

Minutes

Operations Council – January 28, 2025

Attending: Magnus Altmayer, Richard Arquette, Merry Bond, Kristin Finnel, Desiree Gamble, Stefanie Gilberti, Tamra Gilchrist, Sarah Griffith, Wendy Hall, Richard Hamilton, Michaela Jackson, Lindsay Keevy, Mindy Leasure, Sue Orchard, Sam Orth, Natalie Richie, Guadalupe Rodriguez, Daniel Ruiz, Matt Seimears, Nichole Seroshek, Kendra Sprague, Dani Trimble, David Wallis, Nolan Wheeler, and Hannah Palenske.

Called to order by President Seimears.

1. UPDATE ON GOALS: DEPARTMENTAL REPORTS [ATTACHMENT]

2. MEETING TOPICS

- Talking Compensation w/Employees Workshop - Sam Orth
 - The meeting focused on the ongoing compensation review project, beginning with a discussion of its primary goals: making informed decisions, supporting employee retention, and attracting top talent. An overview of the internal strategy was shared, outlining the process and emphasizing the importance of transparency and consistency. Supervisors were provided with salary review request forms, which will be used to guide and standardize evaluation across departments. Adjustments resulting from this review are anticipated to take effect on January 1, 2025. The team was informed that a draft procedure is in development to support the implementation of this strategy. The session concluded with a Q&A segment, allowing attendees to seek clarification on the process, timelines, and expectations moving forward.

3. ROUND TABLE DISCUSSION (if time allows)

- The meeting addressed current hot topics, with a particular focus on the presence of First Amendment auditors on campus. It was noted that a campus-wide email will be sent to provide clear guidance on how to respond appropriately. Employees were advised not to engage with auditors, to avoid conducting business in public areas when possible, and to take precautions such as turning off computer monitors and flipping over any visible documents. When necessary, staff should move into private offices to maintain confidentiality and minimize disruptions.

Meeting ended at 4:57 PM

DEPARTMENTAL REPORTS START ON THE NEXT PAGE...

LOWER COLUMBIA COLLEGE

OPERATIONS COUNCIL QUARTERLY REPORT - WINTER 2025

Administration

Nolan Wheeler, VP
Jason Arrowsmith, Security
Desiree Gamble, Finance
Richard Hamilton, Campus Services
Meredith Links, Bookstore
Sherie Hockett, Payroll
Kirc Roland, Athletics
Laura Sampson, Operations Manager
Janel Skreen, Environmental Health & Safety
Josh Smith, Fitness Center
David Wallis, Information Technology

Student Access, Support and Completion

Information Technology Services

- Working with Student Services to expand JotForm as an LCC Enterprise platform for form creation, workflows, management, and accessibility.
- Finalizing proposal with Student Services and eLearning to implement wireless printing solution (PaperCut).
- Re-established the Accessible Technology Workgroup (ATW) and set parameters for accomplishing DOJ-mandated accessibility for LCC's web (and associated) content.

Institutional Excellence

Finance

- The SAO Head Start program audit work is still ongoing as part of the statewide single audit based on analysis of federal programs. Audit work started in October and is expected to be completed by the end of January.
- The FY24 Financial Statement Audit is scheduled to start January 13th
- The first run of winter Financial Aid disbursements resulted in 735 refunds processed via BankMobile on 12/31/24

Trainings & Resources—

- Finance Dept Resources & Contact List are updated on the Finance Department webpage—<http://internal.lowercolumbia.edu/departments/finance/index.php>
- New Travel Resources added
 - o LCC Travel Guide
 - o Travel Expense Report Approver Process

Q2 Stats by Sub-Module—

- AP processed 1,757 vouchers
 - o Total payments paid \$14,934,707
- AR processed 333 billings
 - o Total billed 16,828,855
 - o Total payments received 15,983,489
- Student Financials

- o Book Vouchers—processed 235 for fall
- o Collections—sent over 592 past due notification letters with statements to students and included 264 Admin Holds requested for fall.
- o Payment Plans
 - 39 active ctcLink payment plans
 - Nelnet payment plans
 - 187 Fall
 - 119 Winter as of 12/31/24 (enrollment open until 1/14/25)
- o Outside Scholarships—150 active (increase from prior year)
- Travel—processed 7 cash advances & 150 employee reimbursements
- Purchasing
 - o Purchase Orders—processed 136 POs
 - o P-Cards—processed 1,701 transactions

Enterprise Services

Bookstore

- Partnered closely with Deans and faculty to receive textbook requisitions, resulting in 95% on-time submissions. This allowed the textbook buyer to source textbooks in bulk, receiving larger discounts for the Bookstore, resulting in less cost to the student.
- All Fall quarter online orders were processed and mailed, or confirmed ready for pickup within 1-2 business days
- Processed 857 online orders for a cumulative total of \$115,686 in online sales
- Held Fall Buyback event for a total of 6 days. The bookstore bought \$3,801 worth of used books from students
- Students donated 41 textbooks in the bookstore donation bin during Fall term
- The bookstore had \$197,780 total in gross revenue for both in-person and online sales
- Processed \$11,596 in department orders
- Earned commission from 51 eBook sales from our online eBook store
- Had 46 courses use Inclusive Access, with 94.4% student participation, resulting \$25,354 in sales
- Sold \$1,660 worth of merchandise containing the year "1934" for the 90th Anniversary Sale in October
- Participated in both Red Devil Welcome Days to help students get all of their course materials and supplies before the start of Fall term
- Held pop up storefronts for the 90th anniversary event and Fall Nursing Pinning Ceremony

Fitness Center & Juice Bar

- Hosted "Welcome Week" for summer quarter with events & menu specials
- Updated Juice Bar, adding storage organizers, a new PC at the front counter and a new iPad to assist with the membership intake process.
- Held annual Fitness Fun Run at Lake Sacajawea with 155 participants
- Held climbing events for groups and teams
- Sent auto belays for recertification and the climbing wall was re-rope
- Partnered with Continuing Education to offer a new Spin Class
- Cardio deck equipment serviced and deep cleaned
- New floor mats were installed to increase the workable floor space
- New equipment was installed in a new configuration which created more space for workouts and a superior flow for equipment. The branding on the new equipment looks incredible and gives the fitness center a whole new look. Work was completed just in time for Winter Quarter and makes its debut on January 6th, 2025

Food Services

- Re-branded the café, changing the name from Fork & Flame to Red Devils' Café to better represent its mission
- Refreshed paint and signage
- Partnered with the welding program to create a sign with the new café logo
- Added new gluten-free, and vegetarian options to the café menu
- Catered 81 on-campus events
- Developed a partnership with the Longview School District Culinary Arts program to offer their students experience working in the LCC commercial kitchen. The partnership also includes a new Devil's Food recipe collection where students will develop, scale and package menu items exclusively for the Red Devils' café.
- Fall quarter sales increased 30% compared to the same quarter last year

External Event Rentals

- Hosted 195 event rentals on campus
- Scheduled 205 future events

Athletics

- The academic report for Fall 2024 was exemplary. The overall GPA was 3.49. Women's soccer led the way with a team GPA of 3.69 including eight 4.0's. Women's basketball had a 3.58 GPA with six 4.0. Softball had four students with a 4.0 and a team GPA of 3.51. Baseball featured a 3.46 with five 4.0's. Men's basketball had a 3.24 with one 4.0. Volleyball had a 3.17 with five 4.0's. This is a great start for LCC athletics as they attempt to win the Presidents Cup for the 4th straight year.
- The LCC soccer team won a third straight West Region Championship.
- Karlee VonMoos of the LCC women's basketball team recently became the schools all-time leading rebounder, breaking the record set by Sierra Richards.
- The LCC Hall of Fame Committee announced the Class of 2025. Individual honors go to Johnna Ballard (W. Basketball), Steve Rooklidge (baseball), Scott Lucas (Baseball and Men's basketball), Misty Velke (Softball), Jennifer Lybrand (Softball) and Bob Rose (baseball/contributor). Team honors go to the 2000 and 2001 NWAC champion softball teams and the 1992 NWAC champion baseball team.

