

## Minutes

### Operations Council – April 13, 2022

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Attending: Magnus Altmayer, Richard Arquette, Jason Arrowsmith, Chris Bailey, Marie Boisvert, Kristen Finnel, Byron Ford, Stefanie Gilberti, Sarah Griffith, Lindsay Keevy, Sue Orchard, Sam Orth, Brandon Ray, Natalie Richie, Guadalupe Rodriguez, Nichole Seroshek, Janel Skreen, Theresa Stalick, and Bryanna Smith.

Called to order by President Chris Bailey.

#### 1. UPDATE ON GOALS: DEPARTMENTAL REPORTS [ATTACHMENT]

Winter 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

Budget Update: Chris Bailey

- President Bailey provided a budget update for the Operations Council.
  - In regards to the state operating budget, the legislature is currently in conference, during which the final budget will be determined. The operating budget proposed by the Senate was bleak. Only 83% of employee COLAS were funded and no new workforce or DEI dollars were given. Colleges complained and the Senate did add \$20M for COLAS that would bring the 83% to 92% funded. The House budget proposal was better, but there are still some concerns. Employee COLAS were also only funded at 83%, but the House did provide a way to fund COLAS at 100% by also giving Workforce dollars that have flexible spending parameters. The other \$30M provided in the House budget is restricted to Workforce programs and is one-time only money for one biennium. That means that the money could not be built into the budget, but could possibly be used for one-time equipment purchases. The House also provided \$12M in DEI money, which is also a one-time only fund. The House and Senate are now conferencing to find a compromise. LCC is hopeful that the gap will be closed between the Senate and the House budgets. The budget should be released late April.
  - The system as a whole is in bad shape budgetarily. Budget cuts are needed at many colleges and some have very low reserves to rely on. At LCC, revenues are up a little. Enrollments are also assisting with additional tuition dollars. LCC's revenue and expenses look to make it without any net loss this year. However, in budget projections, LCC was about \$1.1M short for next year. There is a lot of equipment at LCC that needs updating, but there has not been a budget for equipment. Leadership is working to find a way, long term, to fund the regular replacement of equipment. The college has had to lean heavily on the foundation in hard budget times. The capital campaign is also occurring at this time. K-12 school districts are also underwater across the state.
  - In regards to the State Capital Budget, LCC's project, the new Vocational building, is 15<sup>th</sup> on the project list. The Governor and the Senate funded the project in their proposals. The House, however, only funded down to project 13. The House and the Senate are now in conference to determine the final budget. LCC has applied for congressionally directed spending to support equipment purchases for the new VOC building. All three

congressional offices are in support of the project. Congressional funding may not come through, however, if the project is not funded by the state. If funding is received, the project could begin construction as soon as January. Unless rules change, LCC's project is almost guaranteed to be funded in the next biennium, if not funded this year.

- OPS Council member Byron Ford inquired about any state bills in the process that may affect LCC if approved. There is a nursing bill in the process that would change the current requirement for the director of nursing to have a doctorate degree to run a BSN program. If the bill is approved and waives this requirement, the timeline for the BSN approval at LCC could be moved up by one year. There is another bill in the process that would allow the continuation of summer Running Start for credit recovery. Lastly, a bill regarding College in the High School could have budgetary impacts by eliminating student fees.

### **3. ROUND TABLE DISCUSSION –**

- Richard Arquette reported that the student government is getting ready for Red Devil month in May. ASLCC's budget committee finished the preliminary budget and are hoping to get it completed and approved next month. The ASLCC is also beginning the hiring process for next year's group. Lastly, the commencement committee is actively preparing for this year's ceremony.
- Sarah Griffith reported that ten faculty and three eLearning staff attended a conference recently put on by the eLearning council. This conference was the first high-flex conference of its kind. Tech check, a service for students needing help with laptops, is going well and is now offered year-round.
- Lindsay Keevy reported that the LCC Learning Commons is seeing a lot of activity this quarter. Foundation funding may support updates to library collections and advertising for events.
- Jason Arrowsmith reported that security on campus is running pretty much as usual. There has been some uptick in mental illness related issues on campus. There have been discussions at the state level regarding standardizing training for security staff across the state.
- Janel Skreen asked that all supervisors remind employees to fill out accident reports if there is any type of accident on campus.
- Brandon Ray reported that IT has been receiving a steady number of equipment orders, although still seeing a large lead time on IT equipment. The implementation of LaserFische was close to being completed but there was a technical issue with storage and the converting process had to be started over.
- Nichole Seroshek reported that Multi Factor Authentication in ctcLink will be rolled out for all faculty and staff on April 25<sup>th</sup>.
- Byron Ford reported that there was no issue with the Washington College Grant this quarter which assisted with the One Stops ability to manage the first day of the quarter. To support retention efforts, employees are reaching out to students who were enrolled for winter but have not yet enrolled for spring. A group of high school students from Kelso will be visiting LCC on May 5 for new student advising and tours.
- Marie Boisvert reported that this is the first quarter that LCC has students studying abroad; two students are currently studying in Rome. There will be an offering this fall for faculty to teach abroad and advertisements will be going out soon. The Atomi program is back post-pandemic and another, shorter-term program will occur in the summer. The International Program is always in need of host families to support the program. There is an online intensive English program that will be coming back in the summer. There are 27 international students attending LCC this quarter and interest in the program is starting to pick back up.
- Theresa Stalick reported that Transitional Studies will be having a name change to College and Career Preparation. LCC currently has over ten Prof/Tech iBest programs and will be starting the first academic iBest program this quarter.

- Natalie Richie reported that the outstanding student awards will be coming back this year for the first time in four years. LCC's annual Spring Reception will be held June 2<sup>nd</sup>. Planning for the annual Fall In-Service week will begin next Monday. Instruction is working on creating active learning classrooms for students. Surveys will be coming out soon to gather input on how the committee schedule has worked this year so adjustments can be made for the 23-24 academic year. The 23-24 academic schedule is almost completed. Continuing Education Corporate Training has a few new classes and ed-to-go classes are seeing an uptick in enrollment.
- Stefanie Gilberti reported that there is an upcoming gallery show in the RCA. LCC's speech and debate team is currently in Washington DC competing in nationals. There is a lot going on in the arts and this quarter there will be musical concerts, drama performances, public lectures, etc. The opening reception for the student showcase, pottery sale and Salal Review launch will be held on June 1<sup>st</sup>.
- Kristen Finnel reported that a lot of interviews have been occurring for new tenure track faculty and the STEM Dean. Instruction is working with Perry Technical College regarding a collaboration for students to attend the BAS-OLTM program at LCC. A collaboration with Evergreen College is in the works as well. LCC's Early Learning Center recently received NAEYC accreditation.
- Lupe Rodriguez reported that Running Start information sessions will be occurring in May.
- Sam Orth reported that there is a lot of recruitment occurring in HR. Sydney will be sending out requests for feedback on the Search Advocate program including the use of Sparkhire. HR will also be sending out an email regarding employee trainings for spring quarter.

**DEPARTMENTAL REPORTS START ON THE NEXT PAGE...**

# Operations Council Report

## Instruction Division – Winter 2023

**Dr. Kristen Finnel, Vice President of Instruction**  
**Tamra Gilchrist, Dean of Instruction/Workforce Education**  
**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**  
**Lindsay Keevy, Library Director**  
**Natalie Richie, Director of Instruction Division Operations**  
**Elizabeth Hoff, Corporate and Continuing Education**

### Core Theme I: Workforce & Economic Development

- Corporate and Continuing Education offered three workshops in collaboration with CWCOG for small businesses in our community. The three workshop topics were Website Development and Digital Storefront Management, Target Market Segmentation, and Utilizing social media and Influencer Marketing. This program was funded by CWCOG.
- Corporate and Continuing Education is offering a Spin Fitness Class to serve LCC employees as a way to be active during their lunch break.
- Corporate and Continuing Education attained a new partnership with the Port of Kalama. Offering flagging certification courses, and online professional development.

### Core Theme II: Transfer & Academic Preparation

- Lower Columbia College hosted the SW WA Regional Science Olympiad.
  - 70 volunteers from campus and the SW region running and helping with events.
  - Local teams included RA Long and Toledo. 9 Middle/Junior High teams and 23 High School teams attended from Forks, King, Pierce, Lewis, Clark, and Cowlitz Counties representing SW and NW regions.
  - 48 STEAM events were held across campus for the tournament.
  - Teams competed to advance to the State Tournament in April. State winners advance to Nationals. Award individual 1st – 3rd place medals at awards and Team trophies 1st-3rd. The top 3 teams from NW and SW advance to state in the High School division. Top 1 NW and 3 SW teams in the Middle School division advance.
- The Learning Commons hosted over 130 middle schoolers from Huntington Middle School during spring break. Learning Commons staff provided a tour of the Learning Commons complete with trivia questions, and led a whiteboard drawing activity. The students and their school chaperones seemed excited about the visit and impressed by the space.
- Transitional Studies Transitions Coordinator Cherene Crowson diligently pursued and tracked students who are close to graduation, helping them navigate the transition from high school to college classes and all of the internal work that comes with that process. She helped students meet deadlines for applications, change their intent status, and complete final transcript evaluations while working on pathways and planners to set them up for success.

