

## Minutes

### Operations Council – April 22, 2025

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Attending: Jason Arrowsmith, Richard Arquette, Merry Bond, Kristin Finnel, Cassondra Rosales, Gavin Montes, Henry Brewster, Stefanie Gilberti, Tamra Gilchrist, Sarah Griffith, Wendy Hall, Alyssa Milano-Hightower, Richard Hamilton, Robert Cochran, Mindy Leasure, Sue Orchard, Guadalupe Rodriguez, Shani Dennick, Matt Seimears, Nichole Seroshek, Kendra Sprague, Dani Trimble, Nolan Wheeler, Michaela Jackson, Hannah Palenske.

Called to order by President Seimears.

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

#### 2. MEETING TOPICS

- Creating an Accessible Future (Gavin Montes, Cassondra Rosales, and Wendy Hall)
  - Wendy Hall, Gavin Montes, and Cassondra Rosales gave a presentation on the changing accessibility criteria and how staff and faculty can help the institution move forward and be compliant in the new changing landscapes of the federal government.
    - How does this affect LCC, how do we get in compliance, what are we doing, etc?
    - In effect, April 2026

#### 3. ROUND TABLE DISCUSSION (if time allows)

Meeting ended at 4:57 PM

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

# LOWER COLUMBIA COLLEGE

## OPERATIONS COUNCIL QUARTERLY REPORT - APRIL 2025

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### Operations Council Report

#### Administration

**Nolan Wheeler**, Vice President  
**Jason Arrowsmith**, Safety & Security  
**Desiree Gamble**, Finance  
**Richard Hamilton**, Campus Services  
**Sherie Hockett**, Payroll  
**David Wallis**, Information Technology  
**Kirc Rolan**, Athletics  
**Josh Smith**, Fitness Center

#### Finance

- The SAO Head Start program audit is complete with no findings
- The FY24 Financial Statement audit is complete with no findings

#### Trainings Resources:

- Finance Dept Resources Contact List are updated on the Finance
- Department webpage—<http://internal.lowercolumbia.edu/departments/finance/index.php>
- New Resources
  - Leave Accountability
  - Create a Delegation Request
  - Approve a Delegation Request

#### Q3 Stats by Sub-Module:

- AP processed 1,823 vouchers
  - 1,502 AP vouchers entered
  - 101 SF & 220 Payroll vouchers processed
  - Total payments paid \$16,230,394
- AR processed 322 billings
  - Total billed 17,581,486
  - Total payments received 18,061,687
- Student Financials
  - Departmental receipts—processed 148 (decrease due to Pesticide Testing change)
  - Book Vouchers—processed 152 (172 including TPCs)
  - Collections—107 students sent to collections, totaling \$90,080
    - 45 Admin Holds requested
      - 25 with no payments

- 44 Financial Aid Repayments
  - 19 Library Fines (1 student with additional collections included above)
- Repayments processed
  - 0 Summer
  - 21 Fall
  - 82 Winter
- Payment Plans
  - 66 active ctcLink payment plans, 22 new
  - Nelnet payment plans
    - 27 Winter
    - 119 Spring so far
- Outside Scholarships—169 active students
  - Winter—115 student disbursements (53 last winter)
- Travel
  - 6 cash advances, totaling \$5,744
  - 100 employee reimbursements, totaling \$18,963
- Purchasing
  - Purchase Orders—processed 139 POs, totaling \$615,187
  - P-Cards—processed 1,545 transactions, totaling \$433,123

## Enterprise Services

### Bookstore

- Partnered closely with both 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, 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 719 online orders for a cumulative total of \$77,530 in online sales.
- Held Winter Buyback event for a total of 6 days. The bookstore bought \$3011 worth of used books from the students.
- Students donated 30 textbooks in the bookstore donation bin during Winter term.
- For the whole Winter term, the bookstore had \$143,205 total in gross revenue for both in-person and online sales.
- Processed \$7,537 in department orders.
- Earned commission from 71 eBook sales from our online eBook store.
- Had 57 courses using Inclusive Access, resulting \$40,111 in sales from the 952/989 (96.5%) students who chose to participate.
- Sold 10 cans of Cougar cheese during our National Cheese Lovers day sale January, 21-23, 2025.
- Sold \$2,131 worth of merchandise during our Buy 1 Get 1 25% off sale for the month of February.
- Sold 42 Hammond’s Candies during our Valentine’s Day sale February, 10-13th 2025.

- Participated in Red Devil Welcome Day to help students get all of their course materials and supplies before the start of Winter term.
- Showcased 4 textbooks in-store that are used in courses for Black History month
- Provided books to purchase for Early Learning Conference guest speaker, Dawn Babb Prochovnic

### Fitness Center & Juice Bar

- Hosted “Welcome Week” for winter quarter with events and menu specials.
- Added a new blender jar rinse machine that is helping with our cleaning, efficiency, and turn over time making various drinks in the Red Devil Juice Bar.
- Juice bar passed health inspection with no findings.
- Held climbing events for groups and teams and issued 12 new auto belay certifications.
- Volleyball standards were replaced under the gym floor.
- Two new international students joined the fitness center team.

### Food Services

- Completed the Fresh KDS: Kitchen Display integration with the point of sale system in the café. This system increases efficiencies by sending orders from the point of sale, directly to the kitchen for preparation. Scheduled for implementation spring quarter.
- Increased accessibility of menus by increasing font size on the digital menu boards, and introducing more visible menus in print and by QR code.
- Expanded gluten-free, and vegetarian options for weekly specials.
- Introduced a 5-week rotating Lunch Special menu for increased variety.
- Implemented a catering request form to streamline requests
- Catered 62 on-campus events
- Café sales continue to rise. Winter quarter sales increased 48% compared to the same quarter last year

### External Event Rentals

- Hosted 120 event rentals on campus
- Scheduled 31 future events

### Athletics

- LCC baseball and softball teams are having incredible seasons so far. Both squads are ranked #1 in the NWAC coach’s poll.
- The Devil softball team is 17-0 while the LCC baseball team is 26-2
- Construction is underway for the new softball/soccer training facility on the LCC campus. The facility will feature a full-size softball hitting space and an area for soccer “futsal”, which is an indoor off-season training program.
- The NWAC Baseball Championships will be back at Story Field for the 18th straight year.
- The Lower Columbia College athletics GPA through winter quarter is a stellar 3.26.
- Women’s basketball is the leader with a 3.64 GPA.

- Joe Chicks has accepted a coaching position in South Dakota. Steven Evans, former player for the Portland Timbers, will take over as the new head coach of the LCC Women's soccer team.

## EHS & Security

- The initial CERT team recruitment and training was completed.
- Completed a test of the emergency text messaging system, RAVE.
- Completed test of the access control system, Informacast.
- Jason Arrowsmith received certification in Crime Protection Through Environmental Design.
- Received permission for an episodic laboratory clean out in the natural science department.
- Began constructing an occupational safety training library for departments using Canvas.