EHS & Security

- Conducted an intensive recruitment campaign for Lower Columbia College's new CERT (Community Emergency Response Team) members. On-site training is scheduled for February 19–21.
- Secured the opportunity to host FEMA's 0363: *All-Hazards Emergency Management for Higher Education* training. Recruitment efforts are ongoing, with outreach to 47 colleges and universities in Washington and Oregon. The training is scheduled for March 25–27, with a goal of recruiting at least four participating colleges.
- Planning is underway for a fire evacuation drill, which is scheduled for the spring quarter.
- Testing of the emergency texting system, RAVE, is planned for mid-January (exact date TBD).
- Developed and implemented a new Barricade Tape Procedure along with associated training to standardize its use across campus departments.
- Successfully abated hazardous materials in one set of the Oak Terrace garages.
- Conducted air sampling in the Ceramics program for silica dust and in the Welding program for arsenic dust. Both surveys revealed levels below recommended and legal exposure limits, confirming that these spaces are safe for work. These samples were

collected to evaluate the effectiveness of housekeeping procedures in these programs. Additional sampling in the Welding program is planned for the spring quarter.

- Began updating all safety training modules in Canvas. This process will continue through the remainder of 2025.

Information Technology Services

Operations

- Major college-wide transition from Microsoft Outlook (due to the failing Microsoft Exchange email server) to new Gmail and Google Calendar tools. This complements the other G-Suite apps already in use campus-wide. The transition also puts LCC in compliance with email retention requirements through the implementation of Google Vault. The Gmail transition project was initiated as far back as 2019, but the project languished through the Covid isolation. The project was picked back up in the summer of 2024 and was completed by the end of December.
- Created an interim/temporary AV standard for classrooms that is easier to use and manage until Atlona digital AV equipment can be staged and deployed. This interim standard has already been deployed in at least 5 classrooms where AV was tenuous or not functioning at all.
- Completed initial workflow template, configuration, and testing for LCC's Laserfiche document management solution. Laserfiche will be the official system of record for LCC's long-term document management and storage.
- Began IT staff training on operations and strategic planning for IT project vetting and prioritization in Q1 of 2025.
- 845 IT help desk tickets submitted, completed, and closed from 10/1 - 12/31/24.

Safety and Security

- Completed multiple campus-wide tests of Informacast and Avigilon systems re: campus emergency notifications and access control management.

Campus Services

Center for Vocational and Transitional Studies (CVTS)

The design team is working on construction documents and preparing for funding in July 2025. The potholing to determine the best route down 15th Ave. The 20" waterline relocation is scheduled for January 2025.

Improve Various Buildings

This project includes small renovations to the Don Talley building, lobby area, room 103, 103a, 103b, 103c, 105, 105a, 105b, 105c, and 105d. This area will receive new carpet, windows, paint and LED lights. Administration building 2nd floor office door. Main building Photo lab upgrades and Health & Science building room 103 will receive new carpet. Also, upgrading pneumatic controls with back net controls. The project is scheduled to begin January 2025.

Replace HVAC Units Campus-wide

15 HVAC units on several buildings were replaced. The contractor has completed this project.

Replace Lighting Controls and Associated Wiring in RCA

Upgrading the lighting controls, devices and wiring within the main areas of the buildings. Contractor has completed this project and will schedule training in January 2025.

Replace Transformers, Electrical lines, vaults, and switchgear

This project is on the list to be reappropriated into 25-27 budget due to the long lead times for transformers and switchgears (22-52 weeks).

- **Replace RCA Boiler**

The KN-20 boiler has been replaced. Waiting on controls contractor to program the boiler to communicate with the other existing boiler.

- **Concrete Work campus-wide**

Replacing and repairing concrete sidewalks and ADA ramps campus-wide. Contractor is working on removing damaged concrete and will start pouring concrete in the second week of January.

- **Replace Olympic Court Roof (Apartment)**

Project was completed in July 2024.

- **Construct a Storage Batting Facility**

This is an approx. 9,000 sqf facility that will have batting, pitching and soccer practice areas, restrooms, and some storage. Contractor is scheduled to start January 2025.

- **HOFL/Head Start and Head Start East Sprinkler System upgrades**

Project started January 13, 2025 and should be completed by the second week of February.

- **Baseball Lighting, Grandstand, Concession Stand Project.**

The Architectural team is still in the design phase of this project..

- **Sub-Metering Campus buildings**

Washington State Clean Building Act requires colleges to track utilities on each building. Sub-meters will be installed on all buildings that do not have meters. Project currently under design.

- **HOFL Pre-design Grant**

LCC received an Early Learning Facilities Grant through the Washington State Department of Commerce for \$21,605.00 to conduct a Pre-design. The scope of work will include, but not be limited to architecture, engineering and other feasibility and planning activities related to the expansion of the existing early learning center. An architect has been selected and is preparing for the first User Group meeting.

- **Retro-commissioning Grant**

Received \$107,000 to complete Retro-commissioning on two buildings to improve building performance, extend the life of building systems and reduce greenhouse gas emissions. LCC will use a baseline for electric / gas and conduct a building evaluation with faculty and staff. The two buildings selected are the Health & Science and the Gymnasium/Fitness Center.

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

Maintenance:

- A total of 374 work orders (including those generated prior to October 1st 2024) were completed in Quarter 2.
- Maintenance staff spent about 189.50 hours on preventative maintenance this quarter, including roof inspections and repairs, steam plant start-up, HVAC inspections, verified mechanical room operations, water heater inspections.
- Rebuilt motor for hot well tank in Steam Plant
- Rebuilt circulation motor for RCA boiler heat
- New HVAC Units installed on Administration and AAR
- New floor matting was installed in the Fitness Center
- Cafeteria upgrade project was completed including paint, LED lights, and ceiling tiles
- Heritage Room was painted and new LED lights were installed
- Boiler exhaust manifold was repaired in the Main Building
- Main draft inducer assembly was replaced
- Staggered starting times for all buildings on Metasys

- Library lighting and switching was repaired
- Main building circulation pump repair and install
- Gymnasium Trophy Case light replacement

Custodial:

