctored 163 test sessions.
- Testing staff worked with 240 Fall 2022 Nursing applicants to coordinate TEAS and Kaplan testing via in-person and remote testing. Testing provided 262 testing appointments overall, with most of them in July.
- LCC was selected as a pilot school to implement Navigate's Next Generation Academic Planner. The Summer implementation gives advisors new features and also addresses functionality issues that affected the previous version of the planner. During the Summer push towards Fall enrollment, Navigate was used to provide 4,586 appointments, send 41,408 communications, collect 1,541 notes, and issue 1,790 alerts.
- Student Activities: Hosted six trips for students this summer, including white water rafting, ape caves, Seattle Mariners, Mt. Rainer Gondolas, Tillamook Cheese Factory, and OMSI. Overall there were about 135 student attendees, and some of the trips were planned in collaboration with TRiO.
- Student Activities: The Activities Board hosted Welcome Weeks for Fall 2022 with overwhelming success. During the two weeks they put on 12 programs, each of which had overwhelming attendance, with most running out of supplies. For all of Fall term 2021 there were eight programs and 239 attendees (not including the Fall Resource Fair attendance of an estimated 125), compared to the Welcome Week for Fall 2022 with 12 programs and an estimated 1385 attendees.
- ASLCC created a new position: Mental Health Advocacy Director at the end of Spring 2022 and that position was filled this summer. They also approved funding for mental health first aid trainer training which will take place this academic year.
- ASLCC attended their annual overnight retreat at Camp Cispus in Randle, WA, along with Bates Technical College, Whatcom Community College, and Grays Harbor College. This collaborative overnight leadership and team development retreat was an incredible start to the year.
- ASLCC completed their Fall leadership training with all positions filled.
- Housing expanded the occupancy by 16 beds with the installation of standardized furniture.
- Housing occupancy for Fall 2022 is currently 78% based on the new occupancy (96.2% utilizing previous occupancy numbers from FY 21-22).
- Housing collection rate was at 99.29% for Spring 2022 and 93.47% for Summer 2022.
- International Programs has an enrollment of 27 students for Fall from 11 countries: Japan, Kenya, Russia, Korea, Canada, Albania, Belize, Brazil, Germany, Mongolia, and United Arab Emirates.
- There are also currently 4 students enrolled from Korea in the American English online class.
- International Programs hosted a fully in-person new student orientation that had 10 new students, making it one of the largest of these events. There have also been rock climbing, mug painting, and drawing classes and events to help with student engagement.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

- On September 13th, Trey Batey and Byron Ford [presented](#) to the faculty of STEM, Humanities, Arts, and Communication, and Education regarding their participation in the second pilot of the new advising model.

HUMAN RESOURCE SERVICES – July, August, & September 2022

New Hires/Position Changes in July:

| | | |
|-----------|--------------------------|--|
| 7/1/2022 | Heidi Patrick | Youth Reengagement Manager |
| 7/1/2022 | Trisha Hamilton | Assistant Bookstore Manager |
| 7/1/2022 | Alyssa Milano-Hightower | Director of Enterprise Services/ Interim RCA |
| 7/5/2022 | Amy Yanez | Teacher Assistant (ELC) |
| 7/5/2022 | Susan Schubert | Program Assistant (Non-perm, Financial Aid) |
| 7/11/2022 | April Vitzthum | Payroll Assistant |
| 7/18/2022 | Felicia Sanchez | Accounts Receivable Tech |
| 7/18/2022 | April Tovar Villa | Financial Aid Director |
| 7/19/2022 | Blanca Santana Hernandez | Program Assistant (Non-perm, Running Start) |

New Hires/Position Changes in August:

| | | |
|-----------|--------------------|--|
| 8/1/2022 | Chris Peters | Dean of Instruction |
| 8/1/2022 | Tanya Pisarchuk | Program Specialist 2 |
| 8/1/2022 | Sara Albright | Program Specialist 2 (Non-perm, DSS) |
| 8/1/2022 | Aracely Marin | Instruction & Classroom Support Tech 1 |
| 8/1/2022 | Elizabeth Hoff | Program Coordinator |
| 8/2/2022 | Edward Munsch | Grounds & Nursery Services Specialist 3 |
| 8/4/2022 | Stephanie Durgeloh | Lead Teacher (Head Start) |
| 8/16/2022 | Brianna Purdy | Running Start Advisor |
| 8/19/2022 | Oanh Le | Teacher Assistant (Head Start) |
| 8/19/2022 | Stephanie Miller | Teacher Assistant (Head Start) |
| 8/29/2022 | Julien Stalick | IT Support Tech 2/ICST 2 (Non-perm, IT / BTEC) |

