

Minutes

Operations Council – January 18, 2024

Attending: Dani Trimble, Richard Hamilton, Wendy Hall, Janel Skreen, Jamie Martin, Nicole Faber, Jason Arrowsmith, Lindsay Keevy, Mindy Leasure, Matt Seimears, Theresa Stalick, Stefanie Gilberti, Nichole Seroshek, Merry Bond, Kristen Finnel, Sarah Griffith, Sue Orchard, Lupe Rodriguez, Tamra Gilchrist, Sam Orth, Kendra Sprague, Richard Arquette, and Bryanna Doumit.

Called to order by President Seimears.

1. UPDATE ON GOALS: DEPARTMENTAL REPORTS [ATTACHMENT]

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

2. MEETING TOPICS

- Meeting Modalities: President Seimears
 - Certain campus meetings can provide more opportunities for collaboration and togetherness if they are held in-person
 - Meetings run by President Seimears, such as Operations Council, All-Staff Meetings, Quarterly Conversations, etc. will be held in-person from this date forward

- Cyber Security Training: Nolan Wheeler
 - Due to unplanned inclement weather, there was not sufficient time to create a cyber security training
 - There have been a significant number of compromised accounts on campus
 - LCC received a grant through FEMA for cyber-security training
 - Multi-factor authentication will be implemented for Google to assist with protecting confidential information stored in employee Google Drives
 - Data security training is provided to new hires, including student workers, and to all employees annually and training completion will be monitored more closely
 - Partnering with “Know Before” will provide additional training for LCC employees
 - Converting email to Gmail will result in a more secure email server
 - Working to find a solution for the amount of time it would take to convert old Outlook emails to Gmail

- Search Committees: Sam Orth
 - As a lot of recruitment is occurring at this time, HR is encouraging staff to participate in search committees and as Search Advocates

- Professional Development General Policy
 - During preparation work for the upcoming August accreditation visit, it was determined that a general policy is needed to outline professional development at LCC
 - Sam reminded OPS Council members that there are funds available for employees to participate in professional development opportunities

3. ROUND TABLE DISCUSSION –

- Wendy Hall:
 - Thanked the campus services, security and safety teams for responsiveness and hard work during the emergent weather
- Richard Arquette:
 - Thanked everyone for continuing to connect with students and attend student-led events
 - The Mental Health First Aid initiative has paid for staff and faculty training, leaving minimal cost to employees
- Dani Trimble:
 - Will be changing the procedure for hiring student employees to better align with the regular employee hiring process
 - LCC has hired and onboarded a new employment navigator
- Nicole Faber:
 - The outreach team will be out in the community frequently to support students filling out admissions applications and financial aid applications
- Nolan Wheeler:
 - Requested that supervisors pay close attention to the accuracy of timesheets before submitting approval to support the payroll department
- Sam Orth
 - HR will be implementing an onboarding platform to provide resources and training to LCC new hires with a tentative go-live date on February 19th
 - There will be a search advocate (SA) training on February 2nd
 - There are currently about 30 SAs and HR has a goal to double that amount
 - HR will be adding a new position to the HR team to support Head Start and other recruitment

DEPARTMENTAL REPORTS START ON THE NEXT PAGE...

Operations Council Report for Administration

2024 Q2 (October-December)

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

Student Access, Support and Completion

Information Technology Services

- Ordered 86 new classroom computers to replace aging units
- Conducted an audit of AV equipment in HSB and corrected issues
- Completed phase 1 of the screen replacement project in HSB classrooms

Institutional Excellence

Finance

- The Accountability Audit started 11/13/23. This is the last audit of financial transactions from Legacy and ctcLink conversion year. The SAO should have the audit work completed by mid-January. Going forward, the 4 year audits will be ctcLink data only.
- The FY23 Financial Statement Audit will be conducted by a DavisFarr LLP. For the first time, the SAO will not be conducting the Financial Statement audit due to limited staffing. LCC was informed during the FY22 audit last winter that an independent audit firm would need to be hired. After researching, DavisFarr came highly recommended by several other CTCs. Financial statement prep has begun and the audit should begin start late January or early February.
- The first run of winter Financial Aid disbursements resulted in 607 refunds processed via BankMobile on 12/28/23.
- Finance is conducting an internal audit on P-Card Training, Card Holders, and Approvers.
- Finance implemented a new process to ensure the college is following the WA State Procurement requirements. When employees are hired, Finance contacts HR and staff to request the required training (based on position and duties). Upon completion and notifying Finance, staff can check out P-Cards and make purchases.
- Finance Dept Contact List & Resources are updated on the Finance Department webpage—
<http://internal.lowercolumbia.edu/departments/finance/index.php>

- Finance has been meeting with departments to review travel processes. An Expense Report Guide will be available on the Finance Department webpage soon.

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
- Opened for extended hours the week before and the first week of the Fall term for easier accessibility for students
- All Fall quarter online orders were processed and mailed, or confirmed ready for pickup within 1-2 business days
- Processed 957 online orders for a cumulative total of \$132,379 in online sales
- Held Fall Buyback in-store event for a total of 6 days. The bookstore paid \$4,960 worth of used books to students for their used books to resell in the store for the upcoming term. This was our most successful Buyback post-Covid.
- Total gross revenue for the Fall term: \$232,910 for both in-person and online sales
- Processed \$21,640 in department orders
- Earned commission from thirty-nine eBook sales from our online eBook store
- Launched Inclusive Access with 2 courses, resulting in \$1,561 in sales in which 93.1% of all students chose to participate and keep their Inclusive Access materials after the cut-off date. These students would have had to find an alternate version of the materials from an outside vendor, or physically through the bookstore, but chose to keep the digital materials for first-day of term access.
- Launched a drink punch card (Buy 10 drinks, get the 11th free) resulting in 149 additional beverages sold
- Sold \$3,697 worth of LCC merchandise during our “Show your LCC Pride” October Sale

Fitness Center & Juice Bar

- Climbing Wall:
 - 2 new routes created
 - Updated route ratings
 - 2 new auto belays installed
 - 2 new climbing gates installed
 - 2 auto belays re-certified
 - 2 new secondary back up lines created
- Juice Bar:
 - Passed Health Department Inspection (no point deductions)
 - Redesigned cleaning schedule for staff plus opening & closing checklists
- Events:
 - 2 Auto Belay classes
 - Welcome Back week events – drink specials, Tanita scale, auto belay offerings, and cornhole games

Food Services

- Passed Health Department Inspection (no point deductions)
- Added new items to our Café menu including new grab & go options
- Catered 66 on-campus events
- Provided workforce development training for LCC employed students

- Hired eight new workstudy employees

External Event Rentals

- Hosted 136 event rentals on campus
- Scheduled 75 event rentals for the remaining 23-24 calendar year

Athletics

- Volleyball finished off the season with an appearance in the NWAC Elite Eight tournament in Lakewood. Leading the way was sophomore Kate Johnson, who was named American Volleyball Coaches Association (AVCA) All-American. Following another great Red Devil season,
- Carri Smith announced her retirement after 11 seasons as the LCC head Volleyball coach. A search for a new coach is currently underway.
- Women's soccer won a second consecutive West Region championship and made it to the NWAC Final Four.
- LCC won the 2022-2023 NWAC President's Cup for overall academic excellence in the 35-college NWAC.
- The President's Cup was earned in the same school year that LCC also won the Athletics Director's Cup for on field/court excellence.
- The 2024 LCC Hall of Fame Class was recently announced. Individual inductees include Mollee (Schwegler) Strand (Women's Basketball), Jill (Powell) Mackin (Softball), Wayne Lindemann (Baseball) and Mark Hulings (Baseball). The four inductees will be honored at the February 21st home basketball games.
- Three teams will be honored in ceremonies this spring. The 1994 NWAC Champion LCC softball team, the 1999 NWAC Champion LCC softball team and the 1990 NWAC Champion LCC baseball team.