- Set-up numerous events in the Rose Center during the holiday period including the Tree viewings and choir and band concerts.
- Oak Terrace Apt # 1 were cleaned to get them ready for new occupants.
- The welding and clay lab were deep cleaned **Key Shop/Locksmith**
- Completed 30 work orders.
- Completed DTV Locksmith PM's – Tested all door closers to ensure the doors self-latched, tested lock cylinder operation with key, and ADA automatic door operators on North and South entries.
- Performed fire door inspections for 9 fire-rated doors.
- Completed ADM Locksmith PM's – Tested all door closers to ensure the doors self-latched, and tested lock cylinder operation with keys. Tested 2 automatic door operators (NE and SW) and performed fire door inspections for 9 fire-rated doors.
- Completed HSB Locksmith PM's – Tested all door closers to ensure the doors self-latched, tested lock cylinder operation with key, tested access control entries with key card, replaced batteries in keypad locks, and tested ADA automatic door operators on West, NW, SW, NE, and SE entries.
- Performed fire door inspections for 15 fire-rated doors.
- Coordinated access control project for LIB NE doors and eLearning doors. Programmed and set up new hardware for key cards and PIN's for the card readers. Learned how to set up newly installed hardware in Avigilon Access Control Manager and replaced a blown fuse in the LIB panel that was causing the Learning Commons exit devices to not unlock.
- Repaired locking access control issues with ADC SW entry doors after they were tested in the campus-wide access control test and did not fully lock/latch.
- Replaced failing padlocks on the baseball field, VOC, and DTV gates.
- Converted the 2 Barnes South exterior classroom doors to night latch function (always locked).
- Used spare hardware from the Barnes building keypad lock conversions.
- Repaired access control issue in LIBRARY Learning Commons that was causing the entry doors to always be unlocked and not respond to key cards. Installed 3-amp resettable fuse on the access control board in the LIB mechanical room above the door.
- Worked on verifying and reactivating Emergency Operations Team members lock/unlock key cards in Avigilon.

Print Shop/ Central Services/Surplus:

- Made 442,582 copies on campus fall quarter
- Received and processed 1,943 pieces of mail/freight.
- Processed 23,073 pieces of outgoing mail/freight.

Effectiveness & College Relations

Accessibility

- LCC's Web Team (Gavin Montes and Cassondra Rosales) developed a Canvas training called "Accessibility Training: How to Create Content that Works for Everyone" for assignment to all LCC employees in winter quarter 2025. The course is designed to help creators of all levels ensure their content is accessible to everyone. Course objectives Include:
 - Who accessibility serves and why it is essential.
 - The types of assistive technologies disabled users may use online and how this can inform our ability to make content accessibility equitable.
 - When you should consider using accessibility tools and standards.
 - Where you can access resources for accessibility as a content creator.
 - Why you are responsible for accessibility.
 - How to apply best practices and standards to our content's various forms.
- LCC's web team is inventorying documents housed within the college's content management system (Modern Campus) to determine their accessibility. While compliance is focused on documents created in the present and future, all relevant staff will be notified of compliance issues and offered support and resources to update their materials. In collaboration with IT, an inventory of the documents housed on LCC's web servers (services4) is also planned.

Accreditation

- LCC's Evaluation of Institutional Effectiveness (EIE) report is in process. The report is due to the Northwest Commission on Colleges and Universities (NWCCU) in August 2025. The associated EIE/Year Seven Visit has been scheduled by the NWCCU for October 15-17, 2025.
- The new Criminal Justice Certificate of Proficiency (COP) was submitted to the NWCCU as a notification only on November 6, 2024.
- The new Bachelor of Science in Computer Science (BSCS) proposal was submitted to the NWCCU on December 12, 2024, for approval as the first degree at a new level. Staff and a panel must review first-time degree-level proposals.

Assessment

- Winter quarter assessment day was held on January 2nd. Faculty reviewed the Northwest Commission on Colleges and Universities rubric for standard 1.C.7 regarding the assessment of student learning. They provided information about their practices for use in the Year Seven accreditation report. Faculty also participated in a collaborative brainstorming session about incorporating critical thinking into assignments and completed Section E (Action Planning) of the Curriculum and Program Review instrument.

College Branding

- Several LCC Brand and Style Guide updates were implemented in late fall 2024, including adding branding elements for the new "Where Futures Begin" tagline and a resource guide for appropriately referencing academic credentials.
- A task force was convened to gather input, select a brand vendor, and develop a new mascot image for LCC. The task force unanimously approved a new design direction, including a new mascot costume. The new mascot image will be revealed during a launch party in the spring.
- Several branding, accessibility, and aesthetic updates were made to the library lobby, including the addition of custom-made program brochure racks. A new break area, including branded trash receptacles, will be installed in winter quarter.

CtcLink

- The ctcLink and student financials teams implemented a feature that allows students to select which charges to pay when making an online payment. This is particularly helpful for students with childcare charges, campus housing charges, and other student populations who may have unique charges to pay separately from standard tuition and fees.
- The ctcLink team updated all student 1098-T 3C communication templates, completed 3C testing, and created documentation for the E-Consent notification letter and the ITIN request letter process.
- A student resource guide was created by the ctclink team and posted to the web with information on how to view academic progress (also known as academic advisement reports).
- The ctcLink team worked with the SBCTC student financials team to add the Educational Cost Statement to the global ctcLink Student Billing Statement (to meet part of the requirements in RCW 28B.76.300).
- The ctcLink team is preparing for User Acceptance Testing for security role templates. This new functionality includes templates that can be used to automate the assignment of security roles for specific positions. This will create efficiencies with ctcLink security onboarding processes.
- The ctcLink PS Query QCS_SR_ODBILLING was updated to improve the billing process for high school re-engagement programs. Since ctcLink queries are global (used by all Washington Community and Technical Colleges), the query updates may also benefit other colleges in the system.

Diversity, Equity, and Inclusion

- Wendy Hall received training and became a Qualified Administrator (QA) of the Intercultural Development Inventory (IDI) in December 2024. The IDI is a widely used and effective cross-culturally valid assessment for building cultural competence. It assesses intercultural competence, the capability to shift cultural perspective and appropriately adapt behavior to cultural differences and commonalities.

Enrollment

- Fall 2024 enrollments finished well above the prior year.
 - State FTE was up 19.2%.
 - Total FTE was up 14.9%.
 - Academic Transfer FTE was up 14.5%.
 - Professional/Technical FTE was up 24.2%.
 - Basic Skills FTE was up 30.0%.
 - Running Start FTE was up 14.4%.
 - International FTE was up 5.6%.
 - Bachelor's programs FTE was up 53.1%.

Gainful Employment Reporting

- LCC is on track to meet the Financial Value Transparency / Gainful Employment (FVT/GE) Reporting deadline of January 15, 2025. This has been a team effort between Institutional Research (IR), Student Services, and Instruction Division staff.
- There are three reporting components:
 - Completers List - This report is finished, and errors have been resolved thanks to staff in Student Services.
 - Student Level Report - This report was a heavy lift with many days and hours of staff time. The college had to provide enrollment status and financial aid data for students who received Title IV Aid in 2022-23 or 2023-24 who were enrolled in a

GE or non-GE eligible program. This report is finished to the best of the college's ability. It was a team effort between IR and Student Services staff.

- Program Level Report - This report is nearing completion and will be submitted soon, thanks to efforts by Student Services and Instructional staff.
- LCC's approach to meeting this reporting deadline was to utilize the resources and guidance provided by the National Student Clearinghouse and the State Board as much as possible.

Laserfiche

- The Laserfiche team created all new metadata fields, templates, and document types for Registration's Laserfiche repository. With MCCi, we created an autofile workflow for the Registration department and demoed the workflow for Registration to use.

