

Minutes

Operations Council – January 12, 2022

Attending: Nolan Wheeler, Bryanna Smith, Richard Arquette, Jason Arrowsmith, Natalie Richie, Lindsay Keevy, Sue Orchard, Theresa Stalick, Nichole Seroshek, Janel Skreen, Kirc Roland, Magnus Altmayer, Desiree Gamble, Byron Ford, April Tovar, Lupe Rodriguez, Kristen Finnel, Stefanie Gilberti, Merry Bond, Marie Boisvert, Tamra Gilchrist, and Sydney Benson.

Called to order by Vice President Nolan Wheeler.

1. UPDATE ON GOALS: DEPARTMENTAL REPORTS [ATTACHMENT]

Fall 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

Training on HR Screening Matrix: Sydney Benson

- Sydney Benson joined the Operations Council to provide a training on the newly adopted Recruiting Screening Criteria Matrix
- The Screening Matrix was created by OSU who developed the Search Advocate Program that LCC now participates in
- The matrix includes columns to list qualifications, whether qualifications are preferred or required, the qualification relationship to the position, if there are transferable skills that could meet the qualification, screening criteria (different ways to meet the qualification), when to assess the qualification, and the priority of the qualification
- HR's goal is to create the matrix alongside the job posting to assist with more equitable hiring and recruiting practices

3. ROUND TABLE DISCUSSION –

- Natalie Richie:
 - The course schedule for spring quarter has been completed
 - Instruction is working to update course and class fees for the 23/24 FY
- Richard Arquette
 - Student activities has started spring quarter with many activities offered to students
 - Providing a volunteer opportunity on the MLK holiday
 - ASLCC is moving into budget activity
 - There are many challenges that come with lost enrollment/lost revenue
 - ASLCC is hiring for a couple of positions
 - Eight faculty and staff participated in the mental health first aid instructor training
- Nolan Wheeler
 - LCC's VOC building project was included in the Governor's budget
 - The team is hopeful that the building will get fully funded by the legislator
- Byron Ford
 - Stacey Johnson recently started as the new advisor for education and BAS programs
- Tamra Gilchrist
 - The next cohort for the BAS-OLTM will be online; options for in-person will continue

DEPARTMENTAL REPORTS START ON THE NEXT PAGE...

Operations Council Report for Administration

2023 Q2 (October-December)

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

- Finance is working on financial statement prep and the SAO audit is scheduled for February.
- The first winter Financial Aid disbursement resulted in 287 refunds processed via BankMobile on 12/29/22 (same time last year, 486 refund checks were processed). Due to award issues in ctcLink, we expect more refunds the first week of January.
- Finance Dept Contact List & Resources are updated on the Finance Department webpage
<http://internal.lowercolumbia.edu/departments/finance/index.php>

Trainings/Workshops

- Entering Travel into ctcLink with Finance, 10/26/22.

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.
- All fall quarter online orders were processed and mailed, or confirmed ready for pickup within 1-2 business days.
- Processed 1,861 online orders for a cumulative total of \$116,874 in online sales
- Offered FREE 2-day shipping for all Fall Quarter online orders from August 15 – September 1, 2022, saving students \$1,053.16 in shipping charges.
- Facilitated having the Workforce Department staff members available in-store the first week of the Fall Term to help answer student questions related to Book Vouchers

Fitness Center

- During the Fall 2022 Term, the Fitness Center hosted the following events for our students & staff:
 - Welcome Back Week: including \$1 shake & Lotus drink specials, Tanita scale weigh ins, Free auto belay climbing lessons, Corn hole, and a Free throw contest
 - International Student Climbing Event – 6 students climbed

- Open House Climb – 8 people climbed
- Community Outreach Climb – 12 kids climbed
- Parks & Rec Climb – 14 students climbed
- Fitness Fun Run – 157 participants
- Red Devil Wellness Corn Hole – 6 participants
- Flu Shot Complimentary Smoothie Cards – 80 drink cards were created in total and distributed to students & staff
- Trick or Treat Campus Site Location
- 1,825 non-team check-ins for the Fitness Center
- 9,100 (approximate) individuals for scheduled Team Workouts, not counting coaches (130 athletes X 70 scheduled workout times)
- There were three instructional classes with approximately 32 students total
- The Juice Bar had the following sales for the term: 987 sales and \$6,878.40 gross revenue

Cafeteria

- Served 5635 customers, generating \$33,587 in revenue for the months of September-December
- Launched new weekly email promotions for specials of the day, sent campus-wide
- Interviewed & hired new student employees
- Updated Fork & Flame website to announce new monthly beverage specials
- Facilitated the installation of a NEW “grab & go” market inside the café
- Catered events, generating \$16,360 in revenue:

Athletics

- The Fall quarter ended with outstanding achievement on the court/field and in the classroom.
- The LCC women’s soccer team took third place in the NWAC following a West Region championship.
- The LCC volleyball team made it to the NWAC Elite 8.
- Overall GPA of all teams was 3.38 - This might be our highest quarter in history.
- Women's Soccer had the highest team GPA, with a team GPA of 3.75. Twelve members of the team earned 4.0's for the quarter
- Not one team scored below a 3.0
- A total of 30 student athletes earned 4.0 grades.

Safety & Security

- EHS has been collaborating on the design of an improved hazardous waste storage area behind the DTV building.
- Safety conducted several CPR trainings for employees during November and December.
- EHS conducted Stop the Bleed training for our nursing students in their final quarter.
- Janel Skreen and Nolan Wheeler completed Incident Command training through Cowlitz County Department of Emergency Management

Information Technology Services

Application Development

- Updated the Single Sign On process for EAB Navigate.
- Completed configuring the Get Inclusive training application for HR and Student Services.
- Continued working with the department of Effectiveness and College Relations to improve reporting features in the Fireworks customer relationship manager.

Safety and Security

- Assisted testing the emergency notification systems (both InformaCast and RAVE Alert) during the October earthquake drill.
- Updated the InformaCast server for emergency notification.
- Updated the access control server.
- Added access control to two interior doors in STC – the Security Department and ASLCC upstairs classroom.

Network/Telecommunications and Systems Administration

- Setup a classroom in the Vocational building to be on the Longview school district's network to support their Transition Academy.
- Continued to setup a cloud-based application for supporting laptops and other remote computers.

Other

- Completed a remodel in the library, including upgraded quiet rooms and two classrooms that include “bring your own device” access and the option to connect to a display (projector or TV) without cables.
- Accepted a donation from the Red Canoe Credit Union of approximately 150 phones and phone equipment.
- Hired a Customer Support technician to help support Head Start.