Safety & Security

- New Emergency Building Coordinators (EBCs) have been assigned and trained.
- Work has commenced to improve fire safety and response in student housing.
- An increased number of employees have completed CPR, 1st Aid and AED training this quarter.
- A newly purchased and installed HAZMAT storage shed has been placed behind DTV to increase capacity and oversight of dangerous waste generation & storage.
- A contract has been secured to dispose of legacy radioactive material.
- A new campaign is underway to update SDS notebooks throughout campus and increase Right to Know training.
- EHS is currently updating the Dangerous Waste Management Plan.
- EHS is collaborating with multiple departments to create new hot-work procedures and designated areas.
- EHS & Security Services worked with Student Services and instruction to update student field trip procedures.
- EHS & Security Services are collaborating with the Office of Instruction and Head Start to create cohesive language for the administration of Narcan (in specific contexts).
- EHS is working with deans and their academic departments to create Job Hazard Analyses (JHA), where applicable.

Information Technology Services

Application Development

- Conducted a test migration of email accounts in preparation to convert staff email to Gmail

- Completed steps to move data to the cloud for the Laserfische document management project

Safety and Security

- Completed the Great Shake Out Earthquake Drill testing both the Rave and InformaCast alert systems

Network/Telecommunications and Systems Administration

- Updated the phone tree for the main campus phone line and put into test mode for feedback
- Moved to scheduled updates for staff computers to ensure patches and updates are performed at times that are least disrupted to users

Campus Services

- LCC selected Collins Architectural & Johansson Wing for the 23-25 Biennium on-call architect.

Capital Projects for the 23-25 biennium:

Center for Vocational and Transitional Studies (CVTS)

- Currently in the Design phase. There is a chance we will be funded in the supplemental budget April 2024.

Improve Various Buildings

- This project includes small renovations to Don Talley building, 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, we are going to upgrade our pneumatic control with back net controls. Currently in the design phase working with the architect and users of scope of work.
Currently in the design phase.

Replace HVAC Units Campus-wide

- Replacing 15 HVAC units on several buildings.
Currently in the design phase.

Replace Lighting Controls and Associated Wiring in RCA

- Upgrading the lighting controls, devices and wiring within the main areas of the buildings.
Currently in the design phase.

Replace Water Meter Campus-wide

- Pending

Replace Transformers, Electrical lines, vaults, and switchgear

- Currently in the design phase.

Replace RCA Boiler

- The KN-20 boiler is being replaced.

Concrete Work campus-wide

- Replacing and repairing concrete sidewalks and ADA ramps campus-wide.

Replace Olympic Court Roof (Apartment)

- Currently in the design phase.

Construct a Softball Batting Facility

- Currently in the design phase.

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

- Replace all the high bay lights in the Gymnasium with LEDs.
- Upgraded the electrical lines in the Kitchens to support new equipment.

- Coray Vac system at DTV and CMS.
- Crane inspection DTV.
- Backflow testing all campus.
- Fire system testing all Campus (this includes Barnes and Memorial Park).
- Sprinkler riser room testing in sprinkled buildings.
- Coordinated access control project for LIB NE doors and eLearning door. Programmed and set up new hardware for key cards and PIN's for the card readers.

Operations Council Report for Effectiveness & College Relations

Workforce and Economic Development

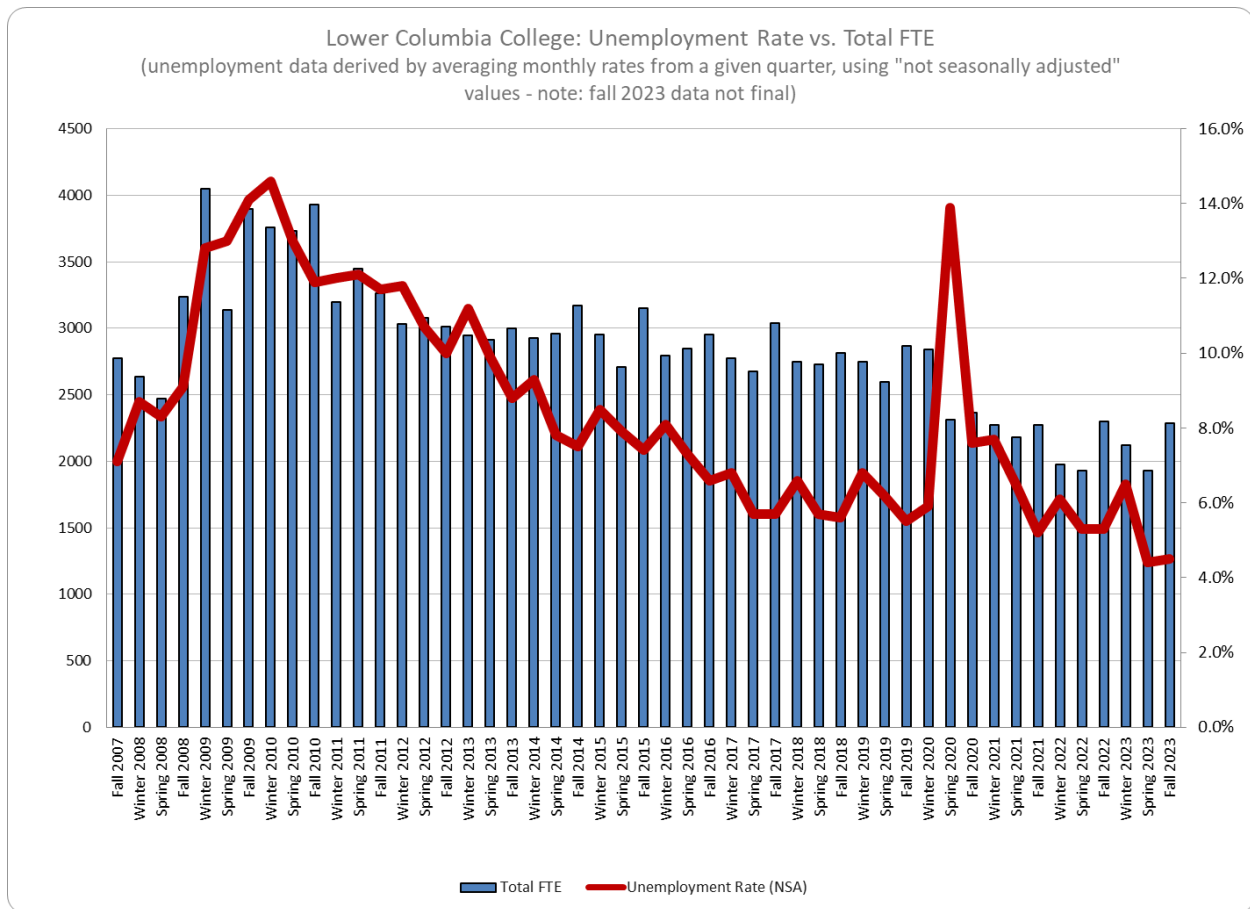
Professional/Technical Marketing Update

- LCC's winter quarter marketing campaign ran from mid-November through early January and utilized Facebook/Instagram, Google, Snapchat, streaming television, geofencing, and direct mail. Career options in the trades, healthcare, business, truck driving, education and IT were featured. The Snapchat campaign was specifically geared toward students who have earned Career and Technical Education credits in high school. LCC's campaigns continue to perform well above industry standards. Advertising with all local radio stations, The Daily News, and the Wahkiakum County Eagle is ongoing.
- Program brochures for all professional/technical programs/pathways are now available in both English and Spanish and on display in the lobby of the Admissions Center.