## Information Technology Services

### Student Access, Support and Completion

- Secured Jotform licenses for 35 campus form creators. Partnered with Student Services to provide initial training to mitigate old form server failure.
- Wireless printing solution (Papercut) added to IT project list. Anticipate project plan and ETA for end of summer 2025.
- Accessible Technology Workgroup members verified for the year, monthly meeting
- cadence set up, assignments vetted and collated in a central task management document, refined and updated documentation in Google Drive.
- IT annual planning cadence completed, including project identification, prioritization, budgeting, scheduling, and all other initial PM documentation for the annual project cadence (July 2025 - June 2026). Project list shared with ELT. New draft IT Project Request form created with associated timelines.
- Draft IT Operations budget completed for 2025-2027 biennium.
- Engagement with a new AV vendor to outfit classrooms with Atlona standard (audio) and Panasonic standard (video - projectors), and Newline TV/monitors.
- Re-classified an IT position to more closely align with the technical work being done.
- Posted a new IT System Administrator position. Expect to hire by middle of May, 2025.
- 825 IT help desk tickets completed from 1/1 - 3/31/25.

### Safety and Security

- Completed multiple successful campus-wide tests of Informacast and Avigilon systems re: campus emergency notifications and physical access management.
- Received a \$42,362 reimbursement grant distribution (State and Local Cybersecurity Grant Program) for the KnowBe4 cybersecurity awareness training program for 5 years.

### Network/Telecommunications and Systems Administration

- Upgraded/ Updated 17 internal applications for improved security, access, and functionality.

- Created 14 new internal applications to assist with LCC's Google deployment and Outlook email archiving, ctcLink student management, browser extension security management, Laserfiche document management, forms data management, and more.
- Created interfaces/ interactions for multiple vendor softwares to increase data access, tighten security, expand flexibility, and improve data accuracy.

## Campus Services

### Center for Vocational and Transitional Studies (CVTS)

- The design team is working on construction documents and preparing for funding July 2025. The City of Longview is requiring the 20-inch waterline be removed from campus and rerouted down 15 th Ave. The building will also required sewage lift stations.

### 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 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, switchgears (22-52 weeks).

### Concrete Work campus-wide

- Replacing and repairing concrete sidewalks and ADA ramps campus-wide. The contractor also installed a new path through the Learning Garden. This project is complete.

### Construct a Storage Batting Facility

- This is approx. 9,000 sqft facility that will have batting, pitching and soccer practice areas, restrooms, conferences room and some storage. The contractor is currently working on the site and preparing for the foundation.

### HOFL/Head Start and Head Start East Sprinkler System upgrades

- Project started January 13, 2025 and is complete.

### Baseball Lighting

- Design is complete and construction documents are ready for City of Longview plan review.

#### Grandstand, Concession Stand Project.

- Waiting on a cost estimate from the architect.

#### 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 underway.

#### 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 provided a pre-design and cost estimate so the Early Learning Center can submit for future projects.

#### 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 facility and staff. The two buildings selected are the Health & Science and the Gymnasium/Fitness Center. The audit is underway.

#### [Maintenance/Grounds/Custodial/KeyShop/PrintShop/Central Services:](#)

##### Maintenance:

- Maintenance staff spent about 44 hours on preventative maintenance this quarter, including roof inspections and repairs, HVAC inspections, check mechanical rooms and verified operations, water heater inspections.

##### Custodial:

- Completed annual cleaning during the winter break.
- Set-up numerous events across campus, averaging approx. 20 special set-ups per month.
- Three apartments were deep cleaned to prepare them for new occupants.

##### Key Shop/Locksmith

- Longtime locksmith, Tyler Quindiagan, graduated from the LCC nursing program in December 2024. Tyler left LCC to begin his new career in the nursing field after completing the program with honors. LCC is currently taking applications for this position.

# Operations Council Report

## Effectiveness & College Relations

### Accessibility

- LCC's web team has completed an accessibility inventory of all documents housed on LCC's websites. The team is updating out-of-compliance documents and/or notifying the document authors of the need for updates. The 'Services4' web resources server is also scheduled for an accessibility audit and a similar update procedure. LCC has until April 2026 to comply with the new federal accessibility guidelines.

### Accreditation

- The Northwest Commission on Colleges and Universities approved the Bachelor of Science in Computer Science (BSCS) on March 7, 2025.
- The first full draft of LCC's Evaluation of Institutional Effectiveness (EIE) report is nearing completion and will be ready for a broader review process by the end of April. The report is due to the NWCCU in August 2025. The associated EIE/Year Seven Visit is scheduled for October 15-17, 2025. Assessment
- Spring quarter assessment day was held on April 3rd. Faculty reviewed the NWCCU rubrics for standards 1.C.1 (rigor and outcomes) and 1.C.2 (awarding of credentials) and responded to prompts to gather data and information for the EIE accreditation report. They also completed Section F (Peer Sharing and Administrative Review) of the Curriculum and Program Review template.

### Assessment

- Spring quarter assessment day was held on April 3rd. Faculty reviewed the NWCCU rubrics for standards 1.C.1 (rigor and outcomes) and 1.C.2 (awarding of credentials) and responded to prompts to gather data and information for the EIE accreditation report. They also completed Section F (Peer Sharing and Administrative Review) of the Curriculum and Program Review template.

### College Branding

- The new mascot costume is in production, and an official launch party is scheduled for National Devil's Food Cake Day on May 19th. Several swag items are also in production and will be distributed by ECR, the Foundation, and Student Activities. The Bookstore will also have mascot merchandise available for purchase.

### CtCLink

- Coordinated with Registration and Student Financials to reconfigure service indicators used with the drop for non-payment process. The current service indicator was updated with a new impact



so that students with guaranteed third-party funding are not included in the aging process. A new service indicator was created for students who have completed a promise to pay form.

- Worked with the SBCTC Reporting team to correct a PS Query that was not providing all of the data required for reporting for our Human Resources team.
- Collaborated with Student Services and Clark College to correct a PS Query that was needed to view student enrollment appointments by student group.
- Collaborated with SBCTC to create a new PS query to support the Security Administration System Improvement role grouping project, providing an audit trail for SACR security changes completed with Launchpad.
- Coordinated with Registration and SBCTC Data Services to create a student schedule report that meets the need for a printed class schedule for students, as well as enrollment verification for applicable third-party funders or auditors. The report is undergoing final review and will be available in ctcLink soon.
- Worked with Institutional Research, Registration, and Workforce Services to complete User Acceptance Testing for new student self-service questions that will be available in ctcLink soon. Responses from students will provide data to be used for Carl Perkins, Workforce Innovation and Opportunity Act (WIOA) federal reporting, institutional research, college outreach, and other local and state reporting.
- Completed User Acceptance Testing for automated offboarding processes in ctcLink. The functionality is now available and will create efficiencies with ctcLink security offboarding processes, particularly for separating employees with a high system access level.
- Collaborated with the Student Financials and Registration teams to complete User Acceptance Testing for the Student Financial Responsibility Agreement. The Student Financial Responsibility Agreement will be available in ctcLink beginning summer quarter, and colleges determine what term they would like to implement (with a date before the end of the 2025-2026 academic year). LCC's tentative implementation date is spring 2026. Once turned on, students must complete the SFRA before enrolling in classes. Students who are under the age of 18 will be exempt from the SFRA.
- Worked with Running Start, Registration, and Advising to update the Running Start advising and enrollment process. This will allow Running Start students to self-enroll 2 using ctcLink. Service Indicator and security updates are in progress, and the change will be fully implemented for summer 2025 enrollment.