Campus Services

Capital Projects:

Center for Vocational and Transitional Studies (CVTS)

- The design team conducted a 3D walk through presentation of the building and site development on December 13, 2022 to LCC Foundation Board members and members of the community. The team has finished the schematic design process and will continue working on design of the building. The construction funding for this project was included in the Governor's Capital Budget. We are hopeful that it is funded in the final state capital budget.

Upcoming Projects

- Don Talley 2nd Floor Classroom Wall Divider (approx. \$40K)
 - This project is scheduled for Spring Break.
- HVAV Upgrades/ Administration Lower Roofing/Apartment Reroof (approx. \$600K)
 - The contractor is in process of order the roof top units and material to reroof the lower section on the building. The work is scheduled for spring or when the units or material arrives.
- Waterline Replacement (Approx. \$300K)
 - The contractor finished installing and connecting the waterline between Applied Art and Admissions. This project was part of the infrastructure upgrades. We install a new six-inch waterline with additional shut offs valves so we can isolate individual buildings without shutting off the main waterline to all buildings.
- Rose Center Floor Repair (approx. \$40K)
 - The contractor replaced 17 cracked tiles with great success. This project was completed over Christmas break.
- Main Building Transformer Replacement (approx. \$50K)
 - We are waiting on a week of good weather where the contractor can replace a 50-year-old transformer. This should be only a one-day project as we remove old transformer and replace it with the new one. This project will be completed during a weekend so it has very little impact on the academic environment.

- Fire Hydrants (approx. \$170K)
 - This project is 80% complete--just waiting on the backflow device, vault and asphalt work to be completed. The asphalt along the pathway on the north side of the baseball field is currently blocked off. The contractor has the pathway and parking lot I over by campus services tore up and they cannot finish the asphalt work until we have temperature above 40 degrees.
- Administration Exterior Improvements (approx. \$600K)
 - The contractor, architect and owner had our kickoff meeting in December and the contractor is in the process of ordering the new HVAC units and roofing material, work should begin in spring. The lower section of the Administration building roof will be replaced and four new HVAC units will be replaced.
- Storage Area/Batting Barn (approx. \$500K)
 - Pending – waiting on DES
- Student Center 2nd Floor Laundry Room (approx. \$100K)
 - The architect has finished the design and we are currently waiting on DES to advertise the project. We are hoping to completed this project by June 1st of 2023. The project consists of upgrading the infrastructure to support two washers and two dryers that the student will use.
- Baseball Field Pathway Lighting improvement
 - We are replacing four old pedestrian lights along the pathway and installing 6 new poles/LED lights to match our campus standard. This will improve the lighting at night along the pathway.

Maintenance

- Replaced the entire cooling unit in the kitchen freezer.
- Replaced the main exhaust unit on top of the Student Center
- Restored the heating system in the Library
- Replaced the heating and cooling unit in Applied Art office Row.
- Fixed the heating coils in the Welding Shop

Operations Council Report for Effectiveness & College Relations

Workforce and Economic Development

Job Market Data

- Phase 2 of implementing the Burning Glass-powered job market data tools on the LCC website is complete. The [Career and Program Explorer Tool](#) is now available on the [Job Market Data webpage](#) located at lowercolumbia.edu/job-market-data. The explorer tool allows users to search by keyword for occupational information related to salaries, job openings, job tasks, age distribution within the occupation and more. The search can be filtered to view data for different geographical areas.

Professional/Technical Marketing Update

- LCC's winter quarter marketing campaign featured Facebook/Instagram, Google, Snapchat, geofencing, streaming television, and direct mail. Campaign highlights included career pathway options at LCC, credentials from high school through bachelor's degrees, and an emphasis on applying for financial aid. 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 include intentional incorporation of more video "reels." Organic posts on Google continue to result in high engagement.

Academic Transfer

Academic Transfer Marketing Update

- LCC's winter quarter marketing campaign featured Facebook/Instagram, Google, Snapchat, geofencing, streaming television, and direct mail. Campaign highlights included career pathway options at LCC, credentials from high school through bachelor's degrees, and an emphasis on applying for financial aid. Per analytics provided by our marketing vendor, LCC's messaging continues to perform well above industry standards. This is particularly true for the Running Start messaging.
- Advertising with all local radio stations, The Daily News, and the Wahkiakum County Eagle is ongoing.
- Efforts to increase engagement with organic social media include intentional incorporation of more video "reels." Organic posts on Google continue to result in high engagement.

Preparation for College Level Studies

Transitional Studies Marketing Update

- In addition to ongoing marketing support for Transitional Studies, a number of additional projects are underway. This includes a recruitment flier in English and Spanish (already developed); updated web content, program brochure, animated explainer video, organic social media videos in Spanish, and support for the department's planned rebranding (under development).

Student Access, Support and Completion

Student Surveys

LCC administered the HEDS Diversity and Equity Campus Climate Survey to students in fall 2022. Results have not yet been provided by the vendor.

CRM Mapping

Institutional Research staff continue to invest a significant amount of time mapping data for implementation of various phases of the college's new Customer Relations Management (CRM) tool, Fireworks. At this point work is focused on the enrollment funnel (specifically applicants into registration and enrollment).

Financial Aid Application Marketing

A significant emphasis has been placed on encouraging financial aid applications through paid and organic marketing channels (digital, print and radio) in recent months.

Student Populations of Concern

A number of student populations stand out in recent surveys and other research reports, as summarized in an Institutional Research reported dated November 14, 2022

Hispanic/Latino/a/x

- Highest agreement with statement that racism exists at LCC (1)
- Lowest level of agreement with statement about a sense of belonging (1)
- Highest reported frequency of witnessing racism in the community and at LCC (1)
- Highest reported level of racism directed toward them in the community and at LCC (note: also highest reported level of college employees taking a stance against racism in their defense) (1)
- Most likely to self-report academic ability as "below average" or "average" (1)
- Proportionally, population declined by over one-third during the pandemic, particularly notable for males (2)
- Low completion rate in 2022 (3)
- Lowest transfer rate in 2022, tied with Black or African American (7)

American Indian and Alaska Native

- Highest proportional population decline during pandemic (close to 50%), particularly notable for males (2)
- Lowest fall-to-winter persistence rate 2021 to 2022 (3)
- Lowest completion rate in 2022 – tied with Black or African American (3)
- Highest proportion of "F" grades received in 2021-22 (6)
- Highest proportion of combined D/F/W grades received in 2021-22 (6)
- Low transfer rate in 2022 (7)

Black and African American

- Low fall-to-winter persistence rate 2021 to 2022 (3)
- Lowest completion rate in 2022 – tied with American Indian and Alaska Native (3)
- Nearly the highest proportion of combined D/F/W grades received in 2021-22, slightly below Native students (6)
- Lowest transfer rate in 2022, tied with Hispanic/Latino (7)