Enrollment and Unemployment

- The average unemployment rate for Cowlitz County in fall quarter 2023 was 4.5%, a very slight uptick from spring quarter.



Academic Transfer

Academic Transfer Marketing Update

- LCC's winter quarter marketing campaign ran from mid-November through early January and utilized Facebook/Instagram, Google, Snapchat, streaming television, geofencing, and direct mail. Career options in STEM were featured. LCC's campaigns continue to perform well above industry standards. Advertising with all local radio stations, The Daily News, and the Wahkiakum County Eagle is ongoing.
- Program brochures for all academic programs/pathways are now available in both English and Spanish and are on display in new brochure racks located in the Admissions Center lobby.

Preparation for College Level Studies

College and Career Preparation Marketing Update

- As part of the winter enrollment campaign, advertising for College and Career Preparation took place from mid-November through early January. CCP ads ran on Facebook, Instagram and on multiple streaming television platforms.

- A program brochure for College and Career Preparation was also developed and printed in both English and Spanish and is now on display in new brochure racks located in the Admissions Center lobby.

Student Access, Support and Completion

Wayfinding

New “Get Started Here” banners were designed and installed at both entrances to the Admissions Center, making it more visually identifiable at the entry point for prospective and incoming students.



Institutional Excellence and Community Enrichment

Accreditation Update

- LCC’s Year Six institutional accreditation report, called the Policies, Regulations and Finances Review (PRFR), is in progress. As defined by the Northwest Commission on Colleges and Universities, the PRFR covers Standard Two including governance, academic freedom, policies and procedures, institutional integrity, financial resources, human resources, student support resources, library and information resources, and physical and technology infrastructure. There is no associated visit with the PRFR report, which is essentially a compliance checklist with descriptive narrative. The PRFR is due in August 2024. Issues identified through the PRFR review may be addressed during the college’s next Year Seven visit.
- The next Year Seven institutional accreditation visit will occur in October 2025, with the related report due in August 2025. The Year Seven report and visit will address Standard One, including institutional mission, improving institutional effectiveness, student learning, and student achievement.

ctcLink Update

General ctcLink Updates

- The ctcLink team collaborated with advising and created multiple new resources and guides for students and posted the resources to the ctcLink student resource webpage.
- The ctcLink team created a new video tutorial on how to search for classes and enroll in ctcLink. This was completed in collaboration with Mavourneen Rister for the COLL 101 class.
- The ctcLink team implemented the new adjustment calendar beginning winter 2024, to calculate tuition and fee refunds based on a class start date, rather than the term start date. This creates efficiencies for the registration and cashiering teams and reduces the amount of manual monitoring and intervention that needs to be completed for refunding tuition and fees for non-standard term classes.
- The ctcLink team provided support to the International Program by configuring a student group PS Query to use drilling URL functionality. This creates efficiencies to quickly move back and forth between PS Query results and the ctcLink system interface Student Service Center.
- The ctcLink team hosted a learning session on PeopleSoft/ctcLink Academic Structure on November 1 for the instruction division administrative assistants and deans.
- The ctcLink team and Institutional Research team collaborated to modify global ctcLink PS Queries in support of HR reporting and payroll processing.
- The ctcLink team completed an audit to compare the number of credits of all degree and certificate plans configured in ctcLink to the state inventory and internal records to verify consistency/accuracy across all sources.
- The ctcLink team is working on implementation of Multi-Factor Authentication for students in ctcLink. Resource guides, video tutorials and a new webpage are being developed to support the MFA rollout. The go-live date is January 23.

ctcLink PeopleSoft Image Updates

- Finance (FSCM) Image 47 – installed on October 28, 2023
- Human Capital Management (HCM) Image 47 – installed on December 2, 2023
- Human Capital Management (HCM) Tax Update 23-D - installed on December 15, 2023

Facts and Figures

The [2022-23 Facts and Figures book](#) is now available on the LCC website. The Fact Book contains in-depth data on different aspects of enrollment, students demographics and success, personnel, finances, facilities, athletics, community demographics, K-12 and labor market information.

Listening and Feedback Sessions Update

Listening and Feedback sessions, facilitated by a third party researcher, were held with faculty in fall quarter on two different days, for a total of three sessions. Twenty-one (21) faculty members participated in the sessions. Student sessions are scheduled for winter quarter, and classified and exempt staff in spring quarter.

Media Coverage

Recent media coverage includes:

[Cowlitz Tribe Donates \\$1 Million to Lower Columbia College](#)

On Monday, Lower Columbia College (LCC) and the Lower Columbia College Foundation (LCCF) announced that they will be the recipients of a \$1 million-dollar gift from the Cowlitz Indian Tribe. The Wahkiakum County Eagle | December 21, 2023

[Cowlitz Tribe gifts \\$1 million to Lower Columbia College](#)

The Cowlitz Indian Tribe made a \$1 million gift to Lower Columbia College and the Lower Columbia College Foundation, LCC announced Monday. [The Chronicle | Dec 19, 2023](#)

[Vocational, training programs provide bright spots for colleges](#)

Lower Columbia College in southwest Washington is looking to the Legislature to fund its new Center for Vocational and Transitional Studies building in the upcoming session. [Public News Service | Dec 18, 2023](#)

[Lower Columbia College Head Start faces lack of staff, funding cuts](#)

Like many Head Start programs nationwide, Lower Columbia College Head Start, Early Head Start and ECEAP (Early Childhood Education and Assistance Program) is struggling to find enough staff to function at full capacity. [The Daily News | Dec 12, 2023](#)

[Longview Centennial: A look at LCC from its days at R.A. Long High to the current campus](#)

When Robert A. Long built R.A. Long High School in 1928, the plan was to offer Longview's young people as comprehensive an education as possible; he wanted not just a high school, but a junior college and a vocational educational building as well. [The Daily News | Dec 09, 2023](#)

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

The Lower Columbia College speech and debate team finished first in the two-year college sweepstakes for debate and speech at the Earl Wells Virtual Speakeasy, and third among all schools in overall team sweepstakes. The competition was hosted Saturday and Sunday by Oregon State University. [The Daily News | Dec 05, 2023](#)

[Lower Columbia College receives \\$1 million gift](#)

John and Cathy Natt donated \$1 million to Lower Columbia College to honor Longview's centennial and as part of the LCC Foundation's "Opportunity Can't Wait" capital campaign, LCC announced Tuesday. The gift will go toward the John and Cathy Natt endowment and unrestricted funds. [The Daily News | Nov 28, 2023](#)

[Quilting for Longview Head Start children](#)

A group of quilters gather every Wednesday to make quilts for children in LCC's Head Start program. [The Daily News | Nov 24, 2023](#)

[One reader's view | Understanding the full value of college in Longview and beyond](#)

The "value of college" is a complex, frequently debated, and often misunderstood concept. While there is ample evidence to demonstrate that the rewards of college are well worth the investment, perceptions vary across political, gender and other demographic lines. [The Daily News | Nov 17, 2023](#)

[New Lower Columbia College president appointed](#)

Eastern Oregon University Interim Provost Matt Seimears will take over as president of Lower Columbia College in January, the LCC Board of Trustees announced Wednesday. [The Daily News | Nov 17, 2023](#)

[Black Student, White City](#)

After graduating at the top of her class from LCC, Inez Freeman transferred to Reed College—where she was the sole African American student enrolled. In 1947, she walked into a cocktail bar and a racist incident occurred. [Reed Magazine | Nov 17, 2023](#)

[New Lower Columbia College president appointed](#)