Marketing

- LCC's winter quarter enrollment campaign ran from November 15, 2024, through January 5, 2025. Particular emphasis was placed on the trades, healthcare, business, IT, STEM, criminal justice, education, bachelor's degrees, and College and Career Preparation programs. Preliminary analytics indicate above-average performance across nearly all platforms.
 - Google
 - Impressions: 11,759
 - Clicks: 5,588
 - Click-Through Rate: 47.52% (compared to 20.21% industry average)
 - Phone calls generated: 98
 - META (Facebook and Instagram)
 - Impressions: 73,362
 - Clicks: 953
 - CTR: 1.30% (compared to 1.20% industry average)
 - YouTube
 - Impressions: 84,659
 - Views: 39,974
 - View Rate: 47.22% (compared to 49.00% industry average)
 - streaming Television
 - Impressions: 12,865
 - View Completion Rate: 98.10% (compared to 96.15% industry average)
- Advertising with all local radio stations, The Daily News, and the Wahkiakum County Eagle is ongoing.
- On November 20, 2024, a targeted marketing campaign to recruit early admissions applicants for the Bachelor of Applied Science in Organizational Leadership and Technical Management was sent to 1915 prospects on November 20, 2024, resulting in 647 Individuals opening the message and 11 clicking through to the application.
- Due to an advertising budget increase approved by the Executive Leadership Team for 2024-25, a bronze-level package for use during all NWAC tournament games was added to the annual marketing line-up.

Media Coverage

- LCC Reports higher enrollment despite previous federal financial aid glitches - During the 2023-2024 school year, 72% of LCC's degree-seeking student population received some type of financial aid, including scholarships. The Daily News | Dec 21, 2024
- Extra recruiting power: LCC to waive more tuition for athletes - Lower Columbia College
- is offering more tuition waivers for athletes than ever before thanks to a recent change
- at the Washington State Board for Community and Technical Colleges. The Daily News | Dec 13, 2024

- Therapy llama greets students, staff at LCC - Meet Beni, the llama from Ridgefield. Beni came to support the students of Lower Columbia College during their Finals Week Session. The Daily News | Dec 05, 2024
- Fighting Smelt bag another win, this time in Portland - The Lower Columbia College Fighting Smelt Speech and Debate Team was named co-champion in the community college division of the Mahaffey Memorial Tournament hosted by Linfield University. The Daily News | Nov 20, 2024
- Small business help comes for rural Washington counties at new center at LCC - A new Small Business Development Center office on the Lower Columbia College campus will provide local entrepreneurs free guidance on every step of running a small business, from fleshing out a new idea to exporting goods internationally. The Daily News | Nov 19, 2024
- Lower Columbia College debate team wins third place - The LCC Fighting Smelt Speech and Debate Team won third place in overall team sweepstakes and placed first among community colleges. The Daily News | Oct 31, 2024

Organic Social Media Analytics

- The number of followers on LinkedIn increased notably in fall quarter, and the engagement rate in most cases exceeded the industry average (time range: September - December 2024).

Followers Posts Impressions Engagement*

LinkedIn 8,735 146 23,410 3.53%

Facebook 7,206 176 94,345 3.20%

X (Twitter) 2,390 127 5,315 1.62%

Instagram 1,498 145 35,207 3.00%

Total 19,829 594 158,277

*The average engagement rate for higher education is 2.92%.

Website

- Total visits to the LCC website increased 5.9% between fall 2023 and fall 2024 (September - December). Visits to the “apply” page increased 35.1%.

Fall quarter 2023 Fall quarter 2024

Total Visitors 218,406 231,230

Visitors from outside of the
United States

5,796 from 153 countries 6,678 from 159 countries

Visits to the LCC homepage 123,509 121,023

Visits to the Apply page 13,583 18,347

Most visited pages in fall quarter 2024:

1. Canvas login
2. LCC homepage
3. Faculty and Staff homepage
4. ctcLink
5. Apply for admission
6. Current students homepage
7. Career Pathways (Programs of Study)
8. Class Schedule
9. Academic Calendar

Foundation

LCC's Alumni Association's growth continues with membership reaching 1,267 alumni.

The second scholarship cycle for the 2024-25 academic year commenced on October 1st and closed on October 31, offering a total of \$250,000 in scholarship opportunities. 73 students were assisted at four scholarship workshops held on campus, including a joint Financial Aid night event with Spanish speaking interpreters who were available to assist current and prospective students. A video detailing the scholarship process was also available on the website. We received a total of 549 applications; however, only 385 students completed their submissions, resulting in a 70% completion rate. While this was slightly lower than expected, we are collaborating with the Scholarship Committee to gather feedback and explore strategies for improvement in future cycles. The awarding process began on December 2 and will conclude with re-awarding on January 9. During this cycle, more than 118 scholarships were distributed. Student scholarship awards can now be found in student's Navigate accounts to provide information to staff and faculty when assisting and advising students.

Scholarship award information from the spring application cycle including student biographies and thank you's were mailed to donors in mid-October. The second award cycle scholarship information with student biographies and thank you letters will be mailed out in late February along with the annual scholarship booklet which will contain a full list of scholarships, awards, student quotes and photos from both cycles in the 2024-25 academic year. All recipients and scholarship donors will receive copies of the booklet. The publication will also be made available online.

The next Scholarship application cycle for the 25-26 academic year will open March 3rd and end April 30th. Nearly \$700,000 in scholarship opportunities will be available to applicants. There is one online scholarship application that 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.

Capital Campaign Update: We have reached 89.20% of our total campaign goal having raised \$13,379,630.17 as of the end of December. We concluded the 9-week alumni challenge on LCC's 90th Anniversary – October 4th. We raised \$223,405 during the 9-week challenge and increased the alumni association membership by 236 people. The Foundation Executive and Finance Committees approved \$2.5 million of funding for the Story Field Project. We are gearing up for the Vocational Building to be approved by the Washington State Legislature in winter and pushing forward with a focus on that pillar of the campaign.

The Foundation accepted 8 nominations for the 2024-25 Benefactor of the Year. The Foundation Executive Committee selected the Estate of Charles Klawitter as the 2024-25 Benefactor of the Year.

We hosted our lifetime donor wall reception on Thursday, Nov. 14th from 5:30 – 7 PM in the Rose Center for the Arts – Forsberg Art Gallery. We had nearly 110 people in attendance for this thank you event for our donors who have reached \$10,000 in lifetime giving (or more). We added 24 new plaques to the wall and 18 new upgraded plaques (meaning the donor moved to a higher giving level). We also honored David and Nadine Coburn, the Benefactors of the Year.

The Foundation launched the annual year-end appeal with two direct mail letters, emails, radio, and social media campaign to raise funds for the College Success Fund. The appeal ran through the end of the year and raised \$56,527 thus far.

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 2024 Retiree Holiday Luncheon was held December 16th on-campus in the Heritage Room providing stewardship opportunities to keep LCC retirees connected to the college and mission. Nearly 50 retirees gathered for lunch including two former LCC presidents, Dr. McLaughlin and Dr. Pickett. A festive New Year's card with a photo taken of those in attendance will be sent out the first week of January.

The Foundation's Holiday Thank-a-thon was held the third week of December. LCC Scholarship recipients and student athletes made a combined 122 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 2023-2024 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 2025.