Native Hawaiian or other Pacific Islander

- Lowest fall-to-fall persistence rate between 2020 and 2021 (3)
- Highest rate of "D" grades received in 2021-22 (6)

Received need-based aid

- Proportionally, population declined by over one-third during the pandemic (2)
- Low fall-to-fall persistence rate between 2020 and 2021 (3)

Males

- Proportionally, declined by over one-third during the pandemic especially Native and Hispanic students (2)
- Lowest satisfaction in Support for Learners benchmark (4)
- Lowest satisfaction in Student-Faculty Interaction benchmark (4)
- Lowest satisfaction with Instruction (5)

Data Sources:

(1) 2022 Community College Survey of Student Engagement (CCSSE) Race-Ethnicity Pilot; (2) SBCTC Strategic Enrollment Dashboard; (3) 2023 Student Access, Support and Completion Monitoring Report; (4) 2022 Community College Survey of Student Engagement (CCSSE); (5) 2021 Student Satisfaction Survey; (6) LCC D/F/W grade report created for presentation by Dr. Al Solano, fall 2022; (7) 2023 Academic Transfer Monitoring Report

Institutional Excellence and Community Enrichment

LCC Website Enhancements

A number of enhancements to the LCC website have been implemented to improve user interface and navigation. Particularly notable is the integration of a next generation Google translation tool to the LCC website, facilitating translation to 132 different languages. The translation tool is currently located on some but not all pages from the dropdown box pictured below.



Employee Survey

LCC administered 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. Results have not yet been provided by the vendor.

ctcLink Update

System Enhancements

The Course Repeat Management enhancement was implemented on November 18. The enhancement gives colleges the tools needed to align with state [repeat course policy 5.30.25](#).

- LCC ctcLink team worked with SBCTC for a custom repeat code to be used with basic skills classes through spring 2023, while work on the new class structure is being completed.
- Instruction mode label Web-Enhanced was updated to In Person - Web Enhanced on October 21, just in time to update approximately 250 class sections for winter quarter. This change was made for *LCC only* - the state Data Governance Committee is convening a workgroup to meet in early 2023 to review and develop a recommendation for a potential system level re-organization of the current course modality/instruction mode coding.

Financial Aid Mass Packaging and Satisfactory Academic Progress update

- Work is underway with the FAST workgroup (sub-group of the Financial Aid Council) to collect information for what enhancements are needed to get mass packaging working efficiently for colleges.

- Two Satisfactory Academic Progress (SAP) requirement work sessions are scheduled for December 9 and December 16. At these sessions, SAP subject matter experts will have an opportunity to review functional requirements to refine the list and provide additional clarification to the ctLink PMO team. This is critical work to lay a foundation for the next step of solution design.

Internal ctLink projects

- The ctLink team collaborated with Cashiering, One-Stop and Finance to create a Nelnet Payment Plan Guide
- Testing in underway for the following projects -
 - The state Running Start tuition calculation and Student Running Start page enhancement
 - A new Academic Standing Configuration
 - A new dynamic date rule for classes that do not follow traditional term dates (nursing program and BAS-TE)

System Updates

- December 10 - HCM Image 44 and Tax Update 22-E (HCM pillar offline 12/10/22 from 7:00am-1:00pm)
- December 15 - Finance FS 1099 Regulatory Patch (no expected downtime)
- December 17 - CS Image 27 and HCX (Mobile) Update (CS Pillar and mobile environment offline 12/17/22 from 7:00am-1:00pm)

Media Coverage

Recent media coverage includes:

[LCC applies new 'Sam's Law' in hopes to train students on anti-hazing](#)

Lower Columbia College has implemented new anti-hazing policies to match efforts by state lawmakers and the family after the death of a 19-year-old Washington State University during a fraternity initiation event in 2019.

The Daily News | December 8, 2022

[LCC applies new 'Sam's Law' in hopes to train students on anti-hazing](#)

Lower Columbia College has implemented new anti-hazing policies to match efforts by state lawmakers and the family after the death of a 19-year-old Washington State University during a fraternity initiation event in 2019.

NCW LIFE Channel | December 8, 2022

[Portland Jazz Composers Ensemble Names Ryan Meagher Artistic Director](#)

Portland Jazz Composers Ensemble has appointed Ryan Meagher as its new artistic director. Meagher (pronounced Marr) is an established guitarist in Portland, Oregon's jazz community and is also known for his roles as a co-founder and programming director of Montavilla Jazz, PJCE's director of operations and director of PJCE Records, an editor of Jazzscene Magazine, as well as in his role as an educator with Mt. Hood Community College, University of Portland, Lower Columbia College, and with Metropolitan Youth Symphony.

Downbeat | December 6, 2022

[Longview's Lower Columbia college - like community colleges nationwide - sees enrollment drops](#)

Fewer students are enrolling at the Lower Columbia College than in recent years, with administrators making efforts to keep up with the change of student population likely exaggerated by the COVID-19 pandemic and flexible work options in an area known for its construction and manufacturing trades.

The Daily News | November 20, 2022

[Study abroad options now available for LCC students in Italy, Japan, Peru and more](#)

Lower Columbia College (LCC) has announced a new opportunity for students: participation in study abroad programs. The new option allows students to take courses with an LCC or other Washington

community college instructor for a quarter or summer in another country.

Wahkiakum County Eagle | Nov 18, 2022

[Ryan Meagher announced as Portland Jazz Composers New Artistic Director](#)

Portland Jazz Composers Ensemble (PJCE) is delighted to announce the appointment of Ryan Meagher as its new Artistic Director.

Kim Gumbel | Nov 16, 2022

[Lower Columbia College debate team places at McPherson Classic tournament](#)

The Lower Columbia College Fighting Smelt Speech and Debate Team won fifth-place in overall team sweepstakes and first place among community colleges at the McPherson Classic tournament hosted by Whitworth University.

The Daily News | Nov 07, 2022

[Next Northwest Voices will feature author Sallie Tisdale](#)

Lower Columbia College has announced that Author Sallie Tisdale will be featured at the November 16 Northwest Voices event in Longview. The event features the author's latest work, The Lie About the Truck.

The Wahkiakum County Eagle | Nov 03, 2022

[Lower Columbia College instructor returns to Jeopardy!](#)

Who is Courtney Shah? The answer is: The longtime Lower Columbia College instructor returning to the international game show "Jeopardy!" Thursday to take on two other high-ranking contestants in a chance to win more money.

The Daily News | Nov 01, 2022

[As seen on TV: Joe Kent, Marie Gluesenkamp Perez take attacks to WA debate stage](#)

More than 300 people filled the auditorium at Lower Columbia College on Thursday night for Oregon Public Broadcasting's debate between Republican Joe Kent and Democrat Marie Gluesenkamp Perez for the state's 3rd Congressional District.