New Hires/Position Changes in September:

| | | |
|-----------|-------------------------|---|
| 9/1/2022 | Isabel Carleton | Teacher Assistant (Non-perm, Head Start) |
| 9/1/2022 | Ellen Strayer McAlister | Teacher Assistant (Non-perm, Head Start) |
| 9/1/2022 | Loren Long | Security Guard 1 |
| 9/1/2022 | April Headrick | Lead Teacher (Head Start) |
| 9/9/2022 | Amy Boultinghouse | Nursing Instructor (tenure track) |
| 9/9/2022 | Kailie Drumm | Nursing Instructor (tenure track) |
| 9/9/2022 | Becky Grabenhorst | Nursing Instructor (tenure track) |
| 9/9/2022 | Justin Core | BAS-OLTM Instructor (tenure track) |
| 9/9/2022 | Natalie Tonn | Biology Instructor (tenure track) |
| 9/9/2022 | Kimberly Beebe | Communication Studies Instructor (tenure track) |
| 9/9/2022 | Larissa Arnold | Psychology Instructor (tenure track) |
| 9/9/2022 | Shane Prine | Art & Design Instructor (tenure track) |
| 9/9/2022 | Jessica Kooiman | Nutrition & Health Instructor (tenure track) |
| 9/16/2022 | Felicia Sanchez | Accounts Receivable Specialist (reallocated) |
| 9/16/2022 | Britney Deal | Program Specialist 2 (reallocated) |
| 9/19/2022 | Ava Ransford | HR Generalist |

What's Going on in HR

- Summer quarter and September was focused on recruitment as we continue to have a high number of vacancies for full and part-time positions. We successfully hired 9 new tenure track faculty that started fall quarter. Unfortunately, two of our full-time faculty recruitments led to a failed search (second Biology Instructor, Language & Literature Instructor). We also filled our ESL Instructor recruitment and our new hire will start tenure track winter quarter.
- Human Resources welcomed and oriented all new full-time and part-time employees.
- Ava Ransford, our new HR Generalist, started with our HR team on Sep. 19! Ava spent the last 12 years working at PeaceHealth and just started in LCC's BAS-OLTM Program. We are in the midst of training Ava and excited for the positive contributions she will bring to our HR team. Stop by HR and introduce yourself if you haven't met her yet!
- In an effort to reach our diversity, equity, and inclusion outcomes related to recruitment and screen more applicants in, we have implemented Spark Hire, a video interview platform. Spark Hire enables us to add a one-way video interview step to full-time recruitments. Committees select applicants for video interviews. The video interviews are about five minutes and will be reviewed by the committee so we can narrow selections for committee interview. There are other features within Spark Hire that we look forward to exploring and eventually enabling supervisors to use Spark Hire for part-time hourly and adjunct recruitments as well. Watch for more information this fall!
- HR continues to share virtual training options for faculty and staff that appeal to a wide range of interests including several options related to stress and mental health offered by our Employee Assistance Program.
- The Sunshine award goes to the individual who: has a positive, encouraging and cheerful attitude, is a behind the scenes enthusiast and inspiring team player, and provides bright and professional customer service. Our summer quarter employee award winners were: Brianna Purdy (exempt) & Melissa Falter (classified).

Search Advocate Program

- HR (Sydney Benson as the lead) has been working this summer to develop and implement the Search Advocate (SA) Program at LCC. The SA Program enhances the validity and equity of our search process, and will have a positive impact on the diversity of our applicant pools and hires. We officially launched on September 19 and are excited to have Search Advocates involved in upcoming recruitments. In August, HR brought in reps from the Community Colleges of Spokane to present a Search Advocate Workshop to train 36 LCC employees to be Search Advocates. We have a wealth of resources and support for our SAs as they serve on committees in this new capacity and are eager to modify/strengthen our recruitment process along the way. More faculty and staff are scheduled to do the SA training this fall.

Red Devil Wellness (RDW)

- During summer quarter, we offered a number of in-person wellness events and activities including the summer quarter BBQ cook-off, fun run/walk, and volunteering at the Richard Kelley Learning and Healing Garden. We are excited to see faculty and staff enjoying on campus activities.