Eastern Oregon University Interim Provost Matt Seimears will take over as president of Lower Columbia College in January, the LCC Board of Trustees announced Wednesday. [The Daily News | Nov 16, 2023](#)

[PSBJ's Up and Comer](#)

2023 Nursing Graduate Quiana Daniels is the recipient of a Health Care Leadership Award from the Puget Sound Business Journal. She will be honored as one of three "Up and Comer" award winners at a ceremony in Seattle in December. [Puget Sound Business Journal | November 2023](#)

[Lower Columbia College debate team places 11th in tournament](#)

The Lower Columbia College Fighting Smelt speech and debate team finished in 11th place overall and fourth place among community colleges in the 93rd annual Mahaffey Memorial Tournament. [Northwest Georgia News | Nov 14, 2023](#)

[Lower Columbia College debate team places 11th in tournament](#)

The Lower Columbia College Fighting Smelt speech and debate team finished in 11th place overall and fourth place among community colleges in the 93rd annual Mahaffey Memorial Tournament. The Daily News | Nov 14, 2023

[Lower Columbia College wins Presidents Cup](#)

Lower Columbia College won the Northwest Athletics Conference 2022-23 Presidents Cup for overall academic achievement. The Daily News | Oct 27, 2023

[NWAC Women's Soccer: Lower Columbia secures NWAC West title](#)

NWAC Women's Soccer: Lower Columbia secures NWAC West title. The Daily News | Oct 26, 2023

[Ahead of NWAC women's soccer playoffs, Lower Columbia rolls past Clark](#)

The Red Devils of Longview emphatically displayed that mindset in Wednesday's 4-0 win over the Penguins at Kim Christiansen Field, which secured LCC a second straight NWAC West Region title with one game left in the regular season. The Columbian | Oct 25, 2023

[LCC Foundation in Longview Receives \\$3.6 million gift](#)

The Lower Columbia College Foundation received a \$3.6 million gift from the Charles "Chuck" L. Klawitter Estate, the second largest gift in the foundation's history, according to a press release. The endowment will provide almost \$200,000 in unrestricted support to be used for LCC's highest priorities in perpetuity. . The Daily News | Oct 24, 2023

[Lower Columbia College announces college president finalists](#)

The board of trustees of Lower Columbia College announced the selection of four finalists for the position of college president: Chato Hazelbaker, Roman Hernandez, David Pelkey, and Matt Seimears. The Daily News | Oct 24, 2023

[Lower Columbia College speech and debate team kicks off season](#)

The Lower Columbia College Fighting Smelt speech and debate team placed fourth in the recent Steve Hunt Classic speech and debate tournament at Lewis & Clark College in Portland. The Daily News | Oct 20, 2023

[Fibre Federal Credit Union donates to PeaceHealth, LCC foundations](#)

A local credit union is supporting the Longview hospital foundation's charitable food program and the local community college's fundraiser to upgrade facilities and provide scholarships. The Daily News | Oct 16, 2023

[Listen to tales of murder, fame obsession at Longview's October WordFest](#)

Portland poet Debra Elisa Wöhrmann is set to read her debut collection of poem. Wöhrmann taught at Lower Columbia College in Longview for a decade. The Daily News | Oct 08, 2023

FOUNDATION –October, November, December 2023

LCC's Alumni Association's growth continues with membership reaching 984 alumni.

The second scholarship cycle for this academic year commenced on October 2nd and closed October 31st offering over \$176,000 in scholarship opportunities available to applicants. single online scholarship application can be used to apply for multiple opportunities. Scholarship workshops were held on campus, and a video detailing the scholarship process was uploaded to the website. We had 305 applicants. First round awards have been sent and are in the process of being accepted. Second round of awarding for unaccepted scholarships, will begin in January.

Scholarship award information from the spring application cycle including student biographies and thank you's were prepped and ready to be mailed to donors on December 1st. The annual scholarship booklet which contains a full list of scholarship awards and student quotes will be prepared and mailed to scholarship donors and student recipients after the fall scholarship

award cycle is complete. The booklet will include both cycles with all scholarship awards for 2023-24 academic year. The publication will also be made available online.

The next Scholarship application cycle for the 24-25 academic year will open March 1st and end April 30th. Nearly \$600,000 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: The campaign Steering Committee and Foundation Board have approved a \$15 million capital campaign goal to meet the growing needs of the projects. We continue to focus on Athletics and major donors. We have reached 74% of our total campaign goal having raised \$11,074,963 as of the end of December.

The Foundation launched the annual year-end appeal with a letter, email and social media campaign to raise funds for the College Success Fund. The appeal ran through the end of December and raised \$ 71,976.09 so far.

The Foundation Executive Committee selected Nadine Coburn as the 2023-24 Benefactor of the Year.

We hosted our lifetime donor wall reception on Tuesday, Nov. 14th from 5:30 – 7 PM in the Rose Center for the Arts – Forsberg Art Gallery. We had nearly 125 people in attendance for this thank you event for our donors who have reached \$10,000 in lifetime giving (or more). We added 27 new plaques to the wall and 8 new upgraded plaques (meaning the donor moved to a higher giving level). We also honored our LCC Alumnus of the year, Jeane Moksness, and Benefactor of the Year, the Wollenberg Foundation.

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 2023 Retiree Holiday Luncheon was held December 12th at the Longview Country Club providing stewardship opportunities to keep LCC retirees connected to the college and mission. Nearly 50 retirees gathered for lunch including LCC Foundation board member, Jane Rosi-Pattison. 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 in the second week of December. LCC Scholarship recipients and student athletes made a combined 143 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 Audit team conducted the 2022-2023 audit on-campus during the week of October 9 – 13, 2023. The 2022-23 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 2024.

October, November, & December gifts and pledge payments totaled \$2,080,910 which included:

- \$1,000,000 Emerald Sky Foundation
- \$60,000 Cowlitz County
- \$25,000 Coordinated Care
- \$50,000 The Kirchner's
- \$20,000 Vernon Pickett
- \$12,000 The Gene Haas Foundation
- \$11,000 The Biella Foundation
- \$1,000,000 Cowlitz Indian Tribe
- \$286,202.08 Estate of Charles Klawitter
- \$42,032.74 Estate of Ronald Lundeen
- \$40,577.35 Fern Kelly
- \$56,166.88 Robert Fox
- \$90,000 Sharon Bergman
- \$27,000 Rightline Equipment
- \$10,000 Donald Correll

HUMAN RESOURCE SERVICES – October, November, & December 2023

New Hires/Position Changes in October:

10/2/2023	Allegra Taft	Program Coordinator (Non-perm) (Appointed)
10/2/2023	Amy Montarbo	Center Aide/Classroom Floater, ECPS 1 (Head Start)
(Appointed)		
10/2/2023	Sarah Griffith	Director of eLearning & College in the High School Coordinator
(Reallocated)		
10/2/2023	Nicole Faber	Director of Strategic Enrollment (Appointed)
10/2/2023	Rosa Rocha-Andrade	Interim Assistant Director of Multicultural Outreach
(Appointed)		
10/2/2023	Shannon Vantrease	Program Coordinator (Student Activities & TRIO)
10/2/2023	Kalisha Harris	Administrative Assistant 4
10/6/2023	Natalie Ransom	Lead Teacher (ECPS 3, Head Start)
10/9/2023	Sarah Kirton	Financial Aid Advisor
10/10/2023	Rachel Woolfe	Early Childhood Program Specialist 1
10/16/2023	Isabel Baumgartner	Lead Teacher (Head Start, ECPS 3) (Promoted/Transfer)
10/16/2023	Kristina Harris	Child & Family Development Specialist 3 (Promoted/Transfer)
10/16/2023	Amy Brevick	Fiscal Analyst 2
10/23/2023	Jenna Burnell	Program Coordinator
10/24/2023	Chelsey Moody	Child & Family Development Specialist 3
10/30/2023	Stacey Jimenez	Center Aide/Classroom Floater, ECPS 1 (Head Start)
(Appointed)		