The Seattle Times | October 31, 2022

[Kent and Gluesenkamp Perez trade jabs, talk policies during debate at Lower Columbia College](#)

More than 300 people filled the auditorium at Lower Columbia College Thursday night for Oregon Public Broadcasting's debate between Republican Joe Kent and Democrat Marie Gluesenkamp Perez for the state's 3rd Congressional district.

The Daily News | October 28, 2022

[LCC's Courtney Shah returns to Jeopardy! Tournament of the Champions Nov. 3](#)

Our very own Dr. Courtney Shah, LCC history instructor and previous Jeopardy! winner, is returning to the show to compete in the Tournament of Champions on November 3.

Jeopardy | Oct 27, 2022

[Candidate debate at LCC tonight \(Thursday\)](#)

Candidates for Washington's 3rd Congressional District seat will participate in a live, hour-long debate tonight (Thursday) at 6 p.m. in Lower Columbia College's Wollenberg Auditorium during an event hosted by Oregon Public Broadcasting's (OPB's) "Think Out Loud" radio program. The candidates are Democrat Marie Gluesenkamp Perez and Republican Joe Kent.

The Wahkiakum County Eagle | October 27, 2022

[Lower Columbia College debate team takes third place](#)

Members of the Lower Columbia College Fighting Smelt Speech and Debate Team won third place in two-year college team sweepstakes at the Steve Hunt Classic tournament hosted by Lewis and Clark College.

The Daily News | October 22, 2022

[3rd District Candidates Kent, Gluesenkamp Perez to Debate in Cowlitz County Oct. 27](#)

Southwest Washington congressional candidates Joe Kent and Marie Gluesenkamp Perez are scheduled to be in Longview Oct. 27 for a live, hour-long debate leading into November's election. The debate, which starts at 6 p.m. at Lower Columbia College's Wollenberg Auditorium, is organized by Oregon

Public Broadcasting's "Think Out Loud" program and will be moderated by radio host Dave Miller.

The Chronicle | October 21, 2022

[Public invited to share ways to ease divisiveness in Cowlitz County in final 'Civil Dialogue' forum](#)

The final part of the five-part series "Community in the Crossfire: Seeking Civil Dialogue in Uncivil Times," is scheduled for 7:30 p.m. to 9 p.m. Thursday in the Laufman Lecture Hall in the Lower Columbia College Health and Science Building.

The Daily News | October 17, 2022

[LCC announces Northwest Voices event](#)

Lower Columbia College has announced that Author, Poet and Artist Krysten Ralston will be featured at the October 18 Northwest Voices event in Longview. The event features the author's latest work, Ink Blots.

Wahkiakum County Eagle | Oct 13, 2022

[LCC Speech & Debate opens competition season with strong result](#)

The Lower Columbia College Fighting Smelt Speech & Debate Team finished 3rd place in 2-year college sweepstakes at the Steve Hunt Classic tournament hosted by Lewis & Clark College.

Wahkiakum County Eagle | Oct 13, 2022

[Fibre Federal Credit Union supports hospitals, colleges through Communities First Program](#)

Lower Columbia College's new Vocational Building Equipment Fund is a 2022 beneficiary of Fibre Federal Credit Union's Communities First Program. The building will be used by students pursuing careers in information technology, machine trades, welding and manufacturing, as well as students enrolled in transitional studies, according to a press release from the credit union.

The Daily News | October 8, 2022

Operations Council Report

Instruction Division – Fall 2022

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

Core Theme I: Workforce & Economic Development

- The nursing program is partnering with PeaceHealth to host an RN Residency Panel and mini-conference event on January 24. Current and pre-healthcare students and high school students are invited! LCC advisors and University Partners will be present.
- Corporate & Continuing Education hosted a couple meetings with the Cowlitz Economic Development & Cowlitz-Wahkiakum Council of Governments to start planning efforts for Small Business workshops for 2023. Details and registration information will be promoted in early winter.
- LCC was awarded a grant to expand CDL training over the next three years. This grant will help expand access by allowing LCC to offer additional cohorts, support students with financial aid, train additional instructors, and purchase a new trailer and vital maintenance equipment.
- The workforce-K12 CTE 'Skills Center' partnership with Kelso High School was approved for renewal and expansion next academic year. The Industrial Trades course, focusing on machining, welding and manufacturing will continue and Diesel Mechanic Technology will be added effective fall 2022. LCC is currently exploring a third partnership option for Health Science Careers.
- Workforce Education developed and submitted two new registered apprenticeship programs in industrial technology: Scot Industries and Lifeport. A third was updated for Washington Public Schools (par educator/early childhood education).

Core Theme II: Transfer & Academic Preparation

- The RN to BSN program proposal for the SBCTC will be out for review during January and ready for submission to the SBCTC by the mid-February deadline for discussion at their May meeting.
- The University Center renewed and expanded the partnership with Western Governors University and Grand Canyon University. Representatives from both institutions have increased their time and physical presence in the center offering additional access and opportunities for students.

Core Theme III: Student Access, Support & Completion

- The ctLink project team worked with SBCTC to update the course modality listing for web-enhanced classes to include "in-person" on the student-facing schedule webpage. Class schedulers worked with the eLearning department to update classes to include this new terminology effective winter quarter.
- The office of instruction will present 270 students with Dean's List honors for the fall 2022 quarter. Dean's list honors are awarded to full-time students who achieve an average GPA of 3.25 to 3.79.
- The Tutoring Center supported 704 tutoring sessions and at least 224 individual students. Of those 704 sessions, there were 436 in-person appointments, 158 online appointments, 86 eTutoring Zoom appointments, and 23 eTutoring Writing Lab file submissions.
- Faculty librarians facilitated 17 instructional sessions to 269 students, and worked with 23 students over 34 reference desk appointments (21 face-to-face, 13 online).
- The library's classroom Chromebook sets were checked out 83 times.
- The library's study rooms were reserved 172 times.
- The library's classrooms were reserved 28 times.
- Learning Commons' staff answered over 1,975 questions from students, faculty, staff, and community members.