### Diversity, Equity, and Inclusion

- The PACE employee survey, including the Racial Diversity Subscale, was administered in fall 2024. Results are available on the Diversity, Equity, and Inclusion webpage under "Campus Climate Assessments." The Key Performance Indicator from this survey is "Employee Sense of Belonging." In the 2024 PACE survey, the overall mean score for the question, "I experience a sense of belonging or community at this institution," was 4.12 on a scale of strongly disagree (1) to strongly agree (5). In a previous (different) survey conducted in 2022, the mean score for the question, "The extent to which you experience a sense of belonging or community at this institution," was 3.95 on a scale of very dissatisfied (1) to very satisfied (5).

- ECR will administer an online Race/Ethnicity Survey to students in spring 2025. The survey is by the University of Texas at Austin.

## Enrollment

- Winter 2025 enrollments\* finished well above the prior year.
  - State FTE was up 25.6%. ○ Total FTE was up 16.9%.
  - Academic Transfer FTE was up 22.5%. ○ Professional/Technical FTE was up 23.9%.
  - Basic Skills FTE was up 38.1%.
  - Running Start FTE was up 7.2%.
  - International FTE was up 17.5%.
  - Bachelor's programs FTE was up 66.9%

\*Figures not final

## Institutional Research

- The Community College Survey of Student Engagement (CCSSE), a national survey facilitated by the University of Texas at Austin, was successfully administered during the winter quarter. ○ The paper survey was administered to 66 in-person classes. ○ The online survey was administered to students enrolled exclusively in online classes.
- Preparations are underway for the Community Perceptions Survey to be administered during spring quarter.
- A Weekly Enrollment Report Sign-up form was created for interested faculty and staff wanting weekly enrollment data. The form can be found on the Effectiveness & College Relations (ECR) webpage.

## Laserfiche

- An audit was completed on Laserfiche fields and templates converted from the Hershey document imaging system. Twenty-seven unused fields and three unused templates had no data associated with them. Those fields and templates have been removed to create cleaner templates and data.
- A new financial aid template has been created in Laserfiche in collaboration with the Financial Aid Office. With this template, we have also collaborated with IT to create a lookup tool to improve data integrity. The lookup tool functionality is still being tested, and the template will be accessible by the Financial Aid Office soon.

## Marketing

- LCC's annual Adult Learners marketing campaign ran from January 6 to February 28, 2025. Analytics indicate above-average performance across nearly all platforms.
  - META (Facebook and Instagram) - English
    - Impressions: 128,749
    - Clicks: 1,703
    - CTR: 1.32% (compared to 1.20% industry average)
  - META (Facebook and Instagram) - Spanish
    - Impressions: 12,306

- Clicks: 143
  - CTR: 1.16% (compared to 1.20% industry average)
- Google
  - Impressions: 20,524
  - Clicks: 9,103
  - Click-Through Rate: 44.35% (compared to 20.21% industry average)
  - Phone calls generated: 121
- LCC's annual spring quarter enrollment campaign ran from January 15 through March 1, 2025. Particular emphasis was placed on the trades, healthcare, business, IT, STEM, criminal justice, education, bachelor's degrees, and College and Career Preparation programs. Analytics indicate above-average performance across all platforms.
  - Google
    - Impressions: 8,124
    - Clicks: 3,275
    - Click-Through Rate: 40.31% (compared to 20.21% industry average)
    - Phone calls generated: 63 4
  - META (Facebook and Instagram)
    - Impressions: 137,318
    - Clicks: 2,651
    - CTR: 1.93% (compared to 1.20% industry average)
  - YouTube
    - Impressions: 103.288
    - Views: 55,273
    - View Rate: 53.51% (compared to 49.00% industry average)
  - Snapchat
    - Impressions: 34,166
    - Swipe ups: 625
    - Swipe up rate: 1.83% (compared to 1.66% industry average)
  - Streaming Television
    - Impressions: 32,460
    - View Completion Rate: 98.35% (compared to 96.15% industry average)
- LCC's annual dual enrollment (Running Start and Career and Technical Education) campaign ran from February 10 to March 1, 2025. Analytics indicate above-average performance with Snapchat.
  - Snapchat
    - Impressions: 29,435
    - Swipe ups: 517
    - Swipe up rate: 1.76% (compared to 1.66% industry average)
  - Tiktok
    - Impressions: 146,994
    - Clicks: 739
    - Click-Through Rate: 0.50% (compared to 0.75% industry average)
- Advertising with all local radio stations, The Daily News, and the Wahkiakum County Eagle is ongoing.
- Direct email campaigns for bachelor's degree and healthcare program recruitment went out through Constant Contact on the following dates:
  - Medical Assisting: Jan 31, 2025. 903 sends, 463 opens, 9 clicks.
  - BAS-TE: Jan 29, 2025. 162 sends, 59 opens, 6 clicks.

- BAS-OLTM: Jan 16, 2025. 1903 sends, 503 opens, 5 clicks.
- BSN: Jan 15, 2025. 499 sends, 238 opens, 12 clicks.

## Media Coverage

- Letter to the Editor | Help LCC 'transform lives through education' - TDN | Mar 29, 2025
- The Daily News Students in Need scholarship fund drive surpasses \$3K - TDN | Mar 27, 2025
- Learn business banking, bookkeeping, more at LCC workshop - TDN | Mar 27, 2025
- Lower Columbia women's soccer: Steven Evans - TDN | Mar 24, 2025
- WA offers free college tuition. The problem? Few students have heard. TDN | Mar 21, 2025
- One reader's view | TDN, LCC Students in Need drive opens doors of opportunity - TDN | Mar 18, 2025
- Longview woman gets 2nd chance at becoming a teacher - TDN | Mar 18, 2025
- Lower Columbia survives Southwest Oregon to claim NWAC championship - TDN | Mar 17, 2025
- Northwest Voices to feature award-winning author Jane Wong in March - TDN | Feb 28, 2025
- 6 to be inducted into Lower Columbia's Athletic Hall of Fame - TDN | Feb 26, 2025
- LCC women's basketball wins league title for fourth time in five years - TDN | Feb 26, 2025
- 'Split' at the Nature's Edge - TDN | Jan 24, 2025
- Future uncertain for Cowlitz Black Bears baseball team - The Columbian | Jan 14, 2025
- 2025 season might be last for Cowlitz Black Bears in Longview - TDN | Jan 11, 2025
- LCC Nursing: Yesterday, Today, and Tomorrow - Kelso Longview Chamber of Commerce | Jan 3, 2025

## Organic Social Media Analytics

- Other than X (formerly Twitter), which is experiencing a significant loss in users globally, LCC is gaining followers and performing well above industry averages.