New Hires/Position Changes in November:

11/01/2023	Sara Albright	Program Specialist 2
11/01/2023	Liliana Mendoza	Lead Teacher (Early Childhood Program Specialist 3, ELC)
11/01/2023	Nadia Bondarenko	CASAS Coordinator & WorkFirst Liaison
11/13/2023	Jered Black	Maintenance Specialist 4 (HVAC)

11/16/2023	Rebecca Barkman	Teacher Assistant (ECPS 2, ELC)
11/16/2023	Jesse Watson	Teacher Assistant (ECPS 2, ELC)
11/20/2023	Elizabeth Eaton	Instruction & Classroom Support Technician 2

New Hires/Position Changes in December:

12/1/2023	Erin Monahan	Student Financial Specialist (Fiscal Specialist 2)
12/1/2023	Kaitlin Sexton	Program Specialist 2 (Reallocated)
12/6/2023	Jennifer O' Daniel	Early Childhood Program Specialist 3
12/18/2023	Pamela Hellem	Early Childhood Program Specialist 3
12/18/2023	Susan Schubert	Program Coordinator (Promoted/Transfer)
12/18/2023	Rosemary Perkins	Assistant Director of Registration
12/18/2023	Rosa Rocha-Andrade	Assistant Director of Multicultural Outreach

What's Going on in HR

- We are excited to share that we are adding an HR Generalist to help support recruitment, Head Start, and other administrative tasks for our HR department! Becca Noce will be transitioning into the new role so we are recruiting to fill her current role.
- The HR team is implementing Onboard through NEOED, which will completely modernize, streamline, and improve the onboarding process to create a warmer welcome for our new hires while also creating efficiencies for HR and supervisors. Our launch of Onboard is scheduled for late February 2024! We are also partnering with Workforce & Career Services to transition student employees to apply through NEOED so this will move all LCC employees to the same application and onboarding process and system. The effective date for student employees is anticipated to be spring 2024. Lots more information and training to come!
- Recruitment has ramped up again and we will be filling a number of full-time faculty roles, Director positions, and a variety of other full-time roles over the next few months. Please help us spread the word by posting to your social media! If you want to serve on a hiring committee, let HR know!
- In December, we ran our diversity data to get a snapshot of how data is looking for the first half of the academic year. We are excited to report that our new hires who identify as people of color jumped to 19.15% from July 1 – December 31. This is a large increase from the 13.29% we saw for the 22-23 FY.
- Human Resources welcomed and oriented all new full-time and part-time employees.
- 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. The exempt winner was Richard Arquette and the classified winner was David Maxon!
- For fall quarter, we encouraged faculty and staff to engage in a variety of pre-recorded and self-paced professional development opportunities. We also shared out mental health resources and webinars and opportunities from our Employee Assistance Program. We offered the Discipline Process & Performance Management with OFM training for supervisors this quarter. Employees were assigned the Emergency Preparedness modules in Canvas and the Basics of Managing records for fall quarter.

Search Advocate Program

- HR (Jennifer Lucas as the lead) continues to advance the Search Advocate (SA) Program at LCC. The SA Program enhances the validity and equity of our search process, and will have a positive impact on the diversity of our applicant pools and hires. It is one-year

post launch and we are seeing bias be mitigated in the recruitment process. We are holding quarterly debriefs with our SAs and Jen will be leading her first one this quarter! We have a wealth of resources and support for our SAs as they serve on committees in this new capacity and are eager to modify/strengthen our recruitment process along the way. We continue to seek new SAs so hope you help us spread the word about upcoming training opportunities. There's a training scheduled for February 2, 2024!

Red Devil Wellness (RDW)

- RDW partnered with the Fitness Center on a variety of physical activity offerings.
- Jennifer attended the wellbeing summit put on by the American Heart Association and is eager to implement some of the ideas into our Red Devil Wellbeing program.
- Fall quarter RDW events held in 2023 Walktober walking challenge all month long in October, a cook off fall quarter, hosted department decorating contest for Halloween, holiday department photo cards contest, hot cocoa bar & cookies at end of year staff meeting. We saw great attendance in these in person activities and look forward to taking the Walktober trophy back next year! We look forward to offering more in-person opportunities and providing a variety of ways for our campus to engage in wellness at LCC.



Operations Council Report

Instruction Division – Summer 2023

Dr. Kristen Finnel, Vice President of Instruction
Tamra Gilchrist, Dean of Instruction/Workforce Education
Stefanie Gilberti, Dean of Instruction and Learning Resources
Theresa Stalick, Dean of Instruction | College & Career Prep Director
Merry Bond, Dean of Instruction | Nursing Program Director
Jamie Martin, Dean of Instructional Programs
Mindy Leasure, Director of Head Start
Sarah Griffith, Director of eLearning
Lindsay Keevy, Library Director
Natalie Richie, Director of Instruction Division Operations
Elizabeth Hoff, Corporate and Continuing Education
Kari Johnson, Director of Early Learning Center

Core Theme I: Workforce & Economic Development

- Corporate and Continuing Education facilitated the certification of 32 LCC employees in First Aid and CPR.
- Corporate and Continuing Education's Fall personal enrichment classes enrollment is up 83% from last Fall.
- BAS programs enrolled 52 new students this fall quarter (31 BAS-TE and 21 BAS-OLTM).
- The new AAS-Education (paraeducator) degree launched fall quarter and currently has 28 students coded.

- We have extended our partnership with Kelso School District to offer a Careers in Education CTE option. Classes will be held at LCC and open to all area districts. This is an expansion of the CTE courses in ECE being offered currently at Kelso. Students who complete the Careers in Education program will have the entry requirements to work in child care centers and as paraeducators.
- In both cycles of nursing program admissions this year, a total of 151 students were admitted to cohorts beginning during fall, winter, and spring quarters. It is notable that our applications for winter/spring admission were up from equivalent 2021 and 2022 cycles. This is reflective of our expanded cohort size within the first three cohorts of the program.
- Cycles for nursing program admission in 2023-2024 marked implementation of updated admissions criteria for the program (shifting away from solely metrics-based criteria such as grades and test scores and including more weight on attributes such as work experience, being multilingual, residing in the college's service area, and military service).
- 192 students were enrolled in nursing cohorts for fall quarter.

Core Theme II: Transfer & Academic Preparation

- Students passing COLL 101 with a C or better has increased by 17% to 84.5% in 23-24.
- The Language and Literature department has added sections of ENGL& 101+ due to demand.
- An evening hybrid ASL section was added to the W24 schedule. This is the first time ASL has been offered in a modality other than online/asynchronous in many years.
- Plans are moving forward to complete the remaining RCA audio/visual equipment updates. This will support the Music and Drama programs, as well as the Gallery and external rentals.
- Biology and Math departments have added additional sections to the Winter schedule due to increased student enrollment.
- Math Boot camps took place in early December and were well received- students provided positive feedback- "Amazing! This is exactly what I needed to help me prepare for the placement test. Everyone has been welcoming and professional"
- We are continuing to collect data on why students are not enrolling in math- Devin Hendricks' has created a Google form- we are using the data to help inform our scheduling and other decisions we have control over
- Open Doors Youth Reengagement continues to expand and grow at LCC. Open Doors provides education and support services to older youth, ages 16-21, who have significant barriers to graduating from their local high school by the age of 21. LCC's current partners include Longview "Renaissance;" Kelso "Gold;" Castle Rock "Ignite;" and Woodland High School. Eligible students work with dedicated Educational Planners and have the opportunity to earn their GED, their local High School diploma, and/or pursue and earn their I-BEST supported professional technical or transfer degree. As of fall 2023, 104 students are enrolled as compared to 149 total for the previous (2022-23) school year.
- In November, the LCC Vocal students competed in the Cascade Chapter NATS Contest in Portland (National Association of Teachers of Singing), and two of our five students tied for 3rd place in their category and one of them will be competing in Regionals in February. Congratulations to Annelise Hamilton!