Core Theme IV: Institutional Excellence

- 25Live reports that 13,761 event occurrences were scheduled on the LCC Campus during Fall Quarter. This includes classes, meetings, external rentals, athletic events, and misc. reservations for room use.
 - Athletic games/practices, meetings, and classes were the most common types of events during fall quarter.
 - The most used buildings were MAN and HSB. *Please email Shalaina Williams if more detailed data is desired.
- Faculty Development Committee: A total of \$2,538.75 was awarded in fall 2022.
 - 2022/2023 Funds: Current balance of \$15,111.25 remains in the budget after Summer & Fall applications.
 - Winter 2023 Applications will open in Jan 2022.
- Fall In-Service Week: The fall in-service committee hosted a variety of in-person, hybrid, & online [events](#) throughout the week, including DEI training with Dr. Farhana Loonat and a keynote address with Dr. Al Salano. The team produced a [conference brochure](#) highlighting the week's activities.
- The office of instruction worked with faculty to identify potential active learning classrooms that support group activities by creating table pods for students. The team identified several general purpose rooms in the HSB, MAN, AAR, & VOC buildings and will be collaborating with Campus Services in hopes of transforming the rooms by summer quarter.
- The office of instruction is working to expand onboarding resources for new faculty by providing training resources (QRG's, videos, and tutorials) on routine business processes of our faculty. These will be shared with new hires during onboarding meetings with the respective deans.
- The Fighting Smelt Speech & Debate team attended four regional tournaments, earning top-3 sweepstakes awards three times. In total, 16 students won 39 rounds of debate and earned 18 top-5 placements.

Topics of Interest

[Recognition / Personnel](#)

- Kailie Drumm, PhD, RN successfully defended her dissertation at the WSU School of Nursing in November. Congratulations, Dr. Drumm! She also presented her research involving climate change effects on adolescent mental health at the annual conference of the American Public Health Association in Boston during November. It was a busy month for her!
- Congratulations to Becky Grabenhorst, MSN, RN, who earned her master's degree from Western Governors University in September!
- Rebecca Lewis, BSN, RN, CCRN (MSN student), critical care nurse at PeaceHealth Southwest Medical Center and adjunct nursing faculty, co-presented a poster at the American Nurse Credentialing Center's Magnet conference in Philadelphia during October. Her team developed a rapid response model during the COVID-19 delta wave that helped prevent respiratory arrests ("code blues") outside of critical care areas.

[Upcoming Events](#)

- **January 14th**, @ 5 pm, Red Devil Basketball Game - *Gymnasium Building 116 - Gymnasium, Gymnasium Building 211*
- **January 16th**, @ 8 am, MLK High School Basketball Tribute, *Gymnasium Building 116 - Gymnasium*
- **January 17th**, @ 12 pm, Food Pantry Lunch - *Student Center 113 - Student Center Lobby*
- **January 19th**, @ 10 am, WSU Admissions & Scholarship Drive - *Student Center 113 - Student Center Lobby*
- **January 27th**, @ 10 am, Diversity & Equity Committee Meeting - *Student Center 113 - Student Center Lobby*
- **January 27th-29th**, The 50th Annual Mike Dugaw Smelt Classic Speech & Debate Tournament - *RCA 141 and across campus*
- **January 31st**, @ 12 pm, Food Pantry Lunch - *Student Center 216 - ASLCC Clubs & Org Room*
- **January 31st**, @ 6 pm, LCC Jazz Event - Portland Jazz Composers Ensemble - *Rose Center for the Arts 101/121/134 - RCA Lobby, Rose Center for the Arts 123 - Wollenberg Auditorium*
- **February 1st**, @ 5:30 pm, Red Devil Basketball Games - *Rose Center for the Arts 101/121/134 - RCA Lobby, Rose Center for the Arts 123 - Wollenberg Auditorium*

- **February 7th**, @ 12 pm, Food Pantry Lunch - *Student Center 216 - ASLCC Clubs & Org Room*
- **February 9th**, @ 2 pm, BAS-Teacher Education Enrollment Event - *Alan Thompson Library Building 130 - University Center Classroom*
- **February 14th**, @ 12 pm, Food Pantry Lunch, *Student Center 113 - Student Center Lobby*
- **February 16th**, @ 5:30 pm, Red Devil Basketball Games - *Gymnasium Building 116 - Gymnasium, Gymnasium Building 211*
- **February 18th**, @ 5 pm, Red Devil Basketball Games - *Gymnasium Building 116 - Gymnasium, Gymnasium Building 211*
- **February 21st**, @ 12 pm, Food Pantry Lunch - *Student Center 113 - Student Center Lobby*
- **February 21st**, @ 2:30 pm, Career Fair - Education - *Student Center 101 - Student Center Lobby, Student Center 113 - Student Center Lobby, Student Center 120 - STC Conference Room (A,B,C Combined), Student Center 120 A, B, C + 122 - Cafeteria & Conference Rooms, Student Center 122 - Cafeteria*
- **February 24th**, @ 10 am, Diversity & Equity Committee Meeting - *Main Building 119 - Founders Room*
- **February 24th**, @ 4:30 pm - Gallery Reception - *Rose Center for the Arts 110 - Gallery*
- **February 24th**, @ 7:30 pm, Winter LCC Theatre Performance - *Rose Center for the Arts 131 - Theatre, Rose Center for the Arts 101/121/134 - RCA Lobby, Rose Center for the Arts 117 Box Office*
- **February 25th**, @ 5 pm, Red Devil Basketball Games - *Gymnasium Building 116 - Gymnasium*
- **February 25th**, @ 7:30 pm, Winter LCC Theatre Performance of *Top Girls* - *Rose Center for the Arts 131 - Theatre, Rose Center for the Arts 101/121/134 - RCA Lobby, Rose Center for the Arts 117 Box Office*
- **February 25th**, @ 2 pm, Winter LCC Theatre Performance of *Top Girls* - *Rose Center for the Arts 131 - Theatre, Rose Center for the Arts 101/121/134 - RCA Lobby, Rose Center for the Arts 117 Box Office*
- **February 27th**, @ 5 pm, Somos Latinos - *Student Center 120 - STC Conference Room (A,B,C Combined), Student Center 120 A, B, C + 122 - Cafeteria & Conference Rooms, Student Center 122 - Cafeteria, Health & Science Building 103 - McLaughlin Community Resource Room, Health & Science Building 105*
- **February 28th**, @ 12 pm, Food Pantry Lunch - *Student Center 216 - ASLCC Clubs & Org Room*
- **March 2nd**, @ 7:30 pm, Winter LCC Theatre Performance of *Top Girls* - *Rose Center for the Arts 117 Box Office*
- **March 3rd**, @ 11 am, LCC Winter Drama Production of *Top Girls*- *Rose Center for the Arts 131 - Theatre, Rose Center for the Arts 101/121/134 - RCA Lobby, Rose Center for the Arts 117 Box Office, Rose Center for the Arts 148- Green Room*
- **March 3rd**, @ 7:30 pm, Winter LCC Symphonic Band Performance - *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*
- **March 4th**, @ 8 am, Science Olympiad 2023 - *Health & Science Building 104, Main Building 233, Science Building 108 - CEO HSC IESL Classroom, Student Center 101 - Student Center Lobby, Student Center 113 - Student Center Lobby, Student Center 120 A, B, C + 122 - Cafeteria & Conference Rooms*
- **March 4th**, @ 7:30 pm, Winter LCC Theatre Winter Performance of *Top Girls* - *Rose Center for the Arts 131 - Theatre*
- **March 5th**, @ 2 pm, Winter LCC Theatre Winter Performance of *Top Girls* - *Rose Center for the Arts 131 - Theatre*
- **March 7th**, @ 12 pm, Food Pantry Lunch - *Student Center 113 - Student Center Lobby*
- **March 7th**, @ 7:30 pm, Winter LCC Jazz Ensemble Performance - *Rose Center for the Arts 101/121/134 - RCA Lobby, Rose Center for the Arts 123 - Wollenberg Auditorium, Rose Center for the Arts 117 Box Office*
- **March 10th**, @ 7:30 pm, Winter LCC Choir Performance, *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*