### Core Theme III: Student Access, Support & Completion

- The library received a \$500 mini-grant through the Washington State Library to purchase books for English Language Learners. Librarians will be collaborating with Jessica Bilek, ELL faculty, to purchase materials which support ELL students.
- Learning Commons staff answered over 1,357 questions from students, faculty, staff, and community members.
- The Tutoring Center supported 675 tutoring sessions and at least 176 individual students. Of those 675 sessions, there were 534 in-person appointments, 59 online appointments, 73 eTutoring Zoom appointments, and 5 eTutoring Writing Lab file submissions.
- Faculty librarians facilitated 19 instructional sessions to 242 students, and worked with 46 students over 77 reference desk appointments (58 face-to-face, 19 online).

- The library's classroom Chromebook sets were checked out 38 times.
- The library's study rooms were reserved 154 times.
- The library's classrooms were reserved 45 times.
- LCC offered 198 Online courses, 129 Hybrid courses, 128 In-person (Web Enhanced) courses, 77 In-person (not Web Enhanced) courses, and 13 not designated – all courses are credit bearing courses. The Transitional Studies Department offered 38 Online courses, 126 Hybrid courses, and 2 In-person (not Web Enhanced) courses. For charts and more details please check out the [eLearning Wednesday Report](#).
- Transitional Studies staff focused even more attention on connecting with High School+ diploma students through Winter quarter. Through these efforts, CASAS post-testing rates were increased and more students were motivated to complete class work and earn needed credits to further their goals. Faculty have increased their use of Navigate alerts to help staff catch students with low attendance and participation for additional outreach and support.
- Open Doors saw a 60% increase in students from Winter of 2022, with many earning High School credits and showing a higher level of engagement than ever before.
- I-BEST enrollment stabilized winter quarter, remaining at 129, the same as winter 2022 and more than half of those students earned honors level GPAs winter quarter.
- The TS staff were scheduled into 21 ABE/ESL classrooms to discuss and promote TS services for HS+, English literacy navigation and I-BEST supported career pathways and Ability to Benefit (ATB) opportunities.
- TS staff also had the opportunity to join three staff/teacher meetings for Head Start/EHS/ECEAP in January to reach out to teachers whose student's parents may be interested in returning to school as well as staff who may need continuing Early Childhood Education.
- Ability to Benefit, a program that allows adult students to access I-BEST supported college classes in lieu of a High School diploma continues to gain enrollment.
- I-BEST advertisements are now running on all the campus display screens
- Winter quarter TS staff had conversations with staff from SBCTC, South Puget Sound Community College and Lake Washington Institute of Technology to investigate the possibility of bringing back Academic I-BEST, previously known as I-TRANS. This was a direction that was strongly encouraged by BEdA leadership at SBCTC. Discussions centered on requirements and implementation of contextualization and enrollments. It was determined LCC would pursue Academic I-BEST classes for spring quarter. Realizing that we will learn and adapt as we go, it was decided to start with NUTR 101 and MATH 107 as our first course pairings. The decision was made to support on campus classes, which are the best fit for the I-BEST instructional model and student success. These courses are in demand for transfer, OLTM and nursing students (NUTR). We are extremely fortunate to have an amazing team of instructors willing to pilot the renewal of Academic I-BEST to include Jessica Kooiman/NUTR 101, Henry Brewster/MATH 107 and Sara Al Bassam/I-BEST support. Plans are in the works to offer ENGL 101 and PSYC 100 in the fall and ENGL 101 and BUS 101 in the winter. Math 141 and 146 have also been suggested as other courses that have a need for support.
- Open Doors will have 3 students getting diplomas after completing all credits.

#### Core Theme IV: Institutional Excellence

- The Office of Instruction worked over the last year to convert all content for our tenure review process to be fully online. All documents are uploaded in a shared google drive which has limited access to ensure confidentiality. LCC currently has 21 faculty members going through the tenure process.
- Our instruction team has been actively engaged in various hiring committees including our new Dean of STEM, Business & IT, and various tenure track faculty positions. We anticipate onboarding the new Dean of STEM, Business & IT this spring, and all faculty positions in the fall
- The Office of Instruction has continued efforts to develop internal business process documentation and training materials for our primary areas of responsibilities to ensure continuity of operations and facilitate cross training.
- **25Live** reports that 12,654 event occurrences were scheduled on the LCC Campus during Winter Quarter and the following break. This includes classes, meetings, external rentals, athletic events, and misc. reservations for room use.
  - Athletic games/practices, ASLCC/Student events, meetings, and classes were the most common types of events during fall quarter.

- The most used buildings were MAN, VOC, and HSB. \*Please email Shalaina Williams if more detailed data is desired.
- **Faculty Development Committee:** A total of \$6,255.17 was awarded in Winter 2023.
  - 2022/2023 Funds: Current balance of \$8,756.08 remains in the budget after Summer, Fall, & Winter applications.
  - Spring 2023 Applications will open in April 2023.
- **Transitional Studies**
  - Shiree Bent and Jessica Bilek attended a training called “Teaching Skills that Matter” at Renton Technical College in March. They learned valuable and effective ways to incorporate more pertinent information for students into lessons.
  - Claudia Moreno and Jessica Bilek were awarded Faculty Development funds to attend the TESOL 2023 Convention and English Language Expo during the break in Portland. This convention aids in the professional development of English language teaching.
  - Alison Elliott completed another class towards earning her TESOL certificate through UCSD. TESOL advances professional expertise in English language teaching to speakers of other languages in multilingual contexts worldwide through professional learning, research, standards, and advocacy.
  - SBCTC requested Dawn Draus and Catie Graham host a training session called “Aligning and Articulating Math Pathways” in Renton on February 17. Approximately 10 colleges participated. The State has scheduled them to do a second training at Yakima Valley in June.

## Topics of Interest

### Recognition / Personnel

- Michael Velasquez won the Extra Mile Award for Classified Employees
- Stefanie Gilberti won the Extra Mile Award for Exempt Employees

### Upcoming Events

- **April 10th - May 4th**, 10am-3 pm M-TH, Gallery Exhibit - Crista Ames, *Interflow - Rose Center for the Arts 110 - Gallery*
- **April 12th**, 6 pm, Running Start Information Session, *Health & Science Building 101 - Laufman Lecture Hall*
- **April 13th**, 3 pm, Scholarship Workshop, *Student Center 216 - ASLCC Clubs & Org Room*
- **April 18th**, 3:30 pm, Scholarship Workshop, *Student Center 216 - ASLCC Clubs & Org Room*
- **April 22nd**, Baseball Vs. Tacoma, *Baseball - David B. Story Field*
- **April 27th**, 3 pm, Scholarship Workshop, *Student Center 216 - ASLCC Clubs & Org Room*
- **April 28th**, Diversity & Equity Committee Meeting, *Health & Science Building 101 - Laufman Lecture Hall*
- **April 29th**, Baseball Vs. Pierce, *Baseball - David B. Story Field*
- **May 4th**, 11 am, Gallery Workshop - Crista Ames, *Interflow - Rose Center for the Arts 110 - Gallery*
- **May 2nd, 9th, 16th, 23rd, & 30th**, 12 pm, Food Pantry, *Health & Science Building 101 - Laufman Lecture Hall*
- **May 7th**, 12 pm, Baseball Vs. Grays Harbor, *Baseball - David B. Story Field*
- **May 10th**, 7 am, ASLCC Blood Drive, *Student Center 120 - STC Conference Room (A,B,C Combined), Student Center 120A - STC Conference Room A, Student Center 120AB - STC Conference Room AB, Student Center 120B - STC Conference Room B, Student Center 120BC - STC Conference Room BC*
- **May 12th**, 7:30 am, Black & Brown Male Summit, *Health & Science Building 104, Health & Science Building 101 - Laufman Lecture Hall, Health & Science Building 105, Health & Science Building 106, Health & Science Building 107*
- **May 13th**, 12 pm, Baseball Vs. Centralia, *Baseball - David B. Story Field*
- **May 22nd**, 4pm & 6 pm, Running Start Information Session, *Health & Science Building 101 - Laufman Lecture Hall*
- **May 26th**, 10 am, Diversity & Equity Committee Meeting, *Health & Science Building 101 - Laufman Lecture Hall*
- **May 26th, 27th, June 2nd & 3rd**, 7:30 pm, Spring 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*