October, November, & December gifts and pledge payments totaled \$1,822,354:

- Stoller Family Foundation Pledge Payment \$250,000
- Cowlitz Indian Tribe \$75,000
- Evans Venture Foundation Pledge Payment \$35,000
- Biella Foundation \$11,000
- Donald Correll \$10,000
- Cal Miller Pledge Payment \$10,000
- Phyllis Makinster Non-Cash Gift \$600,000
- The Wendell & Mickey Kirkpatrick Charitable Remainder Trust \$79,193
- The Gene Haas Foundation \$18,000
- Laboratory Science Institute \$10,000 pledge

- Delores Rodman \$10,000
 - Dr. Richard Nau \$295,405
 - Trammell Crow Company \$100,000
-

Human Resource Services

New Hires/Position Changes in October:

10/1/2024	Hannah Timmons	Assistant Teacher (ECPS 2, ELC)
10/1/2024	Bunna Chhun	Custodian 1
10/1/2024	Mia Schulson	Assistant Teacher (ECPS 2, ELC)
10/7/2024	Melissa Cornwell	Mentor Teacher (ECPS 3, ELC)
10/7/2024	Jessica Fenter	Center Aide-Classroom Floater (Non-perm, Head Start)
10/7/2024	Karla Alcantar Cruz	Assistant Teacher (ECPS 2, ELC)
10/21/2024	Katrina Sidener Avery	Lead Teacher (ECPS 3, Head Start)
10/25/2024	Britni West	Teacher Assistant (ECPS 2, Head Start)

New Hires/Position Changes in November:

N/A

New Hires/Position Changes in December:

12/2/2024	Laynara De Fatima	Program Specialist 2
12/2/2024	Amanda Passmore	Family Advocate (SWA2, Head Start)
12/2/2024	Rheba Rukkila	Program Manager A (reallocation)
12/2/2024	Jenny Smith	Program Manager A (reallocation)
12/2/2024	Sierra Hancuff	Lead Teacher (ECPS 3, Head Start)
12/3/2024	Aaron Eilts	Ground & Nursey Services Specialist 5
12/9/2024	Katie Padrick	Lead Teacher (ECPS 3, Head Start)
12/16/2024	Yolanda Misclevitz	Veterans Resource Center Navigator
12/16/2024	Dan Nunes	Program Specialist 2 (reallocation)

What's Going on in HR

- Human Resources welcomed and oriented all new full-time and part-time employees.
- Fall quarter was the launch of our New Employee Onboarding Series where we offered sessions four Thursdays in a row during October on a variety of topics including HR general info and resources, safety & security, campus offerings, payroll/finance topics, technology tools, and wellness, professional development, campus connections. Our goal is to increase engagement and provide additional support and resources to our new full-time faculty and staff. The series repeats in January 2025 and April 2025. We hope to increase awareness about these sessions so we see more new hires at each session.
- HR led many recruitments during fall quarter and have several open positions currently. We are recruiting for 8 tenure track faculty positions between winter and spring quarters. As you see our job openings, please spread the word by posting to your social media! The changes to our recruitment process have been going well.
- In the coming months, we will be making changes to our onboarding process for student employees. New student hires will be assigned a Canvas course full of the onboarding information and what they need to do for their new hire documents before they start working for LCC. We will hopeful that this change will better prepare them as they go through our onboarding process and come prepared on their first day. Watch for additional details about this soon.
- We also launched a new supervisor portal in Onboard full of resources for new and seasoned supervisors.
- Since summer 2024, HR has been collaborating with Stacey Carroll from HR-Experts On-Call to build a compensation structure and strategy for LCC exempt employees. We made major headway on this project during fall quarter and are finalizing the final details on the compensation strategy after ELT review and input. Communication about the new salary ranges for exempt staff went out before the efficiency closure. HR team members blocked two days to meet with exempt staff about their compensation and the changes. These meetings went well and we appreciated the feedback we received. We will be launching the process for an employee-initiated salary review request and supervisor-initiated salary review request very soon.
- Some of the trainings and events October through December included: Partners in Diversity – Vancouver Mixer, Suspenders4Hope, American Heart Association Worksite Wellbeing, Summit 2024, Talking

Compensation with Employees Workshop with Stacey Carroll, New Employee Onboarding Program Series, and Search Advocate Quarterly Connection.

- The RA award goes to the individual who: creates a pleasant environment, brings out the best qualities in co-workers and/or students, and allows them to handle difficult situations and people gracefully. The exempt winner was Angie Rogers and the classified winner was Corrie Lopez.

Search Advocate Program

- HR continues to advance the Search Advocate (SA) Program at LCC. The SA Program enhances the validity and equity of our search process, and has had a positive impact on the diversity of our applicant pools and hires. Our next quarterly connect is coming up this winter February 2025.
- Dan Ruiz has completed his Search Advocate training and participated as the search advocate in finalist interviews for several full-time recruitments during fall quarter. We are excited to have a search advocate at the finalist stage.

Red Devil Wellness (RDW)

- RDW partnered with the RCA and ASLCC this year for holiday events.
 - Fall quarter RDW events included: RDW Wellness Walk, Walktober (unfortunately LCC got second place – we'll get them next year!), Fall Tailgate Cook-off, Halloween decorating department contest, annual holiday card contest, and RDW sponsored RCA Holiday cookie decorating event.
 - HR & RDW looks forward to offering more in-person opportunities and providing a variety of ways for our campus to engage in wellness at LCC.
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Instructional Division

Dr. Kristen Finnel, Vice President of Instruction

Tamra Gilchrist, Dean of Instruction/Workforce Education

Stefanie Gilberti, Dean of Instruction and Learning Resources

Merry Bond, Dean of Instruction | Nursing Programs Director

Henry Brewster, Dean of Instruction | Business, IT & STEM

Mindy Leasure, Director of Head Start

Sarah Griffith, Director of eLearning

Lindsay Keevy, Library Director

Natalie Richie, Director of Instruction Division Operations

Elizabeth Hoff, Professional and Continuing Education

Kari Johnson, Director of the Early Learning Center

Alyssa Milano-Hightower, RCA Director of Operations

Jennie Bergman, Workforce Education Manager

- **Core Theme I: Workforce & Economic Development**
 - LCC hosted a focus group to evaluate the future direction of the Advanced Manufacturing program. Based on input from industry, LCC took initial steps to develop a new AAS degree in Automation, Instrumentation, and Industrial Maintenance.
 - The Workforce Education Department continued to offer high school CTE programs on the LCC campus. Industrial Trades Foundations (machine trades and welding) has 20 students enrolled, and Diesel Mechanic Technology has 21 students enrolled. This year, it was expanded to include an option for second-year students to earn college credit for vehicle climate control and industrial safety.
 - The BAS-OLTM program piloted an early admissions model by opening applications in December. Thirteen of the 15 applicants were entirely or provisionally accepted to start upper-division coursework during the 2025 summer or fall cohorts.
 - A focus group of local health and fitness professionals met with program faculty and staff in December to discuss the future direction of the Fitness Specialist certificate program at LCC. The focus group supported the proposed development of three new certificate-of-completion (COC) programs in Health Coaching, Personal Training, and Group Fitness (any of which may be taken within the existing AA DTA Health & Fitness Focus degree). The following steps include pursuing program approvals through the SBCTC.
 - The first BSN cohort launched this fall with 15 full-time students. Our site visit for national accreditation by the Commission for Collegiate Nursing Education (CCNE) is coming this March. Applications for the 2025-2026 cohort opened on December 11.
 - 143 students were admitted to all three of our associate degree nursing program options for 2024-2025. A total of 216 applicants met the eligibility requirements for admission (compared with 186 in 2023).
 - Professional and Continuing Education developed a personal self-defense class offered to LCC's security team. This hands-on training enhanced the participant's situational awareness, defensive tactics, and confidence in handling challenges on the job. The personal self-defense class will be available throughout 2025 for other interested departments on campus.