Auxiliary Program

Early Learning Center

- We hired 2 Part-time Hourly employees and 1 full time assistant teacher.
- We hired 6 work study students Fall quarter, for a total of 17 student workers
- We have enrolled 6 new children for a total of 64 children enrolled at the Early Learning Center. We are currently working on enrolling 3 additional slots.

Head Start

Recruitment/Enrollment:

369 children are enrolled at the end of fall quarter. We have 11 openings to enroll new applicants.

Family Support:

Staff provided family support services to every enrolled child and family fall quarter. These comprehensive services include working with parents to assess their families' unique strengths and needs. Once the assessment is done the staff support parents to set a goal with a Family Partnership Agreement. They plan measurable and achievable actions to reach that goal throughout the school year. In addition, the staff provide community referrals and follow-up support and work alongside parents to maintain current physical and dental exams for their children.

School Readiness:

Teachers provided daily instruction in preschool classrooms, assessed children's current development, made special services referrals to local school districts as needed, and held parent teacher conferences for each enrolled child.

Grants/Funding Applications:

We are in the 4th year of the 5-year federal project period for Head Start/Early Head Start. The program planning cycle and activities are underway for the year 5 Continuation Grant Application to be submitted by April 1, 2023. Planning and stakeholder input sessions occurred for the state ECEAP grant planning in November and December. We are in negotiations with the Department of Children Youth & Families to determine the grant size for the 2023-2024 school year.

Facilities:

Services began this fall at our newest location in South Kelso at the Link Wallace Neighborhood and Early Learning Center. 34 preschoolers attend this new location in their home neighborhood. We are so proud to have brought this to fruition after 5 years of planning and partnership work!

OPERATIONS COUNCIL REPORT – STUDENT SERVICES

December 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

- Due to additional funding from the Washington State Legislature, the Opportunity Grant program has been expanded to include additional funding for healthcare related certificates and degrees. For this fiscal year, an additional allocation of \$219,000 was added to the Opportunity Grant program to fund an additional 30 students. As a result of this expansion, several programs such as Chemical Dependency are now Opportunity Grant eligible. While the legislation does allow for healthcare related BAS programs to be eligible for Opportunity Grant, since LCC does not have any applicable programs, Opportunity Grant funding continues to be restricted to Associate's level degrees and certificates.

CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION

- Counseling conducted 127 student appointments for Fall Quarter, in addition to
 - 5 walk in support sessions provided
 - 10 medical withdrawals processed
 - 45 academic support appointments conducted
- Students sought counseling through various avenues, including:
 - 43 students were contacted for counseling outreach at the request of staff
 - 22 students self-referred
 - 3 students requested counseling outreach on behalf of another student
- Running Start (RS) and Outreach have begun collaborating to make the RS CTE dual credit communication smoother for students and both departments. Outreach will be available outside the Running Start office during advising each quarter to answer questions and evaluate students' transcripts for CTE dual credit
- Running Start Information Sessions for the Fall 2023 school year will begin in mid-March; final dates TBD
- Running Start implemented earlier retention calls, emails, and texts to engage with students and help students feel more comfortable seeking assistance from the Running Start Team
- In order to help Running Start parents stay informed and engaged, monthly emails will be sent to all parents with tips on supporting their students and include key deadlines and reminders
- Running Start had 23 students from Fall quarter who were on Academic Warning, Probation and Continued Probation. Upon completion of Fall quarter, of these 23 students (after frequent meetings with students, phone calls, emails and text messages)

- 14 students (61%) will begin Winter Quarter with good standing, no longer on Warning, Probation, or Continued Probation
- 6 students will remain on Warning (1 student), Probation (4 students) or Continued Probation (1 student)
- 3 students will be suspended for Winter quarter from Fall academic standing
- Running Start had a total of 254 (duplicated) and 104 (unduplicated) Academic Early Warnings for 149 classes. Of those students, 62% passed their classes.
- Disability Support Services conducted 75 new student intakes
- 120 students accessed DSS accommodations Fall Quarter 2022 and 7 students received Title IX accommodations for pregnancy related conditions
- International Programs welcomed 10 new students this fall with a total enrollment of 26 students for Fall quarter. Students represent 10 countries including Albania, Belize, Brazil, Canada, Kenya, Japan, Mongolia, Pakistan, South Korea, and Russia.
- International Programs launched study abroad opportunities for LCC students and enrolled the first 3 LCC study abroad students to join a program to Rome, Italy, for spring quarter 2023.
- TRIO conducted 56 new student intakes and provided advising services to 196 students.
- TRIO provided 45 students with access to cohort building activities, including tours and admissions presentations at Portland State University and WSU Vancouver, a dinner theater production, attendance at two plays in Portland, and financial literacy activities.
- The Outreach Team led the Rock Enroll quarterly event planning that resulted in 91 students registered and 28 new admissions applications submitted
- The Outreach Team concluded the Fall Quarter with 2,181 admissions applications; a 27% increase from the previous year. This increase brought LCC applications to an increase from pre-pandemic levels (2,120 for Fall 2020).
- The Outreach Team supported retention efforts by conducting coordinated communication to previously, but not currently enrolled students; this communication campaign was sent to 658 students. The Outreach team shared responses and referred students to advisors who followed up for personalized enrollment support (for Fall and Winter quarter enrollment)
- The Outreach Team participated in financial aid application events with Kelso HS, Castle Rock HS, RA Long HS, Mark Morris HS, Woodland HS, and Kalama HS, supporting more than 100 students and their families in FAFSA/WASFA preparation and completion.
- After an extended period of staff transition and vacancies, Registration is now fully staffed including a new program coordinator and two student employees. The team is focusing on intensive training and process documentation work. In the coming months, additional training will increase redundancy across department responsibilities and areas of expertise, allowing the department to provide more consistent service to students.
- Registration processed 789 new student admission applications. New student application data is now flowing automatically to the new CRM software, generating a welcome email to students and a series of additional follow-up communications to any students who do not respond or act to set up their new account.
- Registration processed 80 credentials for students who met graduation requirements, including 61 associate degrees, 3 certificates, and 16 high school diplomas.
- The Registration credential evaluation team evaluated 166 official transcripts and transferred in 7,172.75 credits, in addition to transcribing 3 credits of Academic Credit for Prior Learning (ACPL). Four students are pending faculty review for additional ACPL opportunities. Registration also posted 130 credits for students who completed Advanced Placement (AP) courses and College-Level Examination Program (CLEP) tests, in addition to transcribing 89 CTE Dual Credits for students who completed eligible high school technical courses.
- Registration processed a record number of College in the High School (CiHS) enrollments in fall 2022. 274 high school students are earning LCC credit for a high school course, up from 151 in fall 2021 and 53 in fall 2020. Registration staff are now conducting classroom visits to high schools who request help getting their students signed up for CiHS classes.
- Student activities completed their fall term programming schedule with 25 programs and 2929 participants throughout those programs. This is a 1226% increase in attendance compared to fall term 2021.
- ASLCC voted to create a new executive position by combining the Public Relations and Graphic Design roles and has begun to recruit to fill the position.
- ASLCC finalized the funding request for the upstairs student center lounge area.