- **May 29th**, Memorial Day - Campus Closed
- **May 31st**, 4 pm & 6 pm, Running Start Information Session, *Health & Science Building 101 - Laufman Lecture Hall*
- **June 1st**, 4:30 pm, Gallery Reception, *Rose Center for the Arts 101/121/134 - RCA Lobby, Rose Center for the Arts 110 - Gallery*
- **June 2nd**, 4 pm & 6 pm, Running Start Information Session, *Health & Science Building 101 - Laufman Lecture Hall*
- **June 2nd**, 7:30 pm, 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*
- **June 3rd**, 10 am, International Festival, *Student Center 101 - Student Center Lobby, Student Center 113 - Student Center Lobby, Student Center 120 A, B, C + 122 - Cafeteria & Conference Rooms, Student Center 201 - Diversity & Equity Room, Student Center 203 - 2nd Floor Lobby/Mezzanine, Student...*
- **June 4th**, 2 pm, Spring 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*
- **June 5th -8th**, 10 am, Gallery Exhibit - Student Showcase, *Rose Center for the Arts 110 - Gallery*

## Auxiliary Program

### Early Learning Center

- 11 new families enrolled winter quarter – 3 staff and 8 students.
- New staff members hired: 1 full time, 2 PTH, and 6 student workers
- We had our official observation visit from the National Association for the Education of Young Children for our last step for Accreditation.
- We continue to partner with Head Start/ ECEAP and have a fully enrolled ECEAP class

### Head Start

**ECEAP Fiscal Review** 💰 : Congratulations to our fiscal team on completing the annual fiscal review with only one follow-up action. Way to go Gwyn, Danica, Cassidy, and our teammates over at LCC Finance!

**Federal Review** 📄 : We have not yet received notice for our federal review. This upcoming monitoring review will be for Head Start and Early Head Start. Estimated potential remaining review weeks are: April 24-28, May 1-5, May 8-12, or June 5-9

**Federal Emergency Declaration Ends May 11, 2023** 🚫 : What does this mean for our department? The last remaining pandemic flexibilities are coming to an end. We receive public dollars to serve children and families in the way the Office of Head Start and DCYF requires. We are not the same individuals or society after the pandemic. As we fully implement all requirements again it may feel like old policies don't fit anymore due to the culture shift. Know that it takes advocacy and time to change federal and state policy. While we educate our funders on the continued impacts, it will take more heart and determination to continue serving our community. Here are some of the last flexibilities coming to an end:

- In-kind waivers will be ending. We will be submitting our Head Start/EHS grant before May 11<sup>th</sup> so we hope to be granted a 75% waiver to in-kind for next program year.
- Full enrollment will be expected.
- We will need to make up class closures that occur after May 11<sup>th</sup>.
- All required class hours will be provided in the new school year.
- The requirement for attendance is 85% for each child, class or caseload, and the program as a whole. Follow attendance procedures consistently if attendance falls below 85%.
- Fiscal prior approval limits lower to pre-pandemic thresholds.

**New Strategic Plan Goal** ✔️ : The Policy Council and Board of Trustees approved our newest strategic program goal.

5. *Ensure budget and staffing patterns promote continuity of care for all children enrolled and delivery of high-quality services:*

- a. *Reduce Classroom Closures due to ECE workforce shortage*
  - i. *Assess community need for funded enrollment*
  - ii. *Assess ECE workforce availability in the community*
  - iii. *Adjust funded enrollment to account for community workforce capacity or Increase Workforce/Personnel Recruitment*
- b. *Retain ECE workforce*

- i. *Analyze Turnover Data*
  - ii. *Reduce Onboarding Delays*
  - iii. *Ensure Competitive Wages*
- *Wage Comparison Study*
- iv. *Increase full-time positions*
- *Convert from part-day to full-day ECEAP if 40% increase is funded by state legislature*
- v. *Determine if reduced class sizes/caseloads are fiscally possible*

**Grants:** It's grant writing season. One of five applications is done! Here's a summary of the work happening behind the scenes:

- An **ECEAP** Request for Funding Application (RFA) was submitted on March 20<sup>th</sup> to convert some double session part-day ECEAP slots to school-day slots pending legislated funding. If funded, this will reduce the number of children we can serve, but create more full-time positions to support our workforce recovery.
- The **ECEAP Complex Needs** Grant application opens May 1<sup>st</sup>. An application will be submitted again to continue funding part of our social/emotional support positions.
- The federal Head Start grant application and budget that includes both **Head Start and Early Head Start** is due on April 1<sup>st</sup>. The goal is to submit it on March 30<sup>th</sup>.
- A funding guidance letter is expected to arrive any day that will provide application information for **Head Start/Early Head Start COLA** and **Quality Improvement** dollars. These funds typically help the program cover the cost of state mandated wage COLA's and benefits increases that will go into effect on July 1, 2023.

## **OPERATIONS COUNCIL REPORT – STUDENT SERVICES**

- 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

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## **CORE THEME I: WORKFORCE AND ECONOMIC DEVELOPMENT**

- Workforce and Career Services staff continue to partner with Workforce Southwest, WorkSource, DSHS, and other community organizations on the Thrive grant. This grant provides support services for low-income residents in Cowlitz and Wahkiakum counties with the goal of helping participants obtain employment and self-sufficiency. As part of this partnership, at least 40% of Thrive grant participants will be referred for training or education.
- Workforce & Career Services staff continue to partner with the Salvation Army to provide support and resources for students experiencing homelessness. To promote educational opportunities at LCC, staff are conducting outreach at Hope Village once a month. To date, several Hope Village residents have received support to enroll at LCC in high school completion and prof-tech programs.
- Workforce & Career Services will be hosting the Career & Networking Fair on May 25, 2023. to promote local employers and employment opportunities to students and alumni. The event will also feature career preparation activities such as practice interviews, networking, and a workplace attire fashion show. Early registration is currently open and to date 12 local employers have registered.



## **CORE THEME II: TRANSFER AND ACADEMIC PREPARATION**

- TRIO took 14 students to Central Washington University, WSU Pullman, Gonzaga University, and Eastern Washington University, where they received campus tours, admissions presentations, and information from financial aid.

## **CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION**

- Disability Support Services conducted 58 new student intakes Winter Quarter 2023.
- 108 students accessed DSS accommodations Winter Quarter 23, which is a 24% increase over Winter Quarter 2022.
- DSS assisted five students with Title IX accommodations. Examples include: providing ergonomic equipment, facilitating extensions for coursework and approving absences due to pregnancy, pregnancy-related illnesses, and childbirth.
- DSS worked with Instruction to create testing accommodations for English Language Learners (ELL) who experience difficulty completing timed assessments due to a language barrier. This will be a more official accommodation starting Spring Quarter 2023.
- DSS assisted three English Language Learners with testing accommodations Winter Quarter.
- Advising had 804 appointments/check-ins from January 1st through late March.
- As part of LCC Advising Redesign, advisors individually connected with 31 of their faculty counterparts to review their shared caseloads and coordinate efforts moving forward.
- Advisors responded to 511 alerts on students submitted by faculty and other staff.
- Advisors from many departments continued outreach through Winter quarter to students who withdrew. Advisors from all departments reached out to 34 students.
- 1080 students enrolled for Winter but not Spring Quarter were tagged. Efforts to reach students were made through faculty, advisors, and Outreach. As of March 28th, the number has been reduced to 506.
- International Programs enrolled 21 students for winter quarter.
- International Programs welcomed six new students for Spring Quarter, for a total enrollment of 27 students. Students represent 10 countries including Albania, Belize, Brazil, Canada, China, Kenya, Japan, Mongolia, South Korea, and Russia.
- There are seven newly admitted International students who are expected to join LCC for Summer Quarter.
- International Programs enrolled two LCC study abroad students to join a program to Rome, Italy, for Spring Quarter.
- The Testing team evaluated 122 multiple measures for Math placement and proctored 124 Math placement exams during Winter quarter. The team also proctored 208 PearsonVue exams and 488 community-based exams during the quarter.
- Testing received 202 faculty proctoring requests from 26 different faculty for a total of 1725 proctored exams, a 338% increase from Winter 2022.
- Testing held their 2nd Math Boot Camp with 10 attendees.
- The Testing Center reestablished a testing partnership with Norpac, and after months of collaboration, provided the first employment exams for the City of Longview.
- Testing implemented two new exams: Talevation and the Accuplacer Ability to Benefit.
- The Testing Center was one of a few centers chosen by ACT to participate in a trial to offer WorkKeys remote testing.
- Registration's Serena Murray co-presented a ctclink CS Support Work Session on Generating Refunds with Kara McElroy on 3/02/2023.
- Registration began adding mass text campaigns to student communication flows, including notifying students when dropped for nonpayment and individually texting students about enrollment requests, waitlists, and other issues.
- Registration finalized LCC's fraudulent application mitigation plan in partnership with IT, IR, and other departments. The plan will allow application processing staff to flag potentially fraudulent applications, exclude them from reports and communication flows, but still provide an easy route for non-fraudulent students to verify their identity without having to completely restart the application process.
- Registration evaluated 182 transcripts and awarded 7,591 transfer credits.
- Registration awarded 85 Winter credentials, including 61 associate degrees, 11 certificates and 13 high school diplomas. More than 150 graduation applications for Spring have been processed.
- Registration posted 10 CLEP credits, 15 AP credits, 416 CTE Dual credits, one ACPL credit, and manually rebuilt 21 archived records while creating additional rules to expedite the process.