	Followers	Change since WTR 24	Posts	Impressions	Engagment
LinkedIn	8,913	+611	116	20,387	5.00%
Facebook	7,972	+299	167	476,698	5.25%
X (Twitter)	2,382	-24	106	-	1.74%
Instagram	1,498	+102	112	39,313	3.56%
Total	20,765	+978	501	536,398	

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

## Website Analytics

- The number of users and visits to key webpages (LCC home and apply pages) increased substantially year over year.

	Winter quarter 2024	Winter quarter 2025	Percent change
Total Visits (duplicated)	191,749	199,039	+3.8%
Visits to the LCC homepage	126,727	153,669	+21.3%
Visits to the Apply page	11,349	12,450	+9.7%

Top 10 page visits in winter quarter 2025:

1. LCC homepage
2. Canvas login
3. Faculty and Staff homepage
4. ctcLink
5. Current students homepage
6. College and Career Preparation

7. Apply for admission
8. Career Pathways (Programs of Study)
9. Nursing homepage
10. Academic Calendar

## Operations Council Report

### Foundation

- LCC's Alumni Association continues to grow, now with 1,285 members. We participated in the BAS-OLTM After Hours Event on Thursday, February 20th, to raise awareness of the alumni association and the scholarships available for our BAS graduates.
- The second award cycle scholarship information with student biographies and thank you letters were mailed out in late February along with the annual scholarship booklet containing a full list of scholarships, awards, student quotes and photos from both cycles in the 2024-25 academic year. All recipients and scholarship donors receive copies of the booklet. The publication is also available online.
- The Scholarship application cycle for the 25-26 academic year opened March 1st and ends April 30th. Nearly \$750,000 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.
- The annual scholarship solicitation was mailed in early February in preparation for the 2025-26 scholarship season.
- 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 \$81,502.
- Capital Campaign Update: We have reached 90.90% of our total campaign goal having raised \$13,634,402 as of the end of March. We are gearing up for the Vocational Building to be approved by the Washington State Legislature. It has been included in the Governor's, House, and Senate Budgets. Plans are being made for an Open house with Industry Partners on May 30<sup>th</sup>. The construction of the new on-campus Softball Batting Cage/Futsal Complex has begun. We will begin to get bids for the Story Field lighting improvements, with the construction to begin in August 2025.
- The Foundation and College's Annual Report to the Community went out to over 10,000 mailboxes in February.
- The Daily News launched its 10th annual Students in Need Campaign to raise money for the Student Success Fund on March 18. The campaign is planned to run through June 30. They featured a student story on the campaign launch and letters to the editor. So far, the campaign has raised almost \$14,800. The goal this year is to reach \$35,000.

- Exceptional Faculty Grant & Foundation Grant applications opened March 27<sup>th</sup> to LCC faculty and staff for the 2025-26 academic year. The deadline to apply is April 30<sup>th</sup>. Exceptional Faculty and Foundation Grants are intended to support projects that encourage and support innovation, student learning and/or staff learning. The Foundation Board approved \$50,000 in Foundation Grants, \$68,000 in Exceptional Faculty Grants, & \$20,000 in Petters (nursing) Exceptional Faculty Grants.
- The auditors completed the LCC Foundation financial statement audit for the fiscal year 2024-2025. There were no major errors that were found.
- This year's Athletic Excellence Celebration and Hall of Fame Induction ceremony was held Wed., Feb. 26th during the men's basketball game. We pre-recorded a presentation/interview with the inductees that is viewable on YouTube and we held a presentation during half-time of the Men's basketball game. We hosted an invitation-only reception for the inductees and their guests and other VIP supporters from 6 – 8 PM in the "sky lounge" overlooking the gym during the men's games. We had about 90 attendees. The inductees for the 2024 class are:
  - Johnna Ballard Steenkolk  
Women's Basketball  
1991-92; 1992-93
  - Scott Lucas  
Men's Basketball; Baseball  
1991-92; 1992-93
  - Steve Rooklidge  
Baseball  
1991; 1992
  - Misty Velke  
Softball  
2000
  - Jennifer Lybrand Butcher  
Softball  
1999; 2001
  - Bob Rose  
Baseball/Contributor  
1967; 1968
  - 2000 & 2001 LCC Softball Team
  - 1992 LCC Baseball Team
- The 2000 & 2001 LCC softball team will be honored during a reception at the Devil's April 26<sup>th</sup> game at Heerenspereger Field at Tam O'Shanter park in Kelso. The 1992 LCC baseball team will be the guests of honor on April 19th at Story Field.



- January, February, & March gifts and pledge payments totaled \$279,487 which included these major gifts:
  - J&S Foundation \$50,000
  - Nutter Family Foundation \$20,000
  - Anonymous \$10,000
  - Robert Park \$10,000
  - Community Foundation for SW Washington \$21,500
  - Anonymous \$10,000
  - Eric Schmucker \$10,000

# Operations Council Report

## Human Resource Services

### New Hires/Position Changes in January:

1/1/25	Josh Smith	Fitness Center Manager/Assistant Athletic Director
1/1/25	Elisabeth Eaton	Instruction & Classroom Support Tech 3 (Reallocation)
1/1/25	Sadahji Williams	Student Success Specialist 2
1/1/25	Gabino Salgado	Bilingual Outreach Navigator
1/2/25	Alexander Ivory-Brown	Assistant Director of DEI
1/2/25	Henry Brewster	Interim Dean of Instruction
1/2/25	Lindsey Schuhmacher	Instructional Designer
1/2/25	Sarah Whestell	Lead Teacher (Head Start)
1/6/25	Tabetha Mullen	Teacher Assistant (Head Start)
1/16/25	Esmeralda Rodriguez-Flores	Program Coordinator
1/16/25	Aracely Marin Silva	Student Success Specialist 2

### New Hires/Position Changes in February:

2/3/25	Rheannon Van de Voorde	Interim Director of College & Career Preparation
2/3/25	Heather Daniels	Admin Assistant 2 (CMS)

### New Hires/Position Changes in March:

3/1/25	Bryanna Doumit	Program Coordinator (Non-perm, One-Stop)
3/3/25	Deyriss Gomez	Program Coordinator (Non-perm, CCP)
3/3/25	Taryn Williams	Assistant Director of Multicultural Outreach
3/3/25	Marvin Kasemeier IV	Security Guard 2
3/3/25	Edwin Reyes-Ramirez	Fiscal Specialist 2
3/17/25	Rudy Wallace	Security Guard 1
3/17/25	Victor Friedman	Program Coordinator (One-Stop)
3/17/25	Alma Mendoza	Program Specialist 3 (Reallocation)

### What's Going on in HR

- Human Resources welcomed and oriented all new full-time and part-time employees.
- Winter quarter was the second instance of our New Employee Onboarding Series where we offered sessions four Thursdays in a row during January 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. Attendance has been very low so we are hoping supervisors can help us to ensure their new hires attend the sessions. Our goal is to increase engagement and provide additional support and resources to our new full-time faculty and staff. The series repeats again in April 2025.
- HR coordinated the Classified Staff Breakfast winter quarter and it was a huge hit! We loved seeing so many staff present and it was a great opportunity to recognize our amazing classified staff for all of their invaluable work at LCC.
- The implementation of our compensation strategy for exempt employees continued in winter quarter. We developed Procedure 230.2A – Exempt Compensation Review Request that includes two new avenues for employees to request a review of their compensation: employee-initiated request and supervisor-initiated request. Deadlines for the review are March 31 and November 15 of each year. We are evaluating requests submitted in March in the coming weeks.