- The Mental Health First Aid Instructor training, sponsored by ASLCC, was hosted December 7-9 with 8 LCC faculty and staff and 8 external participants completing the training. Work is being done to implement the training in the coming terms to provide the training for students and staff.
- ASLCC held their annual Holiday Giving Tree program sponsoring 47 LCC student families with 122 kids. All sponsors were LCC staff and faculty.
- ASLCC is beginning the process of completing a strategic budget review for the Service and Activities Fee & Student Technology following a significant drop in student fee revenue.
- Advising had 792 advising appointments/check-ins with students during the months of October, November, and December.
- Advising more fully implemented two-week check-ins with new students Fall Quarter. Additionally, outreach was made to those same students to build out an academic plan that plots out the entire student's time at LCC.
- Advisors responded to over 500 alerts on students submitted by faculty and other staff.
- Advising began outreach this quarter to students who withdrew. Advisors from all departments reached out and contacted 39 students.
- In late November, 1347 students were tagged who had not enrolled for Winter Quarter. Efforts to reach students was done through faculty, advisors, and texts from Outreach. As of December 28th, the number of students enrolled fall quarter who were not yet registered for winter was down to 659.
- The LCC Cares, *Take a Class on Us* promotion, was launched in Fall quarter to help pay for up to five credits of tuition for eligible students. Throughout the summer and early fall, interest in this promotion was high and Workforce & Career Services staff worked to process over 1,800 applications for financial assistance (in addition to other types of emergency aid). In total, 1,732 students were awarded over \$1.3 million dollars in tuition assistance. A total of 138 students who received the promotion in Fall and were only enrolled in five credits or less received additional outreach to re-enroll in Winter quarter. As of 12/28/22, 43% of these students are enrolled in classes for Winter quarter (a total of 53 students enrolled in 601 credits).
- The LCC food pantry continues to see increased demand for services. Compared to Fall 2021, usage of the food pantry increased by over 370%. In addition to weekly groceries, students have also received daily grab and go snacks and a weekly hot meal. In November, a total of 60 holiday meals consisting of a fully cooked turkey, mashed potatoes, gravy, stuffing, cranberry sauce, and rolls were distributed to students in need.
- The Testing team evaluated 123 multiple measures for math placement and proctored 151 math placement exams during Fall quarter. The team also proctored 192 PearsonVue exams and 369 community-based exams during the quarter. Staff also tested 37 Nursing applicants for the Winter/Spring cohort.
- The Testing team received 188 faculty proctoring requests from 22 different faculty, where student proctoring increased by 532%, with 1703 proctored exams when compared to 320 last Fall quarter.
- In coordination with math faculty, Testing held the first Math Boot Camp since early 2019. Four students attended the two-day session.
- Testing held 11 staff/faculty Navigate training sessions during Fall quarter where 126 people attended. *Some people attended multiple sessions.*
- The One-Stop Center held 2,044 student drop-in appointments, 1,155 unduplicated headcount, between October 1, 2022, and December 27, 2022.
 - 42% were served in person, 36% on Zoom, 14% modality was not reported and 7.5% were served on phones or a mix of phones and other modalities.
 - 29% of students served have addresses outside of Cowlitz County.
 - The top reasons students needed assistance during this time were financial aid questions and concerns, scheduling advising appointments, registration assistance and issuing parking permits.
- One-Stop Center assisted the Cashier by texting 14 students who were not responding to emails and phone calls, informing them they had a refund check that was returned and needed to update their mailing address in ctcLink. They also assisted Registration by texting 380 students on December 16th and 254 students on December 27th who still owed a balance and were at risk of being dropped for non-payment.
- One-Stop Center ran two Shopping Cart Campaigns to help students enroll in Winter quarter classes, who had courses in their shopping cart in ctcLink but were not enrolled.

- On November 21st: 161 students texted and 77% of these students were enrolled in classes by December 6th.
- On December 12th: 39 additional students were texted and 49% of these students were enrolled in classes as of December 27th.
- The Financial Aid Team, along with a HUGE amount of support from Registration and other campus partners (Business Office, Institutional Research, and Marketing), had a successful VA Audit with no findings. Compared to the last VA audit two years ago when there were findings, the issues are now resolved.
- Due to unexpected staffing vacancies, the financial aid office is continuing to serve students winter quarter term and regular startup processes are happening but with some delays, specifically in certifying VA students and reviewing SAP (Satisfactory Academic Progress) appeals. The critical staffing shortage should be resolved within the next few months as we are able to now hire for the vacant position.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

- Registration's Serena Murray participated in the Search Advocate Training on 08/30/2022 and co-presented a ctcLink CS Support Work Session on residency and waivers with Tanjagay Martin (SBCTC) on 10/28/2022.
- Dani Trimble, Director of Workforce & Career Services, was selected to speak at the ribbon cutting event for the new Hope Village micro home community. The Hope Village will be operated by the Salvation Army and will house up to 50 unsheltered individuals in the community. Through continued partnership between LCC and the Salvation Army, both organizations continue to work together to provide services and support for students experiencing homelessness.
- LCC hosted a Financial Aid Roundtable on December 2nd with Cowlitz, Wahkiakum, and Clark county high school partners, community based organizations, Washington State Vancouver, and Clark College. 45 people participated in the event focused on strategies for increasing FASFA/WASFA filing rates in southwest Washington.
- LCC is now live with disbursing financial aid and other student refunds through a third party vendor, BankMobile, which delivers refunds through direct deposit through a students bank account, into a BankMobile Vibe account, or by check. This will allow more options and faster refunds for students to receive their financial aid.