- Registration processed 658 outgoing paper and electronic transcripts through the National Student Clearinghouse.
- Registration started gathering additional data to track how students and staff are interacting with the systems that manage enrollment, grading, and other Registration functions. More data will be available as capacity increases, but initial results indicate a decrease over time in the number of errors encountered by students registering online, a reduction in the total number of requests for help registering for classes, and an increase in the percentage of class registrations that do not require an override.
- Running Start advisors responded to 147 alerts that were issued for Winter quarter. The alerts do not include those for personal, non-academic concerns or withdrawal alerts.
- Running Start had 71 unique students flagged for Academic Early Warning and students worked closely with the RS team throughout the quarter.
- 46% of Running Start students with academic alerts finished the quarter with a passing grade in the class in which they were flagged.
- The Financial Aid Department successfully completed the search for an open position. The Program Specialist 3 - VA and Work-study Lead position will be filled as of April 17th.
  - In addition, the Financial Aid office has restructured a few positions to allow for team processing (i.e. loans, VA student support, work-study, and workforce awards) which will ultimately create more timely student support.
- The Financial Aid Team continues to send award offers to prospective students who are not yet registered for spring quarter. This is a new practice implemented as of Fall 2022. Staff and students are sharing how helpful it is for students to have this information in a timely manner so they can make informed decisions on how to pay for their program.
- Financial Aid began loading next year's financial aid forms (2023/2024) into the system the week of March 20th, and communicating with students on any additional items they need to submit.
  - 23/24 award offers are expected to begin releasing by the end of May.
- Financial Aid sent the first Spring Quarter disbursement on March 28, 2023. The majority of all refunds are now going through direct deposit using the Bank Mobile platform.
- Additional Winter 2023 Financial Aid updates:
  - Financial Aid disbursed more aid in the first four weeks of disbursements for Winter 2023 compared to the same time in Winter 2022. The team continues to award for students who filed a late financial aid application, submit late SAP appeals, or who submit late verification documents.
  - In the first four weeks of Winter 2023 disbursements, the financial aid team awarded and disbursed more than \$3.5 million dollars to 1,102 students, compared to Winter 2022 where \$3 million dollars was awarded and disbursed to 1,052 students.
  - There has also been an increase in both Pell and Washington College Grant recipients (2,006 students for Winter 2023 compared to 1,368 students for Winter 2022).
    - Note: some of the students are duplicated as they may have received more than one award type in separate disbursements.
  - In addition, 57 SAP (Satisfactory Academic Progress) Appeals were approved for Winter Quarter.
- The Outreach team welcomed Rosa Rocha-Andrade as the new Bilingual/Bicultural Outreach Navigator. Rosa immediately went to work serving as a lead for the Hispanic Health and Resource Fair at St. Rose School that included more than 150 participants. LCC will host next year's Hispanic Health and Resource Fair.
- The Outreach team facilitated a high school Counselor's Conference on February 10, featuring 47 counselors/CTE Directors from the regional service area. These efforts were led by Taryn Williams to develop stronger connectivity to CTE Dual Credit articulations, resulting in increased requests for new articulations that are currently in review.
- The Outreach team led monthly financial aid support sessions on campus with 15 total attendees and parents.
- The Outreach team was present at all service area high schools to facilitate LCC information sessions, admissions and foundation scholarship application support, and CTE dual credit transcription, resulting in 230 credits earned and transcribed for Winter '23.
- The Outreach team concluded Winter Quarter with an increase in Winter applications of 3.1% from last year, which was also an increase of applications by 6.5% from the previous year. At this point in the year 4,040 admissions applications have been received for a total increase of 16.5%.

- Cedrique Chaney represented LCC at the statewide multicultural student services convening and facilitated the MSSDC meeting on the LCC campus during the month of February.
- The Outreach team is concluding the winter quarter with MOUs finalized from the Kelso, Longview, and Woodland school districts that will allow data sharing for all graduating senior transcripts. Final coordination with Kalama, Wahkiakum, Castle Rock, and Toutle Lake are underway.
- Counseling conducted 113 student appointments for Winter Quarter, in addition to:
  - 7 walk-in support sessions provided
  - 18 medical withdrawals processed
  - 45 academic support appointments conducted
  - 32 case management alerts
- Students sought counseling through various avenues, including:
  - 38 students were contacted for counseling outreach at the request of staff
  - 21 students self-referred
- TRIO conducted intakes for 42 new students during Winter Quarter.
- TRIO met with 198 of their 227 students during Winter Quarter about various topics including academic advising, transfer advising, assistance with resumes and job interview preparation.
- TRIO currently sits at an 80% persistence rate (as measured by the annual performance report required each year by the Department of Education).
- 92% of current TRIO students are in Good Academic Standing (as measured by the annual performance report required each year by the Department of Education).
- The One-Stop Center held 3,055 student drop-in appointments, 1,459 unduplicated headcount, between January 1, 2023 and March 27, 2023.
  - 47% were served in person, 37% on Zoom, 14% were served on phones, or a mix of other modalities and 2.5% modality was not reported.
  - 16% of students served have addresses outside of Cowlitz County.
  - The top reasons students needed assistance during this time were financial aid questions and to-do's, scheduling advising appointments, and assistance enrolling in or dropping classes.
- One-Stop staff responded to approximately 564 emails in the Financial Aid Office inbox and 275 emails in the One-Stop Center inbox.
- The One-Stop monitored new and returning students who were scheduled for New Student Advising appointments and texted/called 36 students to help them with their financial aid applications and 47 students to help them set up their BankMobile refund selection.
- The One-Stop held three Shopping Cart Campaigns to help students enroll in Spring quarter classes, who had courses in their shopping cart in ctcLink but were not enrolled. 149 students were texted throughout February and March, 77% of these students were enrolled in at least one Spring course as of March 28th.
- Student Ambassadors put together a "Finals Survival Bags" event for current students heading into Finals week, which provided snacks and supplies to help them study and relax. 138 bags were given to students.
- ASLCC hosted 20 programs serving 282 unduplicated students (1,125 total attendees for an average of 3.99 programs attended per student) during Winter 2023.
- ASLCC recognized four new student clubs and two clubs were reactivated. There are now more active clubs than before the pandemic, with three more seeking recognition at the beginning of Winter term.
- Student Housing had a 100% collection rate for Fall and Spring terms. Occupancy for Spring 2023 is 69%.
- Student Housing increased safety of the Olympic Court apartments by adding keypad locks to external entrances and individual room doors.
- As part of the Supporting Students Experiencing Homelessness (SSEH) pilot, planning has been underway to convert the men's restroom upstairs in the Student Center to a laundry room for student use. Minor construction will be completed by May/June. The updated facilities will provide two washers and dryers and a study space for students who are experiencing homelessness or housing instability. Workforce & Career Services staff will monitor the space as part of case management for SSEH.
- As part of the federal reporting requirements for HEERF (CARES Act funding), the 2022 annual report was submitted in early March. For the 2022 calendar year, 1,877 students received financial support from CARES funding for a total of over \$2.4 million, which includes \$894,902 in

emergency aid grants disbursed directly to students and \$1,540,251 applied directly to student account balances (this includes funding used as part of the LCC Cares promotion in Fall 2022). The average amount of CARES funding awarded to students in 2022 was \$1,297 and the majority of student requests were to meet basic needs such as housing, food, or transportation. Workforce & Career Services staff have been working to revise awarding criteria and prioritization of emergency aid requests to prepare for the depletion of CARES funds at the end of Spring Quarter 2023. With the end to pandemic related funding such as CARES, the focus will be on providing financial emergency assistance to students based on factors such as the nature of the emergency need, other resources available, and previous funding provided. Additionally, efforts to meet student's basic needs utilizing all campus and community resources and working with students to connect to long term support such as public benefits, employment, and other supports for self-sufficiency will continue to be expanded.

- With support from multiple departments such as Workforce & Career Services, Financial Aid, Running Start, Outreach, Transitional Studies, and Advising, LCC hosted the first family night focused on serving Latino middle school and high school students and their families. This event, named Somos Latinos, was held on February 27, 2023 in both English and Spanish and featured information about preparing for college, separate workshops for students and parents, campus tour, dinner, and a college testimonial. A second Somos Latinos event will be planned for October to align with the FAFSA/WASFA financial aid application cycle.