- Our employee training platform transitioned from Get Inclusive to Vector Solutions effective January 1, 2025. All of the trainings from Get Inclusive are available and there are some new trainings we are reviewing that we may incorporate into our quarterly employee training assignments. For winter quarter, mandatory trainings included: 1) [Accessibility in Canvas](#) & 2) Building Supportive Communities, Clery Act & Title IX, in Vector. Some of the other professional development opportunities and topics January through March included: Supervisor Training: Creating Accountability by Setting Clear Expectations offered through Centralia College, Ethics Training with the Executive Ethics Board Director, mental health awareness and support, managing stress workshops, psychological safety, and a variety of free one hour sessions through DES and other self-paced offerings.
- The Extra Mile award goes to the individual whose positive attitude: makes a difference, goes above and beyond what's necessary, and exhibits outstanding dedication to their job. The exempt winner was Merry Bond and the classified winner was Brittany Caulfield.

### Recruitment & Search Advocate Program

- HR led many recruitments during winter 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!
- President Seimears is involved in finalist interviews for faculty, administrator, and some director level positions. VPs are partnering on finalist interviews for other recruitments.
- We are in the middle of a total revamp of our Success as a Search Committee Member Canvas course and look forward to sharing out the new and improved version during spring quarter.
- HR continues to advance the Search Advocate Program at LCC. The 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 in April 2025.
- Some changes to the Search Advocate Program include:
  - Dan Ruiz is the search advocate in finalist interviews that President Seimears is involved in. The search advocate from the committee interview will be in the finalist interview for recruitments that President Seimears is not involved in.
  - We have developed a new star rating system for committee interviews and spark hire video interviews. We have also developed a star rating system for committee interviews per requests from faculty. We look forward to sharing this out in spring quarter.
  - HR has started an interview question inventory for supervisors and search committee members to reference as they're building interview questions.

### Red Devil Wellness (RDW)

- RDW brought back LCC's Got Talent and it was a great success! We have some very talented LCC faculty and staff and look forward to next year's event!
- Other winter quarter RDW events included: baby photo submission and matching of LCC faculty and staff, and engagement in SmartHealth campaigns and events.
- HR & RDW look forward to offering more in-person opportunities and providing a variety of ways for our campus to engage in wellness at LCC. We have a number of fun wellness-related events coming in spring quarter!

# Operations Council Report

## Instruction 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**

- **Entrepreneurship Action Class** - Natalie Richie & Mark Gaither presented to the [Workforce SW WA](#) board on Monday, March 11th, about the [Entrepreneurship Action Class](#). This hands-on course will connect participants with local business experts, guiding them through essential steps to launch their dream business. Participants will receive personalized support and advice from small business experts and complete important milestones to operate their businesses.
  - Topics covered by our Small Business Mentors:
    - April 10: Business Start-up Basics
    - April 17: Business Banking and Finance
    - April 24: Legal, Licenses and Insurance
    - May 1: Bookkeeping and Tax Prep
    - May 8: Business Resources and Community Networking

- **Exploring the future of manufacturing programs and workforce partnerships:**
  - Texas A&M Visit and Collaboration: Dean Gilchrist and Director Jackson had an opportunity to tour Texas A&M's Multidisciplinary Engineering program as part of program expansion efforts to shift LCC's current Advanced Manufacturing Program to align with emerging workforce needs in Automation, Instrumentation, and Robotics. Thanks to an introduction from President Seimears, the team had an opportunity to meet staff from Pitsco Education and Dr. Mohamed Gharib, Faculty and Program Coordinator of Texas A&M's Multidisciplinary Engineering (MXET) program, who shared their expertise and experience in building robotics programs which included examples of curriculum, lab layout, equipment, and program structure. This information will help inform the design of the new vocational building and influence the curriculum for the Automation, Instrumentation, and Robotics degree, which will launch in the summer/fall of 2025.
  - Tour of Clark College Advanced Manufacturing Center: LCC was invited by the Center of Excellence for Advanced Manufacturing to attend a tour and meeting between LCC and Clark College leadership, faculty, and the architect team working on LCC's New CVTS building to review the Manufacturing Center design and discuss ways to collaborate and jointly serve students in SW Washington.
  - Tour of Smurfit/Westrock: A team from LCC attended a tour with local industry partners at Smurfit/Westrock to learn more about the organization with a strong history in Cowlitz County manufacturing to learn more about their operations and training needs. The workforce education team and faculty will work with company leadership in the months ahead to develop additional training opportunities and apprenticeship plans further.
- **Professional and Continuing Education** - PACE successfully administered its first clock hour course since the administration of clock hours transitioned to the PACE department. Educators participating in Symphonic Band were eligible to receive clock hours upon request. We look forward to growing our clock-hour eligible course list and supporting educators in the community.
- **Professional and Continuing Education** - PACE applied for the Workforce Development Grant through SBCTC to fund the startup costs for a driver's education program.
- **New ELL Endorsement:** The Education Department received approval to offer an additional endorsement credential for the BAS-TE degree. Candidates will now have the opportunity to earn an English Language Learner endorsement credential. This is in addition to the endorsements for Early Childhood Education and Elementary (k-8th grade) that LCC already offers.

- **LCC received NWCCU approval to offer its first 4-year degree.** Beginning in fall 2025, LCC will offer a Bachelor of Science degree in Computer Science. Marketing for this degree will launch on April 15th, 2025. This is LCC's 4th bachelor's degree program, which includes degrees in Teacher Education, Organizational Leadership, and Registered Nurse.
- **BSN** - In March, the BSN program's initial Commission on Collegiate Nursing Education (CCNE) accreditation site visit, which included Washington State Board of Nursing (WABON) participation, was positive. The final CCNE decision is anticipated in early fall.
- 2025-2026 Healthcare Selective Admission Application Cycles:
  - BSN applications for 2025-2026 are open through April 30.
  - Applications for all three associate degree nursing options (AN-DTA/MRP) will be open from April 15 to June 30.
  - MEDA applications for the 2025-2026 cohort are also open through April 30.
- **Core Theme II: Transfer & Academic Preparation**
  - **Speech & Debate Transfer Pipelines:** Alex Brehm has established partnerships with Lewis & Clark College, Whitworth University, University of Washington, Pacific University, and Boise State University that involve clear pathways for speech and debate students to transfer. At least one graduating student has already earned a transfer scholarship through one of these partnerships, and we anticipate that more will follow in their footsteps in future years.
  - **RAISE:** A group of Natural Science faculty continues to participate in the RAISE project with partners Clark College and WSUV to build pathways to transfer in STEM disciplines. Objectives include creating undergraduate research experiences, establishing peer mentoring connections and other strategies for connecting recent transfers with current LCC students and aligning advising with 4-year partners to create a smooth pathway to completing a bachelor's degree in STEM.