- Spin Fitness class returned to Professional and Continuing Education, offering a flexible “drop-in” style schedule to accommodate student’s schedules. This class brought in 10 new students to our program.
- On October 30th, the SBCTC approved LCC’s 4th Bachelor’s degree program. The BS in Computer Science is LCC’s first 4-year degree and the first bachelor’s degree that is not an applied science/prof-tech program. LCC submitted a major substantive change request to NWCCU for the BSCS approval.
- **Core Theme II: Transfer & Academic Preparation**
 - The Curriculum Committee has approved shorter pathways to and through college-level math for launch in Fall ‘25, and the building of course content is ongoing.
 - The Math department has added additional sections to the Winter schedule due to increased student enrollment.
 - Math Boot Camp took place in mid-December, with a positive reception. One student reported, “Great experience, invaluable to prepare for the math placement exam!”
- **Core Theme III: Student Access, Support & Completion**
 - Library & Learning Commons staff answered over 1,278 questions from students, faculty, staff, and community members. The library’s classroom Chromebook sets were checked out 32 times. The library’s study rooms were reserved 202 times. The library’s classrooms were reserved 222 times.
 - The Tutoring Center supported 674 tutoring sessions and at least 224 individual students. Of those 674 sessions, there were 568 in-person appointments.
 - The technology boot camp (9/19-9/20) was successful, with at least 15 students showing up for login help or other technology-related questions. We (CCP) would like to host a tech boot camp the two days before each quarter. It helped CCP students and front load some work for the eLearning staff.
 - LCC offered 182 Online Asynchronous courses, 17 Online Synchronous courses, 126 Hybrid courses, 165 In-person (Web Enhanced) courses, 83 In-person (not Web Enhanced) courses, and 11 not designated – all courses are credit-bearing courses; for charts and more details, check out the [eLearning Wednesday Report](#).
 - I-BEST has seen incredible cross-campus support, combined with no CASAS testing, leading to significant gains in enrollment. Fall quarter enrollment at 333 is a 108 percent increase over fall 2023.
 - Academic I-BEST continues to expand, adding MATH 131 and 141 in the fall quarter, for five courses, including BUS 101, MATH 107 & NUTR 101.
 - The new application to I-BEST the Business Management AAS was approved by the State Board, allowing us to serve and support more students and increase opportunities to offer additional courses with enhanced FTE.
- **Core Theme IV: Institutional Excellence**
 - **Equipment Requests:** The Instruction Division received over \$600,000 in equipment requests, encompassing new acquisitions and replacements. Currently, the division has an allocation of \$150,000 designated for equipment purchases. Efforts are being made to prioritize these requests and formulate a comprehensive purchasing plan for the unfunded equipment.

- **Position Planning:** The Instruction Division submitted 13 requests for full-time replacement and new positions for the 2025-2026 academic year. Out of these requests, eight have been approved. Departments are currently developing position descriptions for the approved positions and will begin the recruitment process in January.
- **Fall In-Service 2024:** LCC's [fall in-service week](#) was a tremendous success. Employees had the opportunity to select from more than 30 conference sessions, engage in assessment activities, attend an employee recognition luncheon, hear from keynote speaker Phillip Waddles, and participate in adjunct and tenure orientations and various wellness events. This week's events are brought to life by a committed planning team of faculty and staff who invest months of effort into organizing every activity.
- On November 8th, LCC hosted its second annual College in the High School Retreat. This retreat provides our High School Instructors an opportunity to receive discipline-specific professional development, which is required for NACEP accreditation. It also provides an excellent opportunity for our LCC Faculty Liaisons and CiHS High School instructors to meet and collaborate on course content.
- From December 1-13, 2024, the
- **Facility Use:** 25Live reports that 15,217 events were scheduled on the LCC Campus during the Fall Quarter. This includes classes, meetings, external rentals, athletic events, and miscellaneous room reservations.
 - Athletic games/practices, meetings, and classes were the most common events during the fall quarter.
 - The most used buildings were VOC, MAN, and HSB. *Please email Shalaina Williams if more detailed data is desired.
- **Faculty Development Committee:** \$13,978.97 was awarded in Fall 2024.
 - 2024/2025 Funds: The current balance of \$1,123.03 remains in the budget after Summer and Fall. Funds are expected to be depleted after Winter.
 - Winter 2025 Applications were opened again in January.

Topics of Interest

SALAL updates:

- Arts Magazine Publication (which supports The Salal Review) was nearly canceled this quarter due to low enrollment.
- Stef worked with Amber Lemiere to set up a late-start course, beginning in week 5, allowing more time for promotion. (Thank you, admin!)
- Fox Leavens recruited the additional students, but they could not pay the extra tuition for the course.
- Within a week, Dani Trimble and Sheila Burgin provided the funds needed to support those students through scholarships, and the course continued.
- Despite the delay, four student editors labored thoughtfully to complete yesterday's literary manuscript (letters will be sent to authors soon).
- The manuscript for this 25th-anniversary volume includes diverse student, staff, faculty, and community voices; two of our student pieces tell potent stories of tragedy and overcoming.

- The manuscript will also include at least two Creative Writing prize-winners: students whose works were anonymously reviewed by a Languages & Literature faculty panel.
- Visual designs for the magazine are currently being worked on; one of our editors is a graphic design major who has started working on new logo and branding concepts.
- In collaboration with advising, we have boosted enrollment for next quarter and already have at least six students enrolled to continue developing the magazine as we publish this year.

Recognition / Personnel

Upcoming Events

- Jan 8, 2025, 3:30 pm Drama Auditions
- Jan 13-Feb 6, 2025 10-3 pm Gallery Exhibit - Steve Belz
- Feb 6, 2025, 4 pm Gallery Reception - Steve Belz
- Feb 17-Mar 6, 2025 10-3 pm Gallery Exhibit - Jane Szabo
- Feb 17, 2025, 4 pm Gallery Reception - Jane Szabo
- Feb 19, 2025, 2 pm Staff and Faculty Talent Show
- Feb 28, Mar 1-2, Mar 6-8, 2025, 7:30 pm Winter LCC Theatre Performance
- Mar 7, 2025, 7:30 pm Winter LCC Symphonic Band Performance
- Mar 10-12, 2025 RN to BSN program accreditation site visit
- Mar 14, 2025, 7:30 pm Winter LCC Choir Performance
- Mar 19, 2025, 5:30 pm Winter LCC Student Recital
- Mar 20, 2025, 6:30 pm Winter RN Pinning Ceremony

Auxiliary Program

Early Learning Center

- Employment
 - Full-time - ELC hired four full-time employees
 - 1 Early Childhood Program Specialist 3
 - 3 Early Childhood Program Specialist 2
 - Part-Time - ELC hired two part-time hourly employees
 - 2 Early Childhood Program Specialist 1
 - Student workers/work study - ELC hired nine student workers
 - 9 Campus Early Childhood Program Specialist
 - Sustained workforce -
 - ELC has 15 full-time employees, 10 part-time employees, five student help, 11 work-study
- Child enrollment
 - ELC serves 37 student families
 - ELC serves 10 employee families
 - 67 children served
 - 198 on the waitlist--/
- Curriculum Development
 - ELC staff are working through the CLASS (Classroom Assessment Scoring System) observation tool to increase language, positive classroom climate, and productivity within the classrooms.
- Conferences

- Conferences are held quarterly to increase family engagement, set family and child goals, and build working relationships. We encourage families to meet face-to-face with teachers and to go over work samples and child progress.
- We had 100% conference attendance for the fall quarter!
- Continued Partnership - School Readiness

We continue to partner with the Longview School District to work on school readiness. (LEEP) Preschool teachers meet monthly to enhance the curriculum, review data collected, and set goals. The District has LSD employees screen children going to kindergarten 3 times a year. Data collected helps teachers focus on the curriculum.