#### **CORE THEME IV: INSTITUTIONAL EXCELLENCE**

- TRIO submitted the Annual Performance Report at the end of March to the Department of Education. This annual report measures the success of the program by way of four major outcomes required to obtain and maintain grant funding.
  - The four outcomes are Persistence, Good Academic Standing, Graduation with an Associate's degree within 3 years of enrollment, and Transfer to a 4-year Institution by the fall quarter immediately following graduation within 3 years of enrollment.
  - TRIO not only met all 4 required outcomes, but surpassed each with the following results:
    - Persistence: 80% (required objective is set at 60%)
    - Good Academic Standing: 92% (required objective is set at 85%)
    - Associate's degree within 3 years of enrollment: 38% (required objective is set at 35%)
    - Associate's degree within 3 years of enrollment **and** transfer to a 4-year institution by the following fall term: 29% (required objective is set at 25%)
  - Having met, and surpassed, these 4 objectives secures TRIO Student Support Services with 15 Prior Experience Points for the 2025 grant competition.
- LCC sent 11 staff and faculty to Spokane for the Guided Pathways Retreat, in addition to several faculty and staff participating virtually. Team time focused on developing a definition of equity competent advising, essential components of advising, and critical timelines for required advising.
- Financial Aid Director April Tovar earned the FAAC® designation from the National Association of Student Financial Aid Administrators' accredited Certified Financial Aid Administrator® (CFAA) Program. April joins the ranks of an elite group of more than 300 other financial aid professionals nationally, and 6 in Washington State, who earned the FAAC designation after successfully passing a comprehensive knowledge exam and affirming commitment to the standards of ethical behavior that have long been a hallmark of the financial aid profession.

## **Operations Council Report for Effectiveness & College Relations**

### **Workforce and Economic Development**

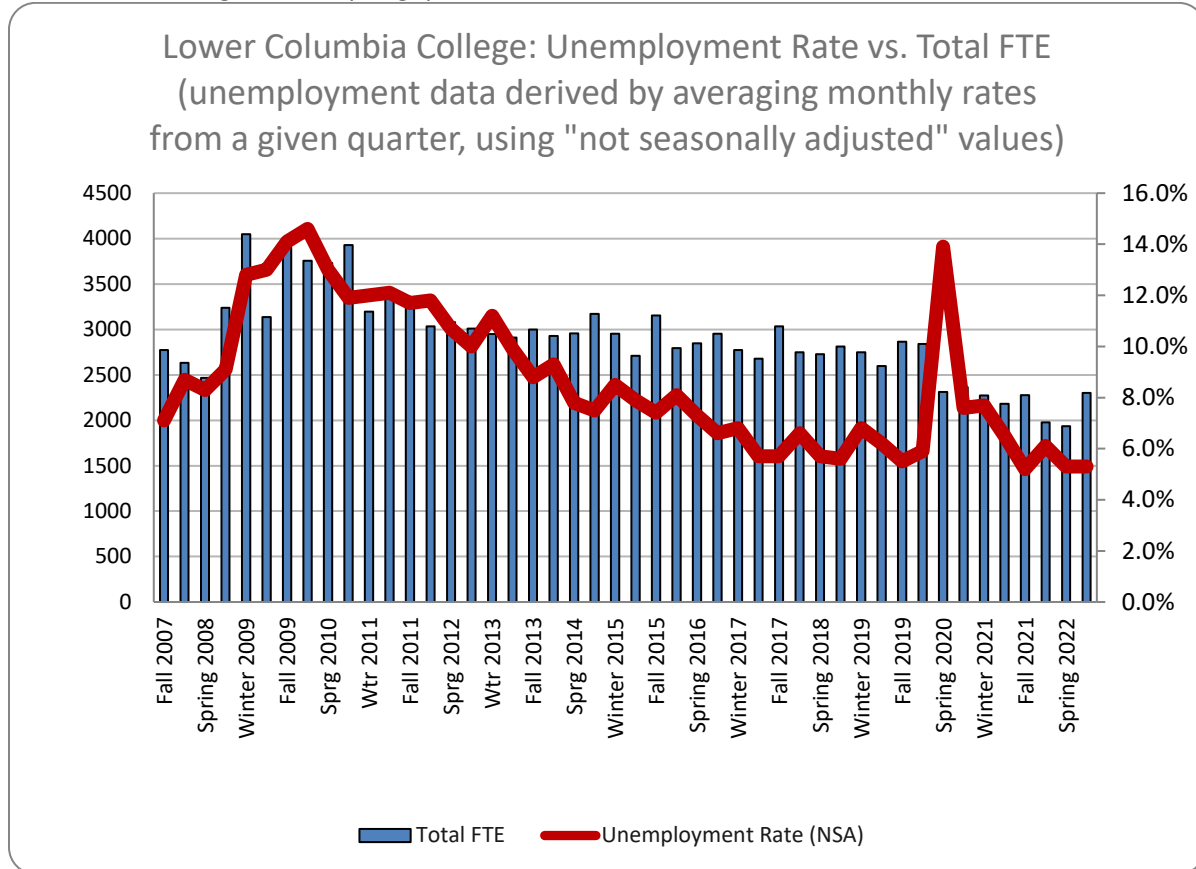
#### **Professional/Technical Marketing Update**

- LCC's spring quarter marketing campaign utilized YouTube, Google, Facebook/Instagram geofencing, Spotify, and direct mail. Career options in the trades, healthcare, business and IT were featured. LCC's campaigns continue to perform well above industry standards. Advertising with all local radio stations, The Daily News, and the Wahkiakum County Eagle is ongoing.

- A marketing campaign targeting males immediately followed the spring quarter campaign. The male enrollment campaign utilized geofencing, streaming television, Snapchat and Facebook/Instagram. The primary emphasis of the campaign was Career and Technical Education (e.g., earned high school credits that can be applied toward a college certificate or degree).

### Enrollment and Unemployment

- The average unemployment rate for Cowlitz County in fall quarter 2022 was 5.3%, the same as the average rate in spring quarter 2022.



## Academic Transfer

### Academic Transfer Marketing Update

- LCC’s spring quarter marketing campaign featured YouTube, Google, Facebook/Instagram geofencing, Spotify, and direct mail. Career options in STEM were featured. LCC’s campaigns continue to perform well above industry standards. Advertising with all local radio stations, The Daily News, and the Wahkiakum County Eagle is ongoing.
- A marketing campaign targeting males immediately followed the spring quarter campaign. The male enrollment campaign utilized geofencing, streaming television, Snapchat and Facebook/Instagram. The campaign included, among other things, an emphasis on the benefits of applying for financial aid.

## Preparation for College Level Studies

### Transitional Studies Marketing Update

- In addition to ongoing marketing on the college’s website and social media channels, a program brochure was developed (to be printed in English and Spanish). An animated explainer video is

also in the works. The 30-second video, when complete, will be featured via paid and organic social media and streaming television platforms as well as YouTube.

## Student Access, Support and Completion

### Student Surveys

The annual Student Satisfaction Survey was launched in March 2023. The survey was substantially revised this year to incorporate more plain language about our processes and services, with the goal of more readily identifying where students are struggling.

### Financial Aid Application Marketing

Emphasizing the benefits of applying for financial aid, though a variety of paid and unpaid marketing channels, continues.