HUMAN RESOURCE SERVICES – October, November, & December 2022

New Hires/Position Changes in October:

10/3/2022	Julia Mitchell	Tutorial Center Program Coordinator
10/3/2022	Rheannon Van de Voorde	Transitional Studies Program Manager
10/10/2022	Michael Greenfeldt	Maintenance Custodian
10/17/2022	Sharon Greene	Family Advocate (Head Start)
10/24/2022	Taryn Williams	Outreach Navigator & Dual Credit Coordinator
10/31/2022	Cassidy Aquirre	Fiscal Analyst 4
10/31/2022	Aaron Sahim	Instruction & Classroom Support Tech 2

New Hires/Position Changes in November:

11/1/2022	Aleona Goldinov	Program Coordinator
11/1/2022	Christopher Wood	IT Customer Support Specialist
11/1/2022	Mackayla Swogger	Program Assistant (Non-perm)
11/7/2022	Meredith Links	Bookstore Manager
11/28/2022	Sabrina Clements	Teacher Assistant (Head Start)

New Hires/Position Changes in December:

12/1/2022	Sarah Gipson	Teacher Assistant (Head Start)
12/5/2022	Jacquelyn Watson	Lead Teacher (Head Start)
12/16/2022	Minel Slabu	Campus Services Manager

What's Going on in HR

- Human Resources welcomed and oriented all new full-time and part-time employees.
- We continued with recruitment for fall quarter. The HR team also attended a NEOGOV conference where we learned more about enhancements in NEOGOV. We had some great takeaways from the conference including some changes we have already implemented with our applicant rating system and autoscreening.
- Sam has joined the system-wide ctcLink Working Group, which is a great opportunity to be involved in changes and decision making that impact ctcLink and LCC.
- 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. We have been able to use Spark Hire for a few recruitments so far. We have received positive feedback from applicants as well.
- Some of the live workshops offered fall quarter include: “Entering Travel in ctcLink” and “Supervisor Workshop – Updates/Info from HR/Payroll.” HR coordinated for Finance to offer a workshop on entering travel into ctcLink, which was very helpful for employees. We continue to share virtual training options for faculty and staff that appeal to a wide range of interests including several options related to burnout and mental health offered by our Employee Assistance Program.
- The RA! award goes to the individual who: creates a pleasant environment, brings out the best qualities in coworkers and/or students, and handles difficult situations and people gracefully. Our fall quarter employee award winners were: Jamie Nelson (exempt) & Linda Garcia (classified).

- HR helped coordinate the all campus holiday party festivities which included a hot chocolate bar, photo contest, “Pass it Forward” stocking decorating, and ornament exchange.

Search Advocate Program

- HR (Sydney Benson as the lead) worked hard 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 have already seen positive outcomes from the process. 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. We continue to seek new SAs so hope you help us spread the word about upcoming training opportunities.

Red Devil Wellness (RDW)

- We held our annual Walktober walking challenge during the month of October, which was a hit! Clark backed out at the last minute, but LCC got 1st place over WSUV. Our HR team had the highest average walking steps.
- Between October 17 and November 10th departments hosted infused water. Departments were creative in the water they offered and it was a great way for faculty and staff to venture over to other departments.
- During fall quarter, we also offered a number of in-person wellness events and activities including: RDW partnered with the Fitness Center on a variety of physical activity offerings. RDW also partnered with the Nursing Program on the annual flu clinic.

FOUNDATION -Oct/Nov/Dec 2022

- LCC’s Alumni Association’s growth continues with membership reaching 881 alumni.
- We hosted our lifetime donor wall reception on Monday, Nov. 14th from 5:30 – 7 PM in the Rose Center for the Arts – Forsberg Art Gallery. We had nearly 100 people in attendance for this thank you event for our donors who have reached \$10,000 in lifetime giving (or more). We added 51 new plaques to the wall and 10 new upgraded plaques (meaning the donor moved to a higher giving level). We also honored our LCC Alumnus of the year, Mark McCrady, and Benefactor of the Year, the late Donald Lansing.
- The Foundation Executive Committee selected The Wollenberg Foundation as the 2022-23 Benefactor of the Year.
- Foundation staff attended the CASE Conference for Community College Advancement, taking advantage of this professional development opportunity to grow our team’s knowledge and skills in cultivation and stewardship.
- The Foundation launched the annual year-end appeal with a letter, email and social media campaign to raise funds for the College Success Fund. The appeal ran through the end of the December and raised \$109,025.42.

- Capital Campaign: we are honing our donor list to narrow it down to a top 25 list; we are developing campaign collateral with our consultants and college marketing team; we are finalized the campaign steering committee membership and “honorary” chairs. The co-chairs of the committee are Max Anderson and Cal Miller.
- Scholarship applications for the 2023-24 academic year will be open February 1. More than \$550,000 in scholarship opportunities will be available to applicants. There is one online scholarship application which qualifies applicants for multiple opportunities. Scholarship workshops will be offered on campus and in local high schools to assist students with the application process. Full details about LCC scholarships can be found on the LCC scholarship webpage.
- Due to the pandemic the Scholarship Social was not held this year. Staff prepped the program booklet with student quotes, awarded scholarships, and recipient names. It was mailed to scholarship donors and student recipients in early December. The publication will also be made available online.
- Holiday Cards were sent from the Foundation to Wertheimer and Heritage Society members, current and former trustees, current and former board members, top donors, and VIP constituents.
- The 2022 Retiree Holiday Luncheon was held December 1st at the Longview Country Club providing stewardship opportunities to keep LCC retirees connected to the college and mission. Nearly 50 retirees gathered for lunch including LCC Foundation board member, Jane Rosi-Pattison. The event was followed up by sending all retirees a festive New Year’s card with a photo taken of those in attendance.
- The Foundation’s Holiday Thank-a-thon was held in the second week of December. LCC Scholarship recipients and student athletes made a combined 391 phone calls thanking donors for their support. Phone calls were made to scholarship sponsors, LCC Booster Club members, and supporters of Athletic Excellence, Student Success and College Success.
- The 2021-2022 financial audit is in the final stages of completion. No major errors or discrepancies were found. The audited financial statements are scheduled to be presented to the Foundation Executive and Finance Committees in January 2023.

October, November, & December gifts and pledge payments totaled \$717,423.80 which included:

- \$200,000 Stoller Family Foundation
- \$58,750 Estate of Donald Eklund
- \$30,110.90 The Daily News – Students in Need
- \$25,000 Sawtooth Investments LLC
- \$25,000 Community Foundation for SW WA grant
- \$20,000 Vernon & Karen Pickett
- \$10,000 David & Valorie Futcher
- \$10,000 Anonymous for College Success
- \$10,000 The Gene Haas Foundation for Scholarships