- **Core Theme III: Student Access, Support & Completion**
  - **Directed Self-Placement for Math:** Starting in the Summer quarter, a directed self-placement tool will replace the traditional placement exam. The new tool is expected to place students into the highest level math course in which they are likely to be successful, reducing the length of math pathways and overall time to degree.
  - **Simple Syllabus** - work is underway to implement Simple Syllabus, a centralized, template-driven platform that enables instructors to personalize & publish interactive class syllabi quickly. This system meets accessibility requirements and integrates into CANVAS. The integration will be completed in early spring, a pilot will be held in the summer quarter, with a full rollout to all classes in Fall 2025.
  - **Grammarly:** LCC will purchase a Grammarly license for all students to help improve student writing skills, enhance communication, and prepare students for the professional world by offering real-time feedback and AI-powered writing assistance in an effort to help boost student confidence and grades. Students will be introduced to the product in their first quarter while taking their College 101 class, effective Fall of 2025.
  - **New IBEST Program:** The AAS-Education IBEST application was approved by the SBCTC. Support will be provided effective the spring quarter of 2025.
  - **I-BEST** - enrollment continues to grow. With the removal of CASAS testing in the winter quarter and continued faculty, staff, and administration support, fall enrollment increased 108 percent.
  - **Academic I-BEST** - expansion continued with adding MATH 131 and MATH 141
  - I-BEST students continued to excel academically, with 56 percent earning honors-level GPAs.
  - **The Tutoring Center** - supported 547 tutoring sessions and at least 200 individual students. Of those 547 sessions, there were 486 in-person appointments. There were also 59 eTutoring appointments (51 Zoom, 7 writing lab, 1 eQuestion)
  - **eLearning** - LCC offered 203 Online Asynchronous courses, 12 Online Synchronous courses, 97 Hybrid courses, 3 Flex courses, 162 In-person (Web Enhanced) courses, 72 In-person (not Web Enhanced) courses, and 16 not designated – all courses are credit-bearing courses; for charts and more details, check out the [eLearning Wednesday Report](#).
  - Library & Learning Commons -
    - Staff answered over 1631 questions from students, faculty, staff, and community members. The library's classroom Chromebook sets were checked out 22 times. The library's study rooms were reserved 226 times. The library's classrooms were reserved 235 times.
    - Checked out 166 Chromebooks and 57 laptops for students.

- Collaborated with CCP Interim Director, Rheannon Van de Voorde, to purchase 46 Chromebooks for CCP students only. Rheannon was able to grant funding to pay for these Chromebooks. Library stats from previous years showed CCP students have a high demand for Chromebooks.
- **Core Theme IV: Institutional Excellence**
  - **Facility Use:** 25Live reports that 10,657 reservations were scheduled on the LCC Campus during the Winter Quarter. This includes classes, meetings, external rentals, athletic events, and miscellaneous room reservations.
    - Classes/class supports, meetings/trainings, and external rentals were the most common events during the winter quarter.
    - The most used buildings were MAN, VOC, and HSB. \*Please email Shalaina Williams if more detailed data is desired.
  - **Faculty Development Committee:** \$1,123.03 was awarded in Winter 2025.
    - 2024/2025 Funds: The current balance of \$0.00 remains in the budget after Summer, Fall, and Winter. Funds are depleted after Winter.
    - Summer 2025 Applications will open in May.
  - **Smelt Classic:** The LCC Speech & Debate team hosted the 52nd Annual Michael Dugaw Smelt Classic speech and debate tournament. The event involved over 150 students from 15 schools across five states. It was the largest such event that LCC has hosted in the past decade.
  - **Instructional design:** Working on establishing relationships and making connections on campus - [Instructional Design at LCC Canvas site](#)
    - completed 5 online/hybrid course reviews; met with faculty from math, environmental sciences, business, nursing, psychology, PVARTS, and CCP; established collaborative relationships with DEI and DAS; worked on projects with the eLearning committee, the onboarding committee, and the math department.
    - In the winter term, there were 4 faculty Canvas 101 completers and 14 attendees at the [Intro to AI in College Teaching workshop](#) held in March. Currently, there are around 20 people signed up for spring term offerings in [teaching with AI](#), [universal design for learning](#), and [teaching squares](#) (faculty peer observations).
    - Joined the accessible technology workgroup to support accessibility in teaching, learning, and course design and scheduled [accessibility workshops](#) in person and remotely for spring.
  - **Rose Center for the Arts:**
    - A total of 790 attendees went to our Winter 2025 performances supporting our Drama, Symphonic Band, Choir, and Jazz Ensemble programs.
    - A new ticketing platform, Ticketsource, has been introduced.



- New Box Office operating hours will be established to better assist with patron ticketing needs.
- A total of 302 attendees visited our two exhibitions in the Forsberg Gallery: “Nature’s Edge” by artist Steve Belz and “Somewhere Else” by artist Jane Szabo.

## Topics of Interest

### *Recognition / Personnel*

- *Upcoming Events*
  - *Gallery Exhibit – Alison Lutz | April 7 – May 21*
  - *Spring 2025 Transfer Fair | May 7*
  - *NWAC Baseball Championships | May 23 – 26*
  - *All-Campus BBQ & Resource Fair | May 28*
  - *Spring LCC Theatre Performance | May 30, 31 & June 1, 5, 6, 7*
  - *Student Showcase & Gallery Reception | June 5*
  - *Spring LCC Symphonic Band Performance | June 6*
  - *Spring LCC Jazz Ensemble Performance | June 10*
  - *Spring Reception Event | June 13*
  - *Spring LCC Choir Performance | June 13*
  - *Spring LCC Student Recital | June 17*
  - *Multicultural Grad Night | June 18*
  - *Nursing Pinning Ceremony | June 18*
  - *2025 LCC Commencement | June 20*

## Auxiliary Program

### *Early Learning Center*

- Employment
  - Hired 4 new work study employees
  - Hired 2 Early Childhood Program Specialist 1
    - 43 Total employees
- Child Enrollment
  - 10 new LCC student families
  - 1 new LCC staff/faculty family
- Curriculum Development
  - 12 ELC staff attended the Early Learning Conference held at LCC
- Continued Partnership
  - Continued collaboration with the Coordinated Enrollment with Longview and Kelso School Districts
- News
  - We scored a 5 out of 5 on Washington State's Quality Rating and Improvement System called Early Achievers.

- We were awarded a \$5,000 grant from the Cowlitz Tribe Child Care Development Program for materials for our classrooms.

## 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 through Friday and offer 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:

The annual Head Start grant application was completed and submitted in March for fiscal year 2025 beginning on July 1, 2025. The program is awaiting communication from the federal Office of Head Start (OHS) regarding the regional office restructure. OHS has fully committed to supporting grant recipients, like LCC, and the important work we do to serve children and families across the nation. They've committed to a seamless experience that will not impact our critical services.