### Disaggregated Persistence Rates

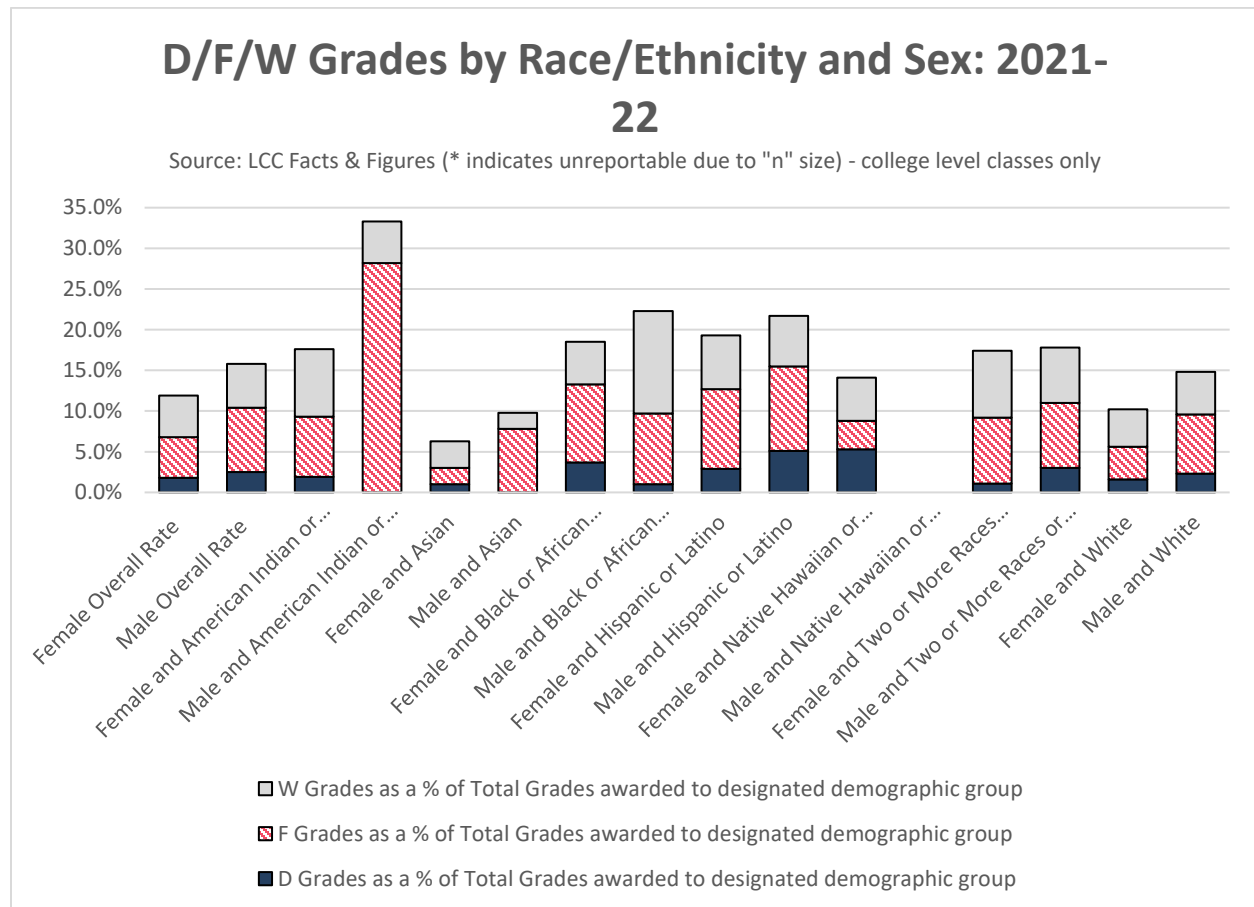
Persistence rates between different student demographics varied considerably from fall 2020 to fall 2021, and from fall 2021 to winter 2022. LCC's rates also vary somewhat from system rates. Traditional age is up to 24 years old; nontraditional age is 25 years and older.

Fall 2020 to Fall 2021 Persistence Rates	LCC	System
Traditional Age	60%	58%
Hispanic or Latino	54%	54%
White	54%	54%
Overall	53%	54%
Male	53%	53%
American Indian or Alaska Native	52%	47%
Female	50%	55%
Black or African American	50%	49%
Need-Based Aid Recipients	43%	52%
Asian	38%	61%
Nontraditional Age	36%	43%
Native Hawaiian or Pacific Islander	16%	52%

Fall 2021 to Winter 2022 Persistence Rates	LCC	System
Native Hawaiian or Pacific Islander	100%	76%
Traditional Age	85%	83%
Female	82%	81%
Hispanic or Latino	82%	78%
White	82%	81%
Overall	81%	80%
Asian	80%	84%
Male	78%	79%
Need-Based Aid Recipients	76%	81%
Black or African American	76%	75%
Nontraditional Age	71%	73%
American Indian or Alaska Native	66%	74%

## Disaggregated Grade Distribution (D, F and W grades)

Aggregation of D, F and W grades received in academic year 2021-22 varies considerably between different demographic groups. Three groups, all males of color, received more than 20% of total grades in the form of Ds, Fs or Ws (male American Indian or Alaska Native, male Black and African American, and male Hispanic or Latino students).



## Institutional Excellence and Community Enrichment

### Employee Survey

LCC administered the PACE (Personal Assessment of Campus Environment) survey to employees in fall quarter, including a new set of Racial Diversity questions. The [complete survey report](#) is posted on the college's [Diversity, Equity and Inclusion webpage](#). Posting climate surveys, including all written comments, is required by E2SSB 5227 (one of two laws passed by the Washington state legislature that went into effect on 7/25/2021).

### ctcLink Update

#### System Enhancements

- The ctcLink Running Start page enhancement has been implemented, effective winter quarter 2023. Back end tables were updated for the new Running Start page functionality. This enhancement created a more efficient/accurate tuition calculation process. It also automated some of the waiver processes so they no longer require manual intervention (Running Start 9/10 rule).
- The HCM pillar has a new tile for employees to add pronoun details and SOGI information. The new tile is located in the Personal Details sections > Gender Identity tile.

#### Financial Aid Mass Packaging and Satisfactory Academic Progress update

- SBCTC Customer Support team is working with the Project Management Office to review the solution design document for Satisfactory Academic Progress (SAP) configuration.
- The SBCTC is working on requirements gathering and timeline for Mass Packaging updates.

#### Internal ctclink projects

- Student financials account clean-up has been completed for 125 HOFL students for terms from spring 2020 – spring 2022. Previously, these students had incorrect charges on their accounts for HOFL classes. LCC ctclink Business Analysts tested a new waiver configuration and applied it to the applicable student accounts.
- The IT, eLearning and ctclink teams are coordinating the launch of OKTA multi-factor authentication for ctclink coming in April.
- The ctclink Business Analysts are currently testing the following system upgrades:
  - Item type security – the tentative implementation time is during the month of April.
  - A new adjustment calendar for automating refunds for all classes (including dynamic dates classes) is currently in initial testing phases.

#### System Updates

- The PeopleTools 8.59 upgrade is coming on April 29, 2023. The full ctclink system will be down for a period of time that day to install the upgrade.

#### Media Coverage

Recent media coverage includes:

[Washington state Senate budgets for LCC projects, axes HOPE Village](#)



The two largest Longview projects fared very differently over the last week of negotiations over Washington's capital budget in the Senate. Lower Columbia College was proposed to receive full funding of nearly \$40 million for the construction of a new vocational training center — by far the largest Cowlitz County budget item...

The Daily News | Mar 26, 2023

#### [Opportunity can't wait when it comes to education \(column\)](#)

I believe in the power of opportunity and access to education. Communities with higher educational attainment rates tend to fare better across a variety of indicators.

The Daily News | Mar 19, 2023

#### [LCC Foundation scholarship fund helps Woodland man pursue dreams of auto mechanics](#)

The LCC Foundation and The Daily News' Students in Need funding program began eight years ago as a way to provide emergency grants for students like Villagran, who have the determination but little access to resources that help with costly classes.

The Daily News | Mar 19, 2023

#### [New appointee to LCC Board of Trustees](#)

Lower Columbia College has announced the appointment of Bogyong Kim to the LCC Board of Trustees. Wahkiakum County Eagle | Mar 09, 2023

#### [Longview charity named as Lower Columbia College's benefactor of 2022-23](#)

Lower Columbia College Foundation this week announced it chose a Longview-based family-run charity as its benefactor for the 2022-23 year.

The Daily News | Feb 16, 2023

#### [LCC Speech & Debate impresses at OSU tournament](#)

The Lower Columbia College Fighting Smelt Speech & Debate Team competed alongside 25 other colleges and universities at the Earl Wells Virtual Speakeasy tournament, hosted by Oregon State University.

The Wahkiakum County Eagle | Feb 16, 2023

#### [Lower Columbia College debate team ahead of rivals after two competitions](#)

Lower Columbia College's speech and debate team competed in two recent tournaments and are now ahead of local rivals.

The Daily News | Feb 14, 2023

#### [Ridgefield High School students earn dual credits in welding](#)

Thanks to a partnership with Lower Columbia College, Ridgefield High School students interested in welding can simultaneously earn both high school and college credits.

The Columbian | Feb 11, 2023

#### [LCC plans for vocational center building](#)

Informational video of Lower Columbia College's expected new Vocational Building.

The Daily News | Feb 06, 2023

#### [Lower Columbia College plans for \\$42M trade skill building](#)

Lower Columbia College is moving forward on its efforts to build a \$42 million, multistory vocational skill center in the heart of its Longview campus.

The Daily News | Feb 06, 2023

#### [LCC will host Northwest Voices event February 16](#)

Lower Columbia College has announced that Author Stephen Robinson will be featured at the February 16 Northwest Voices event in Longview.

Wahkiakum County Eagle | Feb 02, 2023

#### [LCC Athletics 2023 Hall of Fame class announced](#)

Five individuals and a championship baseball team will soon be inducted into the Lower Columbia College Athletics Hall of Fame.

Wahkiakum County Eagle | Feb 02, 2023

### [LCC to hold Education Job Fair in February](#)

Lower Columbia College has announced that it will hold an Education Job Fair on February 21 for current high school and college students and community members interested in employment in teaching, substitute teaching, or paraeducation.

The Wahkiakum County Eagle | Jan 26, 2023

### [LCC holds job, education fair for future educators in February](#)

Lower Columbia College is holding a job fair in February for anyone interested in becoming a teacher, substitute teacher or paraeducator. The free event is scheduled for 2:30 to 6:30 p.m., Feb. 21 in the LCC Student Center.