Core Theme III: Student Access, Support & Completion

- The BAS programs are offering full and part-time enrollment options concurrently for the first time to respond to student need for more flexible enrollment options. The BAS-OLTM degree is being offered fully online for the current cohort. In the future, BAS-OLMT will have online and hybrid options.
- LCC has graduated 80 students with bachelor's degrees to date.
- The Learning Commons held its second annual Open House event at the beginning of the quarter and saw approximately 450 visitors during the event.
- Learning Commons staff answered over 1,688 questions from students, faculty, staff, and community members.

- The Tutoring Center supported 651 tutoring sessions (the most in 12 quarters) and at least 203 individual students. Of those 651 sessions, there were 524 in-person appointments and 127 online appointments. Our eTutoring platform had 115 appointments: 90 on Zoom, 22 Writing Lab submissions, and 3 eQuestions.
- Faculty librarians facilitated 26 instructional sessions to 326 students and worked with 32 students over 43 reference desk appointments (25 face-to-face, 18 online).
- The library's classroom Chromebook sets were checked out 68 times.
- The library's study rooms were reserved 119 times, and the Recording Studio was reserved 21 times.
- The library's classrooms were reserved 215 times.
- LCC offered 192 Online courses, 126 Hybrid courses, 138 In-person (Web Enhanced) courses, 71 In-person (not Web Enhanced) courses, and 18 not designated – all courses are credit bearing courses. The College and Career Prep Department offered 17 Online courses, 62 Hybrid courses, and 82 In-person (not Web Enhanced) courses. For charts and more details check out the [eLearning Wednesday Report](#).
- As a result of changes to attendance reporting/tracking and of the intense outreach from CCP staff and faculty to students, CCP was better able to engage and mitigate the loss of FTE due to the new policy of dropping students with zero hours of attendance on census day. Faculty and staff contacted students who had failed to attend classes on two occasions during the quarter to see if they could assist students in engaging in their current classes or in choosing classes that better fit their needs. In addition, staff completed outreach to students that were unable to attend their planned classes to help in getting back on track next quarter. Due to this intense outreach, the CCP department was able to more effectively address projections of FTE loss based on students with zero hours from enrollment last year. CCP went from an estimated FTE drop of 113 projected for Fall 2022, to a drop of only 60 FTE in Fall of 2023.
- In November, full-time staff from CCP attended a Navigating Through Conference at Everett Community College to network and allow staff the opportunity to reflect on their own role in supporting students and utilizing skills, tools, and strategies to advocate for and navigate students throughout and beyond their HS+ program.
- On Thursday, November 16 from 4-6pm, an Open Doors' Ed Planner attended Woodland High School Connect Night. It was an opportunity to meet with Woodland High School students, parents, and staff to inform them about the partnership that LCC has with Woodland High School. They were able to answer questions in person and inform the Woodland High School community about program specifics, and the advantages of the Open Doors' program with LCC.
- Open Doors' Ed planners hosted a Winter 2024 event for Open Doors' students, support staff, and faculty. Ed Planners were able to gather school resources, community resources, and program options for Open Doors' students on two separate dates. Students had the opportunity to interact with faculty and staff as well as fellow students while enjoying pizza and refreshments.
- Increased CASAS testing with support from staff and both content and I-BEST faculty resulted in a significant increase in I-BEST fall enrollment @ 165, up from 127 in the fall of 2022. This included group testing of several classrooms including EDUC 150, NURS 90, Auto, Diesel and Welding classrooms. Josie Zbaeren has agreed to group test all ECED/EDUC I-BEST classrooms moving forward.
- The CCP team of navigators and Open Doors ed planners visited 23 CCP classrooms meeting new students and faculty while promoting our programs and student opportunities.
- The Ability to Benefit program is continuing to build momentum with five students and a new ATB student will transition from ELL/CCP classes into college with ATB winter quarter.

- Academic I-BEST continues to grow with Anne-Marie Klein as the new I-BEST faculty. Fall quarter PSYC 100 was added to MATH 107 for Academic I-BEST offerings. Winter quarter Academic I-BEST will expand with three course offerings: MATH 107, ENGL 101, and BUS 101.

Core Theme IV: Institutional Excellence

- **Facility Use:** 25Live reports that 10,026 event occurrences were scheduled on the LCC Campus during Fall Quarter. This includes classes, meetings, external rentals, athletic events, and misc. reservations for room use.
 - Athletic games/practices, meetings, and classes were the most common types of events during fall quarter.
 - The most used buildings were VOC, MAN, and HSB. *Please email Shalaina Williams if more detailed data is desired.
- **Faculty Development Committee:** A total of \$9,874.04 was awarded in Fall 2023.
 - 2023/2024 Funds: Current balance of \$2,157.54 remains in the budget after Summer and Fall. Funds are expected to be depleted after Winter.
 - Winter 2024 Applications will open in Jan 2024.
- **Equipment Requests:** Over \$100k in equipment requests were submitted with the hopes of upgrading equipment & technology across the division, including classroom laptops for physics, toolboxes/toolkits for diesel, active learning tables & whiteboards for various departments, Autel MaxisSYS scan tool for automotive, computers for Chemistry, and an engine lathe for machining. Purchasing will begin over the next couple of weeks.
- **Position Requests:** The instruction division received 14 replacement & new position requests for the 24/25 AY. Departments are being notified of the status of their request & work is underway to construct position descriptions for approved positions and the recruitment process is expected to kick off in January.

Topics of Interest

Upcoming Events

- **January 3rd & 4th @ 3:30 pm**, Auditions: The Book Club Play
- **January 4th, 11th, 18th, 25th, February 1st, 8th, 15th, 22nd, & 29th, & March 7th, 14th, 21st, & 28th @ 8 am & 2 pm**, Club Meeting, *Student Center 201 - Diversity & Equity Room*
- **January 5th @ 5 pm**, Men's Basketball Game, *Gymnasium Building 116 - Gymnasium, Gymnasium Building 211*
- **January 15th**, MLK Day, Campus Closed
- **January 15th @ 8 am**, MLK High School Tribute Basketball, *Gymnasium Building 116 - Gymnasium*
- **January 17th & February 7th, 21st, 28th @ 5:30 pm**, Red Devil Basketball Games, *Gymnasium Building 116 - Gymnasium, Gymnasium Building 211*
- **January 20th & 27th, & February 10th, @ 5:00 pm**, Red Devil Basketball Games, *Gymnasium Building 116 - Gymnasium, Gymnasium Building 211*
- **January 22nd, 24th, 25th, 29th, & 30th & February 1st, 5th, 6th, 7th, 8th, 12th, 13th, 14th, 15th, 19th, 20th, 21st, 22nd, & 29th, & March 4th, 5th, 6th, 7th, 11th, 12th, 13th, 14th, @ 10 am**, Gallery Exhibit - Faculty Art Show, *Rose Center for the Arts 101/121/134 - RCA Lobby, Rose Center for the Arts 110 - Gallery*
- **January 26th @ 2 pm February 23rd @ 10 am**, Open Meeting, Health & Science Building 101 - Laufman Lecture Hall
- **February 23rd, 24th, 29th, & March 1st, 2nd @ 7:30pm, February 25th & March 2nd @ 2 pm**, Winter LCC Theatre Performance, *Rose Center for the Arts 131 - Theatre, Rose Center for the Arts 101/121/134 - RCA Lobby, Rose Center for the Arts 117 Box Office*
- **March 1st @ 7:30 pm**, Winter LCC Symphonic Band Performance, *Rose Center for the Arts 101/121/134 - RCA Lobby, Rose Center for the Arts 102 - Ken & Pat Hanson Rehearsal Hall, Rose Center for the Arts 123 - Wollenberg Auditorium, Rose Center for the Arts 117 Box Office, Rose Center for the Arts 148- Green Room*
- **March 5th @ 2 pm**, Education Career Fair, *Student Center 101 - Student Center Lobby, Student Center 120 - STC Conference Room (A, B, C Combined), Student Center 120 A, B, C + 122 - Cafeteria & Conference Rooms, Student Center 122 - Cafeteria*