- Jessica Kooiman led a virtual Nutrition workshop for faculty and staff. Sydney Benson presented a stress management workshop during in-service week professional development offerings. It was well-received!
- RDW partnered with the Fitness Center on a variety of physical activity offerings.
- We advertised virtual meditations and Wellbeats.

FOUNDATION – July, August, September 2022

LCC's Alumni Association's growth continues with membership reaching 872 alumni. Alumni Association members received an email which included a message from President Chris Bailey and a pass to shop at the Columbia Sportswear Employee Store during the month of September.

Scholarship awarding for the 2022-23 academic year is nearly complete with nearly \$570,000 in scholarships awarded to students. The second round of awards went out in August and are in the process of being accepted.

After completing the feasibility study, the Foundation Board approved moving forward with the capital campaign and hiring the Barsness Group as campaign counsel for a three-year \$10 million comprehensive campaign. The Foundation Board and Feasibility Study Taskforce received the feasibility study results and recommendations in July.

Key findings reported by the Barsness Group included:

- The College is universally perceived as a key asset for the community and recognized as core to economic viability for the region. Top strengths cited include the nursing program, College leadership, ability to address workforce needs, community partnerships, the LCC Foundation, and athletics.
- Participants prioritized the vocational equipment fund while also acknowledging the need to invest in athletic facilities. Developing the region's future workforce and advancing student opportunity emerged as top benefits.
- The Foundation Board and College leadership are highly regarded, and 21 individuals self-identified as potential campaign volunteers with eight willing to serve on a Campaign Steering Committee.
- 82% of study participants indicated they would financially support the campaign while 13% stated they were unsure. Asked about interest in designating their support, 21 (44%) indicated they would designate to the vocational fund, nine (19%) would designate to athletics fund, while 18 (38%) would not designate but give to the overall campaign.
- Self-identified giving by participants totaled \$2.3 million, though 15 of 46 who indicated they would support the campaign could not offer an amount. Taking estimated giving from those who did not offer a specific gift amount, or where they indicated their businesses or family members would give, plus a few other major prospects for the campaign, the Barsness Group estimated the combined high end of giving at \$3.8 million.
- With a \$2M commitment in-hand, and more opportunities to secure State funding and, possibly, irrevocable planned gifts for the campaign, the Barsness Group found sufficient support for the \$7M campaign goal.

- When asked about including the College in their estate plans, 11 indicated they have done so but haven't shared the information with LCC, while an additional 20 may consider doing so in the future.
- This campaign is a high priority for study participants. Interviewees expressed some concern about the economy and the impact of mid-term elections, but otherwise encouraged the College to move quickly into a campaign.

When briefing the advisory task force on the findings, the Barsness Group made the following recommendations:

- Move forward quickly to prepare for a comprehensive campaign with a goal of \$10 million. Rebalance funding: \$3.5M for vocational fund, \$2.5M for athletic facilities, \$1M (already secured) for endowed athletic scholarships, alongside annual fundraising of \$3M. Use the campaign to spur planned gifts and documented estate commitments.
- Recruit a Campaign Steering Committee beginning with the chair role in summer 2022. Share study results with top prospects, using in-person briefings and or video meetings throughout the summer.
- Continue planning through 2022 by preparing campaign materials, prospect lists, and policies, hiring a 1.0 FTE campaign support position, and meeting with key industry leaders to further develop partnerships and interest.
- Plan for a campaign spanning three years, 2023-2025. Given current uncertainties regarding both the economic and political landscapes, a longer timeframe will provide needed flexibility.

The Athletic Booster letters went out to 1772 athletic supporters. As of 9/30, the appeal has raised \$21,900.00 so far.

LCC Foundation partnered with LCC Athletics in this year's Community Foundation of SWWA's GiveMore24! online giving event held on Thursday, September 22nd. The goal was to raise \$20,000 in support of the Athletic Excellence Fund. \$8,000 in matching gifts were secured to double donations made during the event. We raised \$19,540, 98% of the goal.

Foundation books were officially closed for the fiscal year of 2021-2022. The requested audit documents have been sent. The Audit team will conduct the 2021-2022 audit during the week of October 10 – 14, 2022.

July, August, September gifts and pledge payments totaled \$382,487.23 which included:

- \$9,500 Estate of Robert Quidbach
- \$214,514.43 Hugh Francisco
- \$20,000 Riverview Trust Company
- \$10,800 Malou Roth
- \$25,000 Emerald Sky Foundation