The Daily News | Jan 26, 2023

### [Northwest Voices event set for January 24](#)

Lower Columbia College has announced that Author Elaine Cockrell will be featured at the January 24 Northwest Voices event in Longview. The event features the author's latest work, A Shrug of the Shoulders.

Wahkiakum County Eagle | Jan 19, 2023

### [Washington Legislature looks to aid rural districts, expand trades, cut costs for students](#)

Filed state education bills that would have a direct effect on Southwest Washington prioritize students earning dual credit while in high school and eliminating cost barriers to programs like Running Start. - Photo of Guadalupe Rodriguez by Katelyn Metzger

The Daily News | Jan 13, 2023

### [LCC lecture series line-up announced](#)

Lower Columbia College has announced the line-up for the Winter 2023 Community Conversations lecture series focusing on "Books that Move Us."

The Wahkiakum County Eagle | Jan 05, 2023

### [Free lecture series on books kicks off in January at Lower Columbia College](#)

The theme for the "Winter 2023 Community Conversations" lecture series is "Books that Move Us." Organizers say discussions will focus on literary giants, popular fiction and how reading brings us together. No tickets or reservations are needed to attend.

The Daily News | Jan 01, 2023

## **Operations Council Report for Administration 2022 Q3 (January-March)**

**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**

## **Student Access, Support and Completion**

### **Information Technology Services**

- Upgraded the student account creation process so that Community Ed students could receive LCC accounts and use LCC computers.

- Deployed 40 AT&T hotspots to the library for students to check out.
- Setup new computers for students to use in the University Center.
- Updated the data transfer process for Get Inclusive to include students who are not registered for classes.
- Updated the data transfer process for Maxient to include student preferred email addresses.
- Completed an upgrade for the Fireworks CRM system to include a status code for students who withdraw from classes.

## **Institutional Excellence**

### **Finance**

- The SAO Financial Statement Audit will start 4/17/23.
- The first run of spring Financial Aid disbursements resulted in 524 refunds processed via BankMobile on 3/28/23.
- Finance is prepping for year-end processing. Please add the deadlines to your calendars (see “LCC: Finance Office Year-End Cutoff Dates” email sent 3/16/23).
- Finance Dept Contact List & Resources are updated on the Finance Department webpage—<http://internal.lowercolumbia.edu/departments/finance/index.php>

### **Trainings**

- Finance has been meeting with departments to review travel processes.

## **Enterprise Services**

### **Bookstore**

- Partnered closely with Deans and Faculty to receive textbook requisitions, resulting in 94% 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 winter quarter online orders were processed and mailed, or confirmed ready for pickup within 1-2 business days.
- Processed 755 online orders for a cumulative total of \$100,058 in online sales
- Offered Free 2-day shipping for all winter quarter online orders from November 15<sup>th</sup> – December 1<sup>st</sup>, saving students shipping charges.
- Facilitated having Workforce Department staff members available in-store the first week of the Winter term to help answer student questions related to book vouchers.
- Launched new online e-book store, where the bookstore will earn commission from each sale.
- For Winter Quarter, the bookstore had \$161,554 total in gross revenue for both in-person and online sales.

### **Fitness Center**

- During the Winter 2023 Quarter, the Fitness Center hosted the following events for students & staff:
  - Welcome Back Week for Winter Quarter
    - Drink Specials in the Juice Bar
    - Free Tanita Scale Appointments in the Fitness Center
    - Cornhole Competition
    - Free Auto Belay Instruction
    - Free Throw Contest
  - Student Tour Climbing & Shakes
    - Japanese Students X 3 groups
    - Korean Students on tour
    - Other International Students (Russia, etc.)

- Weekly Employee/Faculty/Staff Tanita Scale Weigh Ins
- Weekly Record Board Competitions in the Fitness Center (Thursdays)
- During the Winter 2023 Term, the Fitness Center recorded the following activity:
  - 1,700 total non- team check-ins
  - 6,023 student Athlete check-ins for scheduled team workouts
  - There were three instructional classes with approximately 21 students total
- During the Winter 2023 Quarter the Fitness Center made the following repairs, updates and improvements:
  - Serviced 17 Spin Bikes
  - Serviced 9 Treadmills
  - Serviced 2 Rowing Machines
  - Replaced a Treadmill lift motor
  - Repaired the Jones Machine
  - Stripped all 21 climbing routes on the climbing wall
  - Deep cleaned the climbing wall
  - Deep cleaned the climbing mats
  - Deep cleaned the Fitness Center floor
  - Added a new auto belay device to the climbing wall
  - Replaced the mounts and cable on three auto belay devices
  - Created and installed 21 new climbing routes on the climbing wall
  - Purchased replacement rope for the climbing wall
  - Redesigned the daily cleaning/inspection duties
  - Replaced multiple equipment pads for the squat racks

### **Cafeteria**

- Food Services served 4,202 customers in the Fork and Flame café and catered 43 events, generating a total of \$38,492.30 in gross revenue for the months of Jan-March
- Booked 80 future catering events
- Renewed the café annual Food Permit
- Partnered with the International Program during their Atomi Program.
  - Provided opportunities for Atomi students to practice ordering from the café in English
  - Provided box lunches for field trips
  - Catered the Welcome Lunch and Farewell Dinner

### **External Event Rentals**

- A total of 29 external rentals were held Winter Quarter.
- During Winter Quarter, Facility Use Agreements were signed for 92 future external event rentals.

### **Athletics**

- Success in competition and in the classroom continued during the Winter Quarter.
- The overall athletics GPA in winter was 3.37, slightly higher than Fall Quarter.
- All six of the LCC teams had a team GPA of over 3.0.
  - The women's soccer team came in with a program-best 3.79 GPA during Winter Quarter.
- The men's and women's basketball teams had another outstanding season.
  - Men's Basketball
    - The Red Devil men won the West Region championship for the fourth straight year.
    - Mickey Polis' team made it to the NWAC Elite Eight.
    - Polis was named the West Region Coach of the Year.
    - Emanuel Steward was honored as the West Region Most Valuable Player

- Women's Basketball
  - The LCC women took third place in the West and made it to the Sweet 16
- The LCC Baseball and LCC Softball teams have begun their spring seasons and both look like legitimate NWAC championship tournament contenders.

### **Safety & Security**

- Environmental Health & Safety (EHS) has been collaborating on the design of an improved hazardous waste storage area behind the Don Talley building. The new structure should go into place this April.
- Safety conducted several CPR trainings for employees during the month of March.
- EHS and security responded to a diesel spill in the HSB parking lot on 3/12/23.
- All laboratory waste from LCC science labs was shipped for disposal on March 9<sup>th</sup>.
- The Dangerous Waste report for Washington State Department of Ecology was completed. The college was able to report as a "Small Quantity Generator" for the first time since 2011.

### **Information Technology Services**

#### **Application Development**

- Continued to troubleshoot and improve the statewide DataLink download application for ctcLink.
- Developed a web-based workflow process for Registration to track fraudulent student accounts
- Set up Single Sign On to work with the college's cloud-based document management system and digital sign content management solution.

#### **Safety and Security**

- Resolved an issue with 911 notifications not going to security employees.

#### **Network/Telecommunications and Systems Administration**

- Setup a new Storage Area Network.
- Installed additional wireless access points in the Admissions Center.
- Upgraded the college's anti-spam and anti-phishing email solution.

#### **Customer Support**

- Average Time to Resolve Service Requests (last 90 days): 2 Days, 21 Hours

### **Campus Services**

#### **Capital Projects:**

- **Center for Vocational and Transitional Studies (CVTS)**

The design team continues to meet weekly and the design has moved into the DD phase of the project. This phase is more in detailed with operating systems, electrical, machinal, etc. The college is in direct communication with the PUD on the overhead power behind Vocational and the City of Longview regarding the 20-inch waterline running through the campus and around the East side of Vocational. Additional safety measures will be required to protect this waterline during construction and the demolition phase of the project.

- **Don Talley 2<sup>nd</sup> Floor Classroom Wall Divider (approx. \$40K)**

This project was scheduled for Spring break but has been delayed and is now scheduled for June. Lead time on the accordion door is now mid-June.

- **HVAC Upgrades/ Administration Lower Roofing (approx. \$600K)**

The contractor is in process of ordering the roof top units and materials to complete this work. There have been a few delays with this project due to lead times and scheduling.

- **Waterline Replacement (Approx. \$300K)**

The contractor finished installing and connecting the waterline between Applied Arts and Admissions. This project was part of the infrastructure upgrades to prepare for future buildings. The college installed a new 6-inch waterline with additional shut offs valves so each waterline can be isolated without shutting off the main waterline to all buildings. Also, to improve the West side of campus we added two additional fire hydrants.

- **Rose Center Floor Repair (approx. \$40K)**

This project has been completed.