- **March 8th @ 7:30 pm**, Winter LCC Choir Performance, *Rose Center for the Arts 101/121/134 - RCA Lobby, Rose Center for the Arts 102 - Ken & Pat Hanson Rehearsal Hall, Rose Center for the Arts 123 - Wollenberg Auditorium, Rose Center for the Arts 117 Box Office, Rose Center for the Arts 148- Green Room*
- **March 12th, @ 5 pm**, Somos Latinos, *Alan Thompson Library Building 105 - LIB Conference Room, Alan Thompson Library Building 106 - Learning Commons, Alan Thompson Library Building- Entry Lobby Area, Alan Thompson Library Building 205 - Classroom*
- **March 12th, @ 6 pm**, The LCC High School All-Star Basketball Games, *Gymnasium Building 116 - Gymnasium*
- **March 12th, @ 7:30 pm**, Winter LCC Jazz Ensemble Performance, *Rose Center for the Arts 101/121/134 - RCA Lobby, Rose Center for the Arts 123 - Wollenberg Auditorium, Rose Center for the Arts 117 Box Office*
- **March 13th @ 5 pm**, Winter LCC Student Recital, *Rose Center for the Arts 101/121/134 - RCA Lobby, Rose Center for the Arts 102 - Ken & Pat Hanson Rehearsal Hall, Rose Center for the Arts 123 - Wollenberg Auditorium, Rose Center for the Arts 117 Box Office*
- **March 14th, @ 6:30 pm**, Nursing Pinning Ceremony, *Rose Center for the Arts 101/121/134 - RCA Lobby, Rose Center for the Arts 123 - Wollenberg Auditorium, Rose Center for the Arts 201 - Rex & Ruth West Mezzanine*

Auxiliary Program

Early Learning Center

- The ELC enrolled 15 new children fall quarter
- ELC hired 3 full time employees, 2 new Part-time employees and 6 new student help/work study students
- The ELC applied for a pre-design expansion grant - awards will be given in Feb. 2024
- 8 full time staff members were able to attend the Washington Association for the Education of Young Children Conference this fall

Head Start

- Incredible! 350 bright young minds are enrolled this fall! That is 285 preschool children aged 3-5 and 65 adorable infants and toddlers. Check out this summary of evidence to understand the [Benefits from High-Quality Early Care and Education](#) .
- Our workforce is rebounding – in the fall quarter, we welcomed 15 new employees. Positions are still open for part-time center aides, bus drivers, and food service worker substitutes. Early childhood professionals' wages are a hot topic at the state and federal level. Nearly 90% of grant funding is already allocated to worker wages and benefits. Remaining funding is used for supplies and infrastructure. LCC will need increases in funding to raise wages.
- The department has been on an exciting journey! It has been actively seeking input from stakeholders, conducting community assessments, and evaluating programs. All this hard work will culminate in a brand new 5-year strategic plan, which will be presented to the Policy Council and the Board of Trustees during winter quarter. This plan will pave the way for a new Head Start/Early Head Start project period from July 1, 2024, to June 30, 2029.
- The Department of Children, Youth, and Families, along with advocates, are urging the state legislature to provide additional funding for the school day ECEAP model. Our program is asking for an extra 19% per child to ensure sustainability.
- Our community's generosity knows no bounds! This fall, many kind-hearted individuals have been donating food, clothing, books, and toys to help families with basic needs. Together, we are making a difference!

OPERATIONS COUNCIL REPORT – STUDENT SERVICES

December 2023

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

CORE THEME I: WORKFORCE AND ECONOMIC DEVELOPMENT

- As part of WIOA and regional collaboration of workforce partners, Workforce & Career Services has partnered with WorkSource staff to increase access to services and align supports. As of October 2023, WorkSource staff are now co-located in the LCC career center two days a week to help students and community members with job search, connections to resources, and other support services. This physical co-location will help streamline referrals and reduce transportation and other access barriers for students.
- Workforce & Career Services hosted the now-annual Student Employment job fair to promote on campus work study and student help opportunities on October 5, 2023. A total of 10 departments attended the event to recruit student employees.

CORE THEME II: TRANSFER AND ACADEMIC PREPARATION

- International programs collaborated with the Office of Instruction and business faculty to initiate an MOU between Rennes School of Business and LCC for a 2+1 program leading to a Bachelor's Degree.
- International Programs supported the first LCC faculty to lead a study abroad program that sent 10 students (3 of whom were LCC students) to Chile for Fall quarter.
- Counseling conducted 118 student appointments during Fall Quarter, in addition to:
 - 12 walk-in support sessions provided
 - 66 academic support appointments conducted
 - 11 academic reinstatements processed
 - 57 Navigate case management alerts
- Students sought counseling through various avenues, including:
 - 35 students were contacted for counseling outreach at the request of staff
 - 26 student self-referred
 - 8 students via Maxient reports
- Student Housing held multiple summer student engagement programs to support transition into housing.
- Student Housing collected 97% of housing fees for Fall 2023.
- Student Housing implemented programming activities for on-campus residents which has allowed for wonderful community building among residents (Snoqualmie Falls, watermelon splitting, movie nights, Halloween Festivities, and Thanksgiving dinner).
- Student Housing has upgraded security with keypads installed on external entrances and internal bedroom doors. Purchasing of updated furniture (couches and lighting) is forthcoming later this academic year.

- Student Activities hosted 34 programs during Fall with 2383 total attendees. Of that total, 619 were unduplicated attendees who attended an average of 3.85 programs per person.
- Student Activities hosted four Mental Health First Aid (MHF) trainings as part of ASLCC's MHFA Initiative during the summer and fall.
- Student Activities hired a full-time program coordinator split with TRIO to support the administrative, finance, and travel needs of the offices.
- Student Activities moved forward and was approved to hire a new Assistant Director for Diversity, Equity, and Belonging with a search to begin in Winter 2024. The position will be funded with the new student support fee, which was approved in Spring 2023, to expand support services for students related to diversity, equity, inclusion, and belonging.
- TRIO Student Support Services took 12 students to visit WSU Vancouver for a campus tour and admissions presentation.
- TRIO Student Support Services took 12 students to visit Western Oregon University for a campus tour and admissions presentation.
- TRIO Student Support Services took 10 students to visit Portland State University for a campus tour and admissions presentation.
- During Fall quarter, the Testing team evaluated 120 multiple measures for Math placement and proctored:
 - 118 Math placement exams
 - 234 PearsonVue exams
 - 271 community-based exams
- Testing staff also provided 86 Nursing entrance exams for the Winter/Spring cohort.
- The Testing team received 234 faculty proctoring requests from 24 different faculty, and proctored 2,118 students as compared to 1,703 proctored exams Fall 2022.
- The Testing team earned certification and was trained to proctor the CASAS exam, and developed a remote proctoring process.
 - Testing also added the option for students to schedule their CASAS exam online. Two new vendors have been added, Kryterion and Metro Institute, who will start testing in early 2024.
- The Fall Math Boot Camp was attended by 10 students over 2 days. Some students shared their [Math Boot Camp experience](#).
- Running Start will have 278 students complete the Running Start application process
 - 238 students registered for Fall classes (roughly 86%)
- Running Start had 23 students from Spring-Summer on Academic Concern or Notice for Fall 2023.
 - 14 students moved back to Good Standing after successful completion of Fall quarter
- A policy change effective Fall quarter will now permit students enrolled in the Pre-Nursing DTA pathway to be eligible for Worker Retraining support. This is the first academic transfer pathway to become eligible for Worker Retraining and now all pre-nursing and nursing pathways are eligible for the program. Workforce & Career Services staff will be working on identifying potentially eligible students and providing targeted outreach in the upcoming Winter and Spring quarters.

CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION

- Disability & Access Services (DAS) conducted 73 new student appointments October-December 2023.
- 134 students accessed DAS accommodations Fall 2023, which is higher than any other quarter. Of these students, 120 are students with disabilities, 8 are English Language Learners, and 6 are students receiving support around pregnancy and childbirth (Title IX).

- DAS updated the lactation room for birthing parents with new furniture, including chairs, storage cabinet, and refrigerator for a warmer and more efficient space.
- TRIO Student Support Services took 12 students to Tree to Tree Adventure Park for a day of team building and cultural development.
- As of 12/18/2023, the Advising Center has either conducted or are scheduled to meet with 233 unduplicated new students who are anticipated to start winter. This is already above the approximately 217 students seen during the same time period last year. The number of 233 is anticipated to continue to climb.
- Excluding drop-in advising at the One-Stop, the Advising Center connected with 756 unduplicated and 952 duplicated students.
- Advising staff conducted a “Rush to Register” campaign this year which included visits to College 101 classes, tabling in the Learning Commons, and a campus-wide ad campaign to encourage students to take advantage of their priority registration date. The advisors joined 10 COLL 101 classrooms and walked the students through the registration process.
- Advising piloted three new student group advising (NSA) sessions for pre-nursing students.
- Registration has made some exciting staffing changes. The department will be adding a third evaluator position which will be focused on meeting the needs of LCC’s growing baccalaureate student population. The position is currently accepting applications; once hired, the new team member will be responsible for transfer credit evaluation, degree audits, and other services to support students applying to, enrolling in, and graduating from bachelor’s degree programs.
- Registration also created a new assistant director position to assist with the leadership of the department. Rosemary Perkins (Registration Data & Reporting Manager) has been appointed to the new position effective December 18, 2023, and will be a great asset to the growing team.
- As part of a continuing effort to modernize forms and recordkeeping processes, Registration launched a new process for FERPA release of information authorization forms. The new process will leverage ctcLink functionality to make required information accessible to staff across campus without having to contact Registration or search through old documents.
- Registration completed extensive Enrollment Requirement updates, including changes to over 50 prerequisite configurations, bringing the College’s enrollment requirements into alignment with the current catalog.
- Registration processed 910 incoming applications. 111 incoming applications have been flagged as fraudulent since 10/1/2023 and more are added each week. The percentage of applications that appear fraudulent has decreased from the previous period. It’s unclear if this is a result of different tactics making them harder to detect, or the start of a trend, but other colleges are reporting an increase in fraudulent applications so this is an area of concern.
- The Credentials Evaluation team developed two new Academic Advisement Reports and made critical updates to four additional reports, resulting in improved academic progress support for over 300 students.
- Registration evaluated 153 transcripts and awarded 6,793 credits. Additional credits were posted for AP (75), CLEP (15), CTE Dual Credits (79), Joint Services/Military (60), and CCP (5).
- Registration processed 564 outgoing paper and electronic transcripts ordered through the National Student Clearinghouse.
- Registration awarded 73 Fall credentials, including 57 associate degrees, 10 certificates and 6 high school diplomas.
- Financial Aid has completed the first quarter of using Mass Packaging. After the initial Fall 2023 peak processing time, most students received financial aid offers within two weeks of completing the FAFSA or WASFA.

- The Financial Aid team has been in training mode with the onboarding of the new Financial Aid Advisor in September. With the student facing advisor position filled, the FA team has been able to expand support of the One Stop Center for more complicated (Tier 2) financial aid questions to include the full business day, rather than just 4 hours per day as was done previously when the position was vacant.
- Financial Aid continues to look at ways to provide increased structured support for specific student groups (i.e. veterans, unaccompanied homeless youth, former and current foster youth, students without parental support, and students struggling academically).
- The Financial Aid team has attended several training sessions to learn as much as possible about the 24/25 FAFSA Simplification and all the new rules and regulations that are part of the new FAFSA. The team has also provided some campus trainings on the topic (Student Services Council and the Foundation) and will continue to offer staff trainings as they learn more information.
- The Financial Aid team has increased the frequency of in-person meetings with the One Stop Center (OS) to continue building structured training between the teams to ensure seamless support for students.
- The One-Stop Center held 2,461 student drop-in appointments, 1,326 unduplicated headcount, between October 1, 2023 and December 15, 2023.
 - Approximately 51% of appointments were in person, 28% on Zoom, 14% on phones, 6% email* and 1% modality was not reported. *Not all email inquiries are reported, these were mostly uploading Financial Aid docs submitted.
 - Roughly 31% of appointments were serving students who have addresses outside of Cowlitz County.
 - The top reasons students needed assistance were:
 - 31% Financial aid questions, issues and to-do's
 - 11% Drop-in Advising (not including New Student Advising)
 - 9% Schedule Advising Appointments
- LCC's Student Ambassadors handed out 183 "Finals Survival Bags" for currently enrolled students heading into Fall Quarter finals week. These bags provided snacks and supplies to help them study and relax before their final exams.
- From October 1, 2023, to December 27, 2023, the Outreach Team actively contributed to the successful attainment of 1,031 applications for admissions versus 731 the prior year
- The Outreach Team conducted new "Census Day Outreach" strategies to re-engage students who were enrolled and dropped at the 10th day of Fall quarter; resulting in a sustained matriculation rate of 38%.
- The Outreach Team launched a "Fall Scholars" modeled after the "Summer Scholars" program to engage a cohort of students through College and Career Preparation (CCP) Math and COLL 101.
- The Outreach Team was represented at the Limitless Network made possible by the Bill & Melinda Gates Foundation, in order to develop rural partnerships to advance accessibility of post-secondary education.
- Workforce & Career Services hosted an open house for the *Food for Thought* food pantry on October 24, 2023, to showcase the recently reorganized food pantry and laundry facilities. Over 200 faculty, staff, and students attended the event. Starting in Fall quarter, the food pantry has transitioned to a student "self shopping" model, which allows students to select their preferred items according to their needs. Additionally, fresh produce, dairy, and other perishable items are now distributed to students each week as part of the food pantry grocery bags. In Fall quarter, over 1,159 weekly food bags were distributed, which is a 643% increase in usage from Spring quarter 2023.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

- LCC has been designated as a Medallion School by the US Department of State for its role in hosting exchange student programs
- Jacob Aguiar was hired as the new Employment Navigator in the Workforce & Career Services department and will begin on January 2, 2023. This position works with both students and employers to place students and alumni into employment opportunities.
- Dani Trimble, Director of Workforce & Career Services, is serving as the chair of the statewide Workforce Education Council (WEC) for the 2023-2024 school year.