Head Start

- Enrollment: Head Start and Early Head Start are 100% enrolled. 294 children and their family members are served at 9 locations on campus and in the Longview, Kelso, and Castle Rock communities. Centers are open Monday-Friday and have school day and part-day models.
- Personnel: All full-time positions are filled. Part-time positions are available for Teacher Assistants and a Substitute Bus Driver. The department is a workforce developer that employs over 100 people, 25% of which are current or past program parents.
- Funding: Spending for the program's \$7,789,503 in grant funds is on track. In December, the program received \$21,500 for program supplies from the Rose Foundation, a charitable fund of the Community Foundation for Southwest Washington. ECEAP funding is in the governor's budget, and advocacy will be needed to achieve the request for a slot rate increase. Head Start is funded annually for an approved project period of 2024-2029. A federal COLA is needed to account for upcoming state COLA and inflation. Request to support a funding increase for Head Start can be shared with House Representative Marie Glusenkamp Perez and Senator Patty Murray.
- Grant Planning Cycle: The program's annual self- and community assessments are underway. The Head Start Continuation grant application for the 25-26 program year will include an analysis of program and community strengths and needs. Data will be presented to stakeholders for input and prioritization on January 23rd at 5:30 p.m. Contact the Program Director, Mindy Leasure, if you'd like to attend: mleasure@lowercolumbia.edu.
- Facilities: The LCC East playground structure was installed. It was funded by Head Start (federal) and ECEAP (state). The children are big fans!
- Special Thanks: A heartfelt thank-you to the Board of Trustees for reading to children in December!

Student Services

Advising and One-Stop

- The Advising team met with 1,086 unduplicated students during Fall quarter, compared to 986 in 2023. 53% of appointments were remote via Zoom and 47% in-person. The Advising team provided New Student Advising appointments to 266 students compared to 283 in 2023.

- The Advising team held a single-day Red Devil Welcome Day event where 21 students were taken on campus tours, visited resources across campus, received student ID cards and parking permits, and attended a meet-and-greet with President Seimears.
- The Advising team released the first Coordinated Care Newsletter highlighting new employees, campus resources, critical registration dates, and more.
- The Advising team highlighted the accomplishments of part-time LCC students by sending out the first Part-Time Excellence Recognition to part-time students who earned a 3.5 GPA Fall quarter.
- The One-Stop team tracked 3,149 student engagements, with a unique student headcount of 1,509 students. In 2023 the One-Stop team tracked 2,479 engagements with a unique headcount of 1,297. 54% of all tracked engagements were financial aid or related to student financials. There also continues to be a trend of more in-person engagements where 67% of students met with the One-Stop team in-person when compared to 62% leading to Fall quarter.

Counseling Services

- The team held a total of 228 counseling appointments:
 - 182 personal counseling appointments, which is an approximate 65% increase as compared to the Winter 2024 reporting period
 - 46 academic counseling appointments
- Counseling saw 17 crisis walk-in appointments:
 - 7 student self-referred walk-ins
 - 10 staff-referred walk-ins
- Counseling provided outreach for support to 35 students at the request of staff or faculty and 5 students in response to a Maxient Report.
- Counseling received 30 student self-referrals for personal or career counseling.
- The Counseling team presented an *Intro to Counseling* presentation to nine classrooms aimed at destigmatizing mental health counseling, reviewing services provided, and identifying how students can access services.
- Counseling presented at the All-Staff, Instructional Council, and ASLCC meetings, introducing LCC's three-year contract with Suspenders4Hope™, a program that provides a comprehensive, strategic approach to promoting mental health wellness, preventing suicide, substance abuse, and sexual violence across campuses.

Disability & Access Services (DAS)

- DAS conducted 122 new student intakes which was the highest to date in one quarter.
- 170 students accessed accommodations Fall Quarter, which was 27% over any other previous quarter.
- 10 students received pregnancy-related (Title IX) accommodations.
- 14 ELL students received testing accommodations.

Financial Aid

- Despite numerous challenges with the new FAFSA, the LCC Financial Aid Office delivered over \$4.6 million in financial aid to 1,347 students in the first four weeks of fall 2024, representing an increase of nearly \$675,000 compared to the same timeframe in fall

2023. This also represented a 10% increase in fall 2024 students receiving some type of financial aid award compared to the same time frame in fall 2023.

- While student financial aid overall has increased, students receiving loans decreased by approximately 16%, indicating that students are tapping more into grants, scholarships, and other types of aid they don't have to pay back and taking on less debt. Financial Aid encourages everyone to check out LCC's financial literacy tool, [iGrad](#), which is free for students and staff to access. There are financial topics for everyone, regardless of where a person is in their life cycle.
- The 2025/26 FAFSA has fully opened and has been available since the end of November, ahead of the December 1 projection. Many of the challenges of the 24/25 FAFSA have been fixed and are working for 25/26. However, there are still some challenges that will not be corrected until the 26/27 FAFSA, such as how undocumented contributors (parents or spouses of students) can be verified. FA continues to support students as they navigate the financial aid process.

International Programs

- International Programs welcomed five new students for Winter 2025, and eight new students in Fall 2024. Four of the new students in Fall were athletes, two women's basketball and two men's baseball. The current full-time in-person enrollment is 32 international students.
- In October 2024, President Seimears visited key partners in Japan and renewed partnerships with Atomi University and Wako Kokusai High School. These partnerships are essential recruitment pipelines for our degree programs and short-term programs.
- In November 2024, in partnership with ALSCC, International Programs hosted International Education Week, offering 17 different activities and ways to engage. They recorded approximately 148 check-ins with 91 unique participants. Student leaders included both international and non-international students.
- In December 2024, LCC signed an articulation agreement with the Rennes School of Business located in Rennes, France. This 2+1 pathway enables LCC graduates to earn a Bachelor in Management within one-year post-LCC. The agreement includes tuition discount and application fee waivers. The program is taught in English and is FAFSA-eligible.
- In December 2024, it was announced that Green River College was awarded a grant from the Steven's Initiative. LCC was included as a collaborator in the grant to add four new Collaborative Online International Learning (COIL) courses to the LCC class schedule in 2025-2026. This grant enables two LCC faculty to receive training, coaching, and matching with a partner from the Middle East and North Africa region.

Outreach Services

- Outreach participated in the following activities: 50 student meetings; 20 school visits; 6 Financial Aid nights; 2 college fairs; and 3 community events.
- Outreach sent 127 postcards to encourage students admitted for Summer and Fall 2024, but did not enroll for either term, to register for the Winter term; 17% of those contacted enrolled for the Winter term.