At the state level, ECEAP is reducing slots. LCC has been an accountable steward of ECEAP funds, right-sizing its ECEAP program over the last few years so we don't expect any impact to our current service level in the coming year.

# Operations Council Report

## Student Services

### Advising and One-Stop

#### Advising

- The Advising team met with 904 unduplicated students during Winter quarter, compared to 910 unduplicated students in 2024. 53% of appointments were via Zoom. The Advising team has provided 211 New Student Advising appointments to date, with two weeks left before the start of Spring quarter.
- The Advising and One-Stop team hired an Assistant Director, who will be essential in leading the One-Stop team, strengthening frontline student services, enhancing campus coordinated care, and adding a layer of advising for at-risk students.
- The Advising team worked with Mavourneen Rister to revamp the College 101 Advising assignment. They streamlined the assignment by removing non-essential components and refocusing on helping students identify their advisor(s), understanding how to connect, and practicing effective email communication. Advisors also created engaging video instructions for students in the online College Success courses.
- Advising retention efforts during Winter quarter included College 101 classroom visits, targeted Navigate Enrollment Campaigns, a continuation of the “Rush to Register” efforts, and multiple individualized advisor outreach efforts to the students in their caseloads.

#### One-Stop

- The One-Stop team tracked 2,776 student engagements, with a unique student headcount of 1,213 students. 52% of all tracked engagements involved helping students pay for school. Zoom visits increased when compared to Fall, 46% vs 33%.
- The One-Stop team welcomed a new Student Success Specialist and Program Coordinator to the team.

### College and Career Preparation (CCP)

- CCP implemented a new HS+ Onboarding process with more hands-on support for new HS+ students. The process includes a meeting one week after program entry with their

advisor to create a graduation plan, outline all classes required to finish the program, and a timeline to completion.

- CCP has been working with staff in Advising to create Academic Plan templates in Navigate where HS+ graduation plans will be visible to staff, faculty, and students to help keep them on track for graduation.
- In winter quarter CCP served:
  - 73 students preparing for college or career
  - 127 students through HS+
  - 23 students preparing for their GED
  - 88 students learning English as a second language
  - 250 IBEST students
  - 88 students that were enrolled in IBEST support only
  - 649 students total attended CCP, ELL, and IBEST classes

### Counseling Services

- Totals: January 6th-March 17th
  - Personal Counseling Appointments: 122
  - Career Counseling/Academic Support Appointments: 99
  - Outreach email requests:
    - Staff: 28
    - Student Self-referral: 19
  - Navigate Case Assignments (for the counseling department as a whole): 25
  - Walk-ins:
    - Student: 10
    - Staff-referral: 2
  - Maxient Outreach requests: 9
  - “Intro to Counseling” Outreach Presentations: 6
  - Academic Reinstatement: 3

### Disability and Access Services

- DAS conducted 54 new student intakes winter quarter 2025.
- 162 students accessed accommodations in winter quarter 2025 compared to 121 in winter 2024, which is a 33% increase over the previous year.
- DAS provided accommodations to 18 ELL students, which is a notable increase from 8 in 2024.
- DAS provided Title IX accommodations to 14 students, which is a 28% increase over winter 2024.
- Yolanda Misclevitz, Vet Corps Navigator, hosted two Women Veteran Brunches on February 5th and March 5th with guest speakers from Let Loos Guardian Ranch and Helping Every Veteran in Need (HEVIN). A total of 16 veterans attended these brunches.

- A meet-and-greet luncheon was hosted in the Veterans Resource Center on February 26th for LCC students who use VA benefits to meet the new Vet Corps Navigator and check out LCC VA resources. The lunch was well attended by both current VA students who use the Veterans Resource Center and LCC VA students who had never been to the Veterans Center before.
- On March 6th, the Vet Center hosted 8 veterans for an information session around certifying benefits and additional scholarship opportunities.

## Financial Aid

- There has been a notable increase in financial aid disbursements, including scholarships and VA funding, compared to the same time last year. This means more support for students, helping them to continue their educational journeys with greater financial security. Key Highlights, comparing the first four weeks of winter 25 financial aid disbursements to the same time period in winter 24:
  - **26% increase** in overall financial aid disbursements compared to the same period last year, over \$5 million dollars disbursed in the first four weeks of winter quarter
  - **28% increase** in the total number of students receiving grants and scholarships, allowing less reliance on loans
    - **31% increase** in the number of students receiving federal grants (Pell and SEOG)
    - **23% increase** in the number of students receiving state grants (Washington College Grant, College Bound, WA Bridge Grant, Passport S/ship, WA Opportunity S/ship)
    - **29% increase** in the number of students receiving a LCC Foundation Scholarship
    - **74% increase** in the number of students receiving an outside community scholarship
    - **15% increase** in the number of students receiving VA funding
- The increases reflect not just financial growth, but also a deep commitment to meeting students where they are and providing holistic support that extends beyond tuition to address the broader needs they face. None of this would be possible without the collaboration and support from all campus partners. As the FA team continues to grow and expand their efforts, they are grateful for the partnership in supporting students.

## International Programs

- LCC welcomed five new international students who started in Winter 2025. The quarter's enrollment of in-person international students (visa holders) was 31. Winter 2025 also had three online and one concurrent enrollment from international students.
- In Fall 2024, the average GPA for full-time international students was 3.67.
  - 20 international students made it to the President's List, and 5 made it to the Dean's List, which means 78% of the international student population made it to the President or Dean's list.

- In late January 2025, LCC celebrated Lunar New Year with an estimated attendance of 148, including students and community members. The event included over a dozen activities for attendees, food from a local Chinese restaurant, and lion dancers. An international student from ASLCC planned and implemented the event. ASLCC staff and students, International Club students, and International Programs staff managed the event.
- In late February 2025, LCC welcomed short-term students from Atomi University for the tenth year! This cohort included nine university students who studied intensive English language coursework and U.S. cultural learning. They lived with host families in Cowlitz and Clark counties.
  - The majority of the program expenses were curriculated to the campus. For example, students ate lunch every day at Red Devils Cafe. Students engaged in activities at the Gym, and purchased items from the bookstore.
  - Students engaged the local community by presenting at Olympic Elementary, rendering services at local businesses such as The Nest, and visiting Longview staples such as the Library, City Hall, and the Fire Station.
- LCC International Programs increased campus awareness of information on study abroad. In addition to being the second consecutive quarter offering twice-a-quarter information sessions, International Programs expanded Navigate's Study Abroad advising appointments to all students. 11 inquiries were reported in Winter 2025 compared to 12 in the calendar year 2024.

### Outreach Services

- During the reporting period, Outreach performed the following:
  - Offered 12 office hours at Kelso HS
  - Tabled at 20 events at service area middle and high schools
  - Hosted 12 campus tours
  - Attended eight college fairs
  - Held two campus Open Houses
  - Performed two FAFSA Nights
  - Tabled and judged at the DECA conference held at the Clark County Event Center; tabled at the FBLA conference held at LCC
- Outreach has received over 115 inquiry cards from area high school students
- Student Success, formerly Red Devil Ready, began on February 18. Student Success is a 3-week program where Outreach staff walk students through the application, onboarding, and financial aid process. Outreach is currently working with 53 students, representing 7 high schools.
- On February 21, Outreach hosted the Brothers in Power Conference. Forty-six junior and senior males attended the all-day conference. The event included 3 breakout sessions covering financial literacy, relationship building, and entrepreneurship. The keynote speaker was James Layman.

