

Minutes

Operations Council – October 19, 2023

Attending: Chris Bailey, Bryanna Doumit, Minel Slabu, Stefanie Gilberti, Natalie Richie, Nolan Wheeler, Dani Trimble, Lupe Rodriguez, Sue Orchard, Merry Bond, Theresa Stalick, Mindy Leasure, Alyssa Milano-Hightower, Byron Ford, Jason Arrowsmith, Jamie Martin, and Tamra Gilchrist.

Called to order by President Bailey.

1. UPDATE ON GOALS: DEPARTMENTAL REPORTS [ATTACHMENT]

Summer 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

Presidential Search Update: Nolan Wheeler

- Vice President Nolan Wheeler, Presidential Search Committee Member, updated the OPS Council on the progress of the Presidential Search
 - A consultant firm was hired by the LCC Board of Trustees to support the Presidential Search
 - Consultants held open forums with campus and created the Presidential job posting
 - The Presidential Search Committee was appointed and charged by the board
 - The committee reviewed all applicants, selected individuals for semi-finalist interviews, conducted semi-finalist interviews, and recommended candidates for finalist interviews to the LCC Board of Trustees
 - The board reviewed all candidates, along with the committee recommendations, and selected four finalists at their October board meeting
 - The four candidates are being kept confidential until they accept the finalist interview
 - HR will release information on the candidates once interviews have been accepted
 - Finalist interviews, along with open forums, will be held on October 30th and 31st

3. ROUND TABLE DISCUSSION –

- Minel Slabu:
 - The damaged water line on campus has been repaired and all restrooms affected by the damage are now fully functional
 - Updated the OPS Council on capital projects for the upcoming biennium, also noted in the Administration quarterly report
- Stef Gilberti
 - There will be a Gallery Reception in the RCA today at 4:30
- Natalie Richie
 - Working on Continuing Education corporate training opportunities
 - Looking at new opportunities to provide all-inclusive travel
 - LCC's Early Learning Center remains fully enrolled and has a large waitlist for childcare

- The ELC will be opening a new classroom in an empty Head Start space to help accommodate childcare needs in the community
- The ELC, in partnership with Head Start, recently applied for an expansion grant to assess how the current space can best be utilized to support childcare expansion needs
- The 2024-25 class schedule has been built and will be finalized with input from faculty and deans with a goal to be live for students by April 1st
- Kristen Finnel
 - It is the time of year where faculty are assessing equipment needs
 - Faculty are discussing retirement plans to assist with succession planning
 - 45 Kelso High School Childhood Development students toured campus last week, including the Early Learning Center and Head Start buildings
 - The second annual College in the High School Retreat will be held on campus tomorrow
- Nolan Wheeler
 - LCC's Board of Trustees authorized one-time use funding to replace outdated IT equipment on campus at their September meeting
 - 65 classrooms have been identified with ancient desktop units
 - President Bailey noted that there are a couple of different pathways that can be utilized to support regular equipment replacement in the future
 - There will be discussions with the new IT Director and President regarding what the regular replacement of equipment will look like moving forward
 - LCC is actively working on improving network security
 - Received funding from a grant that allows the college to register for training for Okta, which would bring multi-factor authentication to all IT services
 - The turf at Tam O'Shanter has been delivered and the project should be finished next week
 - Soccer and volleyball are having great seasons and there will be a "red-out" volleyball game on campus Friday
 - There is a 20-inch water main that runs through campus, the main line that supplies the city of Longview, that needs to be moved in order to build the proposed new Vocational Building
 - Moving the water main was quoted at \$3.4MM, which has been added to the capital budget request
 - The Chair of the State House of Representatives Capital Committee visited the campus in August and the entire committee will be visiting in the end of October- will provide information on CTE programs and why Vocational Buildings are important
 - President Bailey noted that LCC has been approved for \$1MM in congressionally directed funding for new equipment for the Vocational Building
 - There is a tentative hold on the calendar for IT Director Open Forums on November 3rd
- Dani Trimble
 - There was legislation that was passed last year that provided funding for the college to hire a Basic Needs Navigator
 - LCC's new navigator is overseeing the Food Pantry, usage of which has greatly increased
 - One of the outcomes of the legislation requires the college to submit a Basic Needs strategic plan, which is being drafted
 - There is an underutilization of work study, a lot of funds are available and there are a lot of interested students
 - The college will be recruiting for a new Employment Navigator
- Lupe Rodriguez
 - Running Start FTE is now 1.40
 - Exploring Running Start outreach opportunities for programs in the CTE area