- Three 2025-26 FAFSA training events were held: 2 for LCC staff and 1 for high school and community partners; 35 and 12 attended, respectively. The rural navigator attended the Horizons Grant training and conference on November 19 and 20 in Ridgefield, WA.
- Implementation of the EAB Recruitment Success CRM is continuing. Outreach staff have begun user training.
- The bilingual navigator hired in September 2024 resigned in November. A new navigator has been hired and is currently being trained.

Registration

- Registration launched a completely redesigned graduation application process leveraging built-in ctcLink functionality instead of external forms. The new process will allow students and advisors to track graduation applications more easily, and Registration staff will be able to maintain the same degree of accuracy without needing to complete multiple manual reviews of student records.
- Other complex processes are currently being reviewed and redesigned, including the transfer credit evaluation and waiver processes. Like the new graduation application, these efforts will centralize notes and tracking, increase transparency and communication, and reduce the need for students and staff to ask for a human to provide updates on the status of these important processes.

Running Start

- **Enrollment**
 - Running Start (RS) saw an increase in student enrollment: 412 student headcount for Fall 2023 compared to 467 for Fall 2024
 - Dual Credit Program for Rainier and Clatskanie, Oregon Students
 - Rainier: Fall 2024, 10 students. Winter 2025, 11 students
 - Clatskanie: Fall 2024, 3 students. Winter 2025, 6 students
- **Enhanced Collaboration**
 - Increased number of RS students participating in activities and events on campus, joining clubs and organizations such as ASLCC
 - Running Start has continued to streamline processes and strengthen relationships with high school counselors leading to better support for students.
 - Shared student success stories with HS partners to showcase the success of Running Start students.
 - Will begin sharing through Facebook & Instagram RS Senior 2025 features starting in February
- **Feedback Integration**
 - Implementation of feedback from students, parents, and counselors, ensuring continuous improvement in services and resources.

Student Activities

- **ASLCC Leadership Development:** Members attended the CUSP Student Leadership Conference at Green River College and completed two weeks of intensive training and program planning.
- **Welcome Week Success:** ASLCC successfully organized Welcome Week, engaging students with a variety of events to foster campus connection and community.

- **Program Attendance Growth:** Student Activities hosted 34 programs during Fall 2024, attracting 3,606 attendees, including 679 unique participants—a 35% increase from 502 unduplicated attendees in the entire 2023-24 academic year. High attendance remained consistent throughout the term.
- **Campus Enhancements:** ASLCC approved reserve funding to purchase a new baseball net and a mascot outfit, contributing to campus spirit and athletic support.
- **Legislative Engagement:** ASLCC received 32 applications for 10 coveted spots on the Student Legislative trip with the Board of Trustees to Washington, D.C.

Student Housing

- Fall 2024
 - Fall Occupancy - 50 Residents (18 International, 28 Athletic and 4 International & Athletic)
 - 100% Collection Rate for Fall
 - Fall Programming
 - Welcome Back Game Night
 - Trip to Multnomah and Latourell Falls in Oregon
 - Trip to Capital Mall in Olympia
 - New Year's Eve Potluck
 - LCC Custodial Meet & Greet
 - LCC Housing Thanksgiving Dinner
 - Began Partnership with Emergency Aid Programs
- Winter 2025
 - Winter Occupancy - 50 Residents (18 International, 26 Athletic, 4 International & Athletic, and 2 Emergency Aid Students)
 - Renovation of House at 1608 20th
 - Purchase of Duplex at 1952 Maple St next to House

Testing Center

- The Testing team administered 2,010 in-person and remote proctored exams for 483 unique students, compared to 2,118 proctored exams in Fall 2023. The Testing team received 161 proctoring and lab reservation requests from 38 different faculty members, compared to 234 requests from 24 faculty members in Fall 2024.
- The Testing team evaluated 152 multiple measures compared to 120 in Fall 2023, provided 209 remote and in-person Math placement exams, and entered 51 Directed-Self Placement opt-in forms.
- The Testing team proctored 251 Pearson Vue exams, 216 employment exams, 102 community exams, and 47 nursing entrance exams.

TRIO Programs

- TRIO completed its annual performance report through the Department of Education, which highlights required objectives that were attained by the program.
 - 66% of TRIO students persisted from one fall quarter to the next fall quarter. This exceeds the required outcome by 6%.
 - 89% of TRIO students attained a 2.5 GPA or higher. This exceeds the required outcome by 9%.

- 56% of TRIO students earned an Associate's degree within 3 years of enrolling at LCC. This exceeds the required outcome by 21%.
- 46% of TRIO students who earned an Associate's degree within 3 years of enrolling at LCC also transferred to a 4-year institution immediately following graduation. This exceeds the required outcome by 21%.
- TRIO took 12 students to visit Western Oregon University.
- TRIO took 12 students on a team-building activity to High Life Adventure Park in Warrenton, OR.
- TRIO took 21 students on a cultural activity to see Wicked at the Keller Auditorium in Portland.
- TRIO completed 42 new student intakes during Fall quarter.

Workforce & Career Services

- In Fall quarter, the Workforce & Career Services team met with at least 493 individual students for 1,334 appointments to provide support for academic and career advising, access to basic needs and public benefits, referrals to resources, and other support. Additionally, a total of 181 students dropped in for assistance with completing an application for a book voucher, emergency aid, workforce funding, or other requests for support.
- Compared to Spring 2024, the usage of the food pantry increased significantly in Fall quarter 2024. Overall, a total of 334 students (an increase of 48%) checked into the food pantry for support 2,420 times, which is a 76% increase in student visits.
- The Spring Career & Networking Fair will be held on May 29th, 2025. Registration for employers has already opened with over 15 employers registered to date. More information and the registration form can be found [online](#).
- The Supporting Students Experiencing Homelessness (SSEH) program has partnered with Student Programs/Student Housing to offer limited on campus housing for students. Starting in Winter quarter, two students in one apartment will be housed on campus. In addition to housing, these students also receive comprehensive case management and support services to work toward permanent housing.
- Lower Columbia College is partnering with WSAC on the Postsecondary Benefits Promotion Pilot to increase student awareness and access to public benefits such as SNAP basic food assistance. The pilot project will identify students who are likely eligible for public benefits but are not currently receiving them. Personalized outreach and one-on-one assistance will be provided to students to help them apply for benefits through Washington Connection, and get connected to resources and support services. The data and promising practices from this pilot program will be used to inform further statewide investments and work in promoting access to public benefits and other basic needs resources.
- Enrollment in the BFET program, which supports students receiving basic food benefits from DSHS, continues to increase after sharp declines during the pandemic and post-pandemic period. In Fall 2024, enrollment in BFET increased by 40% compared to Fall 2023 (91 FTEs compared to 64.5 FTEs). Some of the reasons for the increase are due to changes in pandemic-related exemptions that did not require students to participate in BFET to keep their food benefits. The goal is to continue to strengthen enrollment in

the BFET program with outreach through the WSAC Postsecondary Benefits Promotion Pilot (described above).

- With the addition of the Bachelor in Science Nursing (BSN) program, the Opportunity Grant is now able to support students at the baccalaureate level. As part of the Opportunity Grant program, students can receive assistance paying for college costs such as tuition, textbooks, tools, and other needs as well as personal, career, and academic support.