- **Main Building Transformer Replacement (approx. \$50K)**

This project is scheduled for March 31, 2023. The campus has been notified that this project will require a complete power outage for the entire Main building. This should be only a one-day project as we remove the old transformer and replace it.

- **Fire Hydrants (approx. \$170K)**

This project is 80% complete. The backflow device, vault and asphalt work still need to be completed. The asphalt along the pathway on the north side of the baseball field is currently blocked off.

- **Administration Exterior Improvements (approx. \$600K)**

The contractor, architect and owner had a kickoff meeting in December. The brick has arrived on campus and the contractor should begin work in April.

- **Storage Area/Batting Barn (approx. \$500K)**

This project is pending – waiting on DES

- **Student Center 2<sup>nd</sup> Floor Laundry Room (approx. \$100K)**

The contractor is working diligently on this project and has made significant progress. The project consists of upgrading the infrastructure to support two washers and two dryers for student use. New plumbing, electrical, exterior vents, and a door with a keypad lock for security will also be installed.

- **Baseball Field Pathway Lighting improvement**

The college is replacing four old pedestrian lights along the pathway and installing 6 new poles/LED lights to match the campus standard. This will improve the lighting at night along the pathway.

### Maintenance

During Winter term, the following critical repairs were performed:

- Repaired the cooling unit in the kitchen freezer.
- Repaired the roof drain issue over the RCA balcony.
- Repaired the heating system in the library
- In the process of repairing the HSB Art lighting system
- Repaired heating coils in the Welding Shop

## HUMAN RESOURCE SERVICES – January, February, & March 2023

### New Hires/Position Changes in January:

1/1/2023	Jamie Nelson	Foundation Development Associate (Title Change)
1/1/2023	Masako Lee	Fiscal Specialist 1 (Reallocation)
1/1/2023	Sheila Burgin	Director of Development & Major Gifts (Title Change)
1/3/2023	Allegra Taft	Program Coordinator (Non-perm)
1/3/2023	Terry Rubash	Custodian 1 (Non-perm)
1/3/2023	Rosa Rocha-Andrade	Program Coordinator
1/3/2023	Jessica Bilek	ESL Instructor (tenure track)
1/3/2023	Jolynn Amrine	Language & Literature Instructor (tenure track)
1/3/2023	Stacie Johnson	Career Pathways Advisor
1/3/2023	Ryan Wilkerson	Maintenance Mechanic 2
1/4/2023	Emilee Bollibon	Foundation Specialist
1/16/2023	Jon Jacobs	Program Specialist 3 (Reallocation)

### New Hires/Position Changes in February:

2/1/2023	David Maxon	Program Specialist 2 (perm)
2/14/2023	Lyda Stetzer	Custodian 1 (Non-perm)

### New Hires/Position Changes in March:

3/1/2023	Alex Wood	SWA 2 / Lead Teacher (Head Start, Non-perm)
3/1/2023	Samantha Jahn	Social Work Assist 2 (Head Start, Non-perm)

3/1/2023	Leslie Scarborough	Administrative Assistant 2
3/1/2023	Gabriela Saucedo	Teacher Assistant (ELC)
3/13/2023	Lori Hall	Teacher Assistant (Head Start)
3/16/2023	Jon De Veny	Maintenance Mechanic 1 (Reallocation)
3/16/2023	Liz Hoff	Program Specialist 2 (Reallocation)

### What's Going on in HR

- Human Resources welcomed and oriented all new full-time and part-time employees.
- We continued with recruitment for winter quarter including a variety of classified and exempt positions, and three tenure track faculty recruitments and Dean of Business, Math, & Science. We have two more tenure track recruitments during spring quarter.
- HR has been working with VPs to determine the position type/status for our current part-time hourly employees due to the rule changes that went into effect last July 2022. We will be sharing out additional info with current PTH and supervisors soon.
- We are testing out “Attract” offered by NEOED as a way to have more proactive, intentional recruitments. We are eager to see if we can implement it for the coming year.
- 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 several recruitments now, and will be sending out surveys to collect feedback from committee members and search advocates to determine if we want to move forward with Spark Hire after the year contract ends.
- Some of the live workshops offered winter quarter include: Ethics webinar, developing a criteria matrix, and search advocate trainings. 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 Extra Mile Award goes to the individual whose positive attitude: makes a difference, goes above and beyond what is necessary, exhibits outstanding dedication to their job. Our exempt winner was Stef Gilberti and our classified winner was Michael Velasquez.
- HR coordinated the Classified Staff Appreciation Breakfast and it was held on 3/10. We had around 80 people attend and many said it felt great to be able to see each other in person again. We had six exempt staff serve our classified staff.

### 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 held a quarterly debrief that was well-attended by SAs. 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)

- During winter 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. Pickle ball is being held every Friday from 9:00 am – 10:30am in the LCC gym and allows for staff and students to build rapport while being active! In January we held a self-care monthly challenge that helped people build healthy habits! We also sent out articles in the month of February around heart month. We had hoped to do a heart healthy cookoff during February as well, but did not have enough participants. We had a decent turn out for both the money management training and the estate planning training. We are trying to be focus on overall

wellbeing outside of just health and nutrition. This includes finances, community, stress, work/life balance, etc. Participation remains low so our focus for the upcoming quarters is to find low ask opportunities for staff as everyone has so much on their plate during this time!

## **FOUNDATION - January, February, March 2023**

LCC's Alumni Association's growth continues with membership reaching 893 alumni.

The auditors completed the LCC Foundation financial statement audit for the fiscal year 2021-2022. They presented the audited financial statements in January to Executive and Finance Committee meeting and there were no major errors that were found.

**Capital Campaign:** We are developing campaign collateral with our consultants and college marketing team and we have finalized the campaign steering committee membership and "honorary" chairs. The co-chairs of the committee are Max Anderson and Cal Miller. The "honorary" chair is Bill Stoller. We formed the Board Campaign taskforce. We have begun the Board/Leadership Giving phase of the campaign and have a Board Giving Taskforce. We are aligning donors with taskforce members and doing the prep work for our major gift phase. The steering committee has finalized the campaign one-pager, and the campaign name "opportunity can't wait".

Scholarship applications for the 2023-24 academic year opened on February 1. More than \$570,000 in scholarship opportunities will be available to applicants. There is one online scholarship application which qualifies applicants for multiple opportunities. Scholarship workshops are being 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. The annual scholarship solicitation was mailed to donors at the end of January in preparation for the 2023-24 scholarship season.

The Daily News launched its 8th annual Students in Need Campaign to raise money for the Student Success Fund on March 19. The campaign is planned to run through May 7. They featured a student story on the campaign launch and letters to the editor. So far, the campaign has raised almost \$10,900. The goal this year is to reach \$35,000.

Exceptional Faculty Grant & Foundation Grant applications opened March 23<sup>rd</sup> to LCC faculty and staff for the 2023-24 academic year. The deadline to apply is April 28th. Exceptional Faculty and Foundation Grants are intended to support projects that encourage and support innovation, student learning and/or staff learning.

The Annual Report to the Community went to nearly 10,052 mailboxes the end of February.

The Foundation's year-end annual appeal with a letter raised money for the College Success Fund. The appeal ran through the end of the December and raised \$112,638.36.

### **Athletic Excellence Celebration**

This year's Athletic Excellence Celebration and Hall of Fame Induction ceremony was held Wed., Feb. 15<sup>th</sup> during the men's and women's basketball game. We raised \$9,530 for Athletic Excellence and even more friends. We pre-recorded a presentation/interview with the inductees that is viewable on YouTube. We hosted reception for the inductees and their guests and other VIP supporters in the "sky lounge" overlooking the gym. We conducted a raffle to raise funds for athletic scholarships. The prizes were four courtside tickets to the Blazers game on March 26, diamond pavé earrings, golf basket with



six rounds of golf and golf swag, Skamania Lodge getaway weekend for two, and Roland Wines gift basket. The inductees for the 2023 class are:

- **Harlan Crusier** Women's Soccer Coach 2011-Present, LCC Athletics Support
- **Jaime (Johnston) Amrine** Women's Basketball & Softball 1996-1998
- **Walburga (Wali) Martin** Women's Soccer Player 1997, Women's Soccer Coach 1998
- **Scott McDaniel** Baseball Player 1989-1990, Baseball Coach 1995-1998
- **James (Jim) Tims** Men's Basketball 1967-1969
- **The 1981 Championship Men's Baseball Team**

March gifts and pledge payments totaled \$536,318 which included:

- \$274,640.18 Gertrude Reagan
- \$60,000 from the Community Foundation for Southwest Washington
- \$50,000 from the J & S Foundation
- \$11,000 from the Biella Foundation
- \$10,000 from the Evans Venture Foundation
- \$10,000 from Anonymous
- \$8,000 from Untouchables Car Club
- \$5,000 from Sharon Bergman
- \$5,000 from Goldie Valentine
- \$5,000 from James Wagner
- \$5,000 from Joe Fischer