## Registration

- Registration completed the implementation of Parchment for official transcript order processing. The change will give students more options in how they want their transcripts delivered, a streamlined user interface for both students and staff, and prepares us for the upcoming Parchment/ctcLink integration enhancement, which will automate transcript ordering and fulfillment for nearly all students.
- Parchment will also be the college's vendor for diploma services beginning with spring 2025 graduates. The implementation process is underway, including designing diploma templates and developing a streamlined process for generating and delivering diplomas to students. Parchment's modern student interface will get diplomas to students sooner and eliminate the tedious work of stuffing and mailing diplomas currently housed in Registration.
- Registration staff are developing a new process for transcript evaluations to replace aging and manual procedures. The updated process will be driven by student requests, allow students and advisors to quickly determine the status of their requests, and significantly reduce the amount of time spent on administrative steps like sending individual emails and updating spreadsheets.

## Running Start

- **Student Success Stories:** Running Start has started posting Running Start Senior Spotlights highlighting students' achievements and future plans. Spotlights are posted on Facebook and Instagram
- **Partnerships & Collaborations:**
  - Running Start will be partnering with Woodland High School to provide advising at the high school and possibly registration
  - Running Start aligned with the Outreach team to coordinate information sessions with the Open House events. The first one had a great Running Start turnout of those who attended both the Open house and RS information session
  - To continue to offer more personalized support to Running Start students, Running Start has met with key departments across campus, including Welding, Early Childhood Education, Nursing, and Education. These meetings allow the Running Start department to gather essential information that may not be available on the website, and ask important questions to provide the best guidance possible. The team plans to continue expanding their knowledge and strengthening collaboration with these programs.
- **Enrollment & Data**
  - Running Start had 21 new Winter quarter applicants
  - Running Start helped 67 students this Winter quarter with the Winter book loan

- Upcoming Events
  - Running Start information sessions have started for the following academic year:
    - Thursday, April 17 at 4:30 pm & 6:00 pm, Health & Science Building Rm. 106- In person only. LCC will be hosting an open house from 6 pm-8 pm
    - Friday, May 30 at 4:30 & 6:00 pm, Health & Science Building Rm. 101- In-person & Virtual
    - Wednesday, June 4 at 4:30 & 6:00 pm, Health & Science Building Rm. 101- In person only

## Student Programs and Student Housing

- Student Programs
  - **Student Engagement & Programming:** ASLCC hosted 28 programs during winter term, including several co-sponsored events with Athletics.
  - **Leadership Development:** Ten student leaders attended the National Leadership Summit for ACCT in Washington, D.C.
  - **Staffing & Support:** Hired a new Mental Health Advocacy Director to enhance student wellness initiatives.
  - **Governance Updates:** ASLCC refined its bylaws—combining the Finance Director and Chief Justice roles and creating a new Outreach Director position for the 2025–26 academic year.
  - **Budget Planning:** Completed preliminary budgets for 2025–26 S&A and Student Support Fees.
- Student Housing
  - **Winter Occupancy & Collection:** Housed 50 residents—18 International, 26 Athletic, 4 International & Athletic, and 2 Emergency Aid students—with a 97.42% collection rate.
  - **Student Engagement:** Winter programs included a New Year’s Eve Potluck, Portland Trail Blazers game (24 participants), birthday celebration, and movie night.
  - **Emergency Aid Housing Pilot:** Successfully housed two Emergency Aid Passport students at Oak Terrace as part of a winter quarter pilot.
  - **Spring Opportunities & Facility Updates:** Anticipated spring occupancy is 46 residents—16 International, 24 Athletic, 4 International & Athletic, and 2 Emergency Aid students. LCC will participate in a statewide student housing study and continue renovations at the LCC House and newly acquired duplex on Maple Street.

## Testing Center

- The Testing team administered 1915 proctored exams in-person, and remotely for 466 students (unduplicated headcount), compared to 1722 proctored exams Winter 2024.



The Testing team received 176 proctoring and lab reservation requests from 31 different faculty members, compared to 178 requests from 39 faculty members in Winter 2024.

- The Testing team evaluated 149 Multiple-Measures compared to 99 in Winter 2024, and provided 150 remote and in-person Math placement exams
- The Testing team proctored 238 Pearson Vue exams and 270 employment exams, and 77 community exams.

### TRiO Programs

- Conducted 24 new student intakes for winter quarter.
- Took 12 students on a team-building cultural activity to a Thai restaurant and The Columbia Theatre for *ZooZoo*—an international, speculative art presentation.
- Took 10 students to visit Washington State University Vancouver, where they received an admissions presentation and a tour of the campus.
- Took 14 students to Portland on a team-building cultural activity to *Hopscotch*—an immersive art exhibit.

### Workforce & Career Services

Basic Needs programs:

- The Supporting Students Experiencing Homelessness (SSEH) program has partnered with Student Programs to house two students in an on-campus apartment during Winter and Spring quarters. As part of this pilot program, the SSEH students have their on-campus housing fees paid, are provided additional basic needs resources and receive wrap-around support with a case manager. The goal of the program is to help SSEH students develop a financial stability plan and obtain long-term housing. The two current SSEH occupants will stay in on-campus housing until the end of spring quarter.
- In partnership with WSAC and Education Northwest, LCC is participating in the Public Benefits pilot program to increase awareness of public benefits such as basic food assistance/SNAP and to increase the number of students who utilize these benefits. In addition to a learning community with technical assistance and support, the pilot provides data from DSHS to match students who are likely eligible for food benefits but are not currently receiving them. Outreach to over 1,000 students for this pilot program began in March and will continue through August.

Workforce & Career Services:

- This year enrollment in the Worker Retraining program has remained strong and as of Fall quarter LCC has already reached over 65% of the SBCTC enrollment target, which is significantly higher compared to most schools in our ctc system.

- The annual Career & Networking Fair will be held on May 29th, 2025, from 10am to 2pm. To date, 30 employers have been registered to attend the fair. The RSVP form and more information for interested employers is available here:  
[lowercolumbia-csm.symplicity.com/events/CareerFair2025](https://lowercolumbia-csm.symplicity.com/events/CareerFair2025)

Lower Columbia College does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment. Lower Columbia College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, citizenship or immigration status, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, veteran or military status, or use of a trained guide dog or service animal as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State's Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations. All inquiries regarding compliance with Title IX, access, equal opportunity and/or grievance procedures should be directed to Vice President of Foundation, HR & Legal Affairs, 1600 Maple Street, PO Box 3010, Longview, WA 98632, [title9@lowercolumbia.edu](mailto:title9@lowercolumbia.edu), Phone number, (360) 442-2120, Phone number/TTY (800) 833-6388. The notice of nondiscrimination is located at <https://lowercolumbia.edu/disclosure/non-discrimination/>.

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