- Sue Orchard
 - The college has approved LCC's Employee Affinity Group, Latine EAG
 - About 20 LCC employees will be attending the Faculty and Staff of Color Conference
 - There will be a Veterans Day ceremony in the Student Center on November 9th
 - A lot of significant changes will be made to the 2024-25 FAFSA and April Tovar will be sending out updates to employees
- Merry Bond
 - The two-year nursing expansion project began this quarter
 - LCC will now be offering nursing assistant skills testing on campus
 - The BSN is still awaiting approval from the board of nursing
- Theresa Stalick
 - LCC has two Ed Planners through Open Doors youth reengagement and each have about 50 students this quarter
 - College and Career Preparation (CCP) has a new partnership with Head Start that adds a CCP course at the Head Start Wallace location to support Head Start Parents
- Mindy Leasure
 - Head Start will be recruiting for an open specialty position for the third time
 - Will be using a consultant this time with a goal to attract strong candidates
 - Head Start will be re-instituting the Community Readers Week December 5-8
- Alyssa Milano-Hightower
 - Inclusive Access had 2-3 piolet courses
 - Working on ways to make department purchases easier in the bookstore
 - New equipment is being installed in the fitness center to increase use of the climbing wall
 - Working with the Continuing Ed department for coordination of the use of room 210
 - Working on extended hours and new menu items in the Fork and Flame Café
 - There are many external events coming up, including a large event on campus tomorrow
 - The US Army Field Band will be doing a free concert in the Rose Center on October 29th
 - There will be a new exhibit in the gallery starting November 13th
- Byron Ford
 - New student advising began this week
 - Staff have worked to streamline the shopping cart campaign
 - The "rush to register" campaign has been started
 - A third program coordinator has been hired and begun work in the One Stop
- Jamie Martin
 - LCC biology instructors will be receiving lab safety training tomorrow from a well-known trainer flying in, for one day only, from Georgia
- Tamra Gilchrist
 - Kelso High School contracts LCC to run a high school class on their campus
 - Machining/welding was offered last year and diesel mechanics is being offered this year
 - LCC is currently running focus groups to determine community interest/need for a BSCS
 - Working to provide models that students need for the next cohort of the BAS-OLTM
 - LCC has developed a partnership with Perry Technical Institute to accept about five of their programs into LCC's BAS program
- Jason Arrowsmith
 - The safety and security pages on the website have been updated
 - LCC has had a large uptick in student conduct and reports
 - Working on providing more "Run, Hide, Fight" training to the campus

- Have a 98% completed lists of Emergency Building Coordinators, which is an expanded role
- Chris Bailey
 - LCC sponsored a squirrel bridge dedication for the Wako Japan Delegation today with artwork from LCC's welding department

DEPARTMENTAL REPORTS START ON THE NEXT PAGE...

Operations Council Report for Administration

2024 Q1 (July-September)

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

Student Access, Support and Completion

Information Technology Services

- IT Services assisted with the installation of new nursing manikins.

Institutional Excellence

Finance

- Finance staff are reaching out to private auditors for bids to conduct our FY23 Financial Statement Audit. Last spring, the state auditor's office informed LCC that they would not have the resources to conduct our FY23 audit.
- Staff are creating the IT equipment replacement chartstring approved at the last BOT meeting.

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 Summer quarter online orders were processed and mailed, or confirmed ready for pickup within 1-2 business days
- Processed 377 online orders for a cumulative total of \$33,911 in online sales
- Held Summer Buyback event for a total of two days. The bookstore bought \$1371 worth of used books from the students
- Earned commission off of 24 eBook sales from the online eBook store

Fitness Center

- Added individual workout demonstration posters to Fitness Center w/ QR codes for video training
- Re-certified two auto belay devices and ordered 5 new Auto Belay Devices, gates, mounting hardware, etc. to accommodate future Parks & Rec rentals
- Add a new Rogue GHB Machine to replace our broken machine

- Hosted three international student climbing events
- Gave two high school tours for MMH & KHS students
- Hosted “Welcome Week” events including cornhole, auto belay training, Tanita scale analysis, shake & Lotus specials
- Opened the Juice Bar for NWAC Volleyball Round Robin Tournament

Cafeteria

- Facilitated the development of new menu items to include milkshakes, protein boxes, wraps, and salads.
- Catered 25 on-campus events.
- Provided workforce development training for LCC employed students

External Event Rentals

- Hosted 27 external event rentals on campus
- Scheduled 97 event rentals for the 23-24 calendar year

Athletics

- Many Lower Columbia College student-athletes showed well during summer competition in baseball, softball and soccer. The fall sports (women’s soccer and volleyball) arrived on campus in early August and began competition. Both teams are ranked in the latest NWAC Coaches Poll.
- Athletics Orientation evening was held on Monday September 18th. Speakers included Lucas Myers on academic integrity, Traci Fuller covering scheduling and Lezek Cromwell on mental health.
- LCC softball team took part in the United Way Day of Caring. The team cleaned up alleys in the Highlands area of Longview.
- LCC soccer team also helped the community by lining the soccer fields for Longview Youth soccer.
- LCC men’s basketball, soccer, baseball and volleyball teams all took part in the LCC Fitness Fun Run on Monday October 2nd.
- Attendance at LCC soccer and volleyball have been way up this fall. The ASLCC hosted Spirit Days for both teams including a pizza party at volleyball and a Bar B Q at soccer.
- Fall scrimmages are underway for baseball and softball.
- Men’s and women’s basketball have begun their practice for the upcoming season.

Safety & Security

- Annual Clery report published and submitted to the Department of Education and distributed to campus.
- Experiencing an uptick in Student Conduct and BIT reports
- Performed test of access control system. Some issues were identified that are being worked on.
- All emergency notification messages have been updated.
- Worked with the Emergency Operations Team to update LCC’s Emergency Operations Plan.
- Provided “Run Hide Fight” training during Welcome Back Week.
- Practiced fire evacuation drill with students in campus housing.
- Provided student residents and Fork and Flame staff with hands-on fire extinguisher training.
- Completed distribution of new laboratory safety disclosures for students.

- Collaborated to create a service animal process for laboratory participation.
- Assisted with edits to the new draft Field Trip Procedure.
- Working to certify biosafety cabinets in our Biology department.
- Attended laboratory safety training for the natural sciences department.
- Worked with Public Relations to clean up Security and EHS webpages. This project is nearly complete.

Information Technology Services

Application Development

- Developed a process to auto-correct the capitalization of student names in ctcLink to make them easier to search and sort.
- Assisted with the transition from the Legacy student information system hosted by SBCTC to a new, online system.

Safety and Security

- Completed a cybersecurity assessment with CISA.
- Helped the Registration department setup encrypted file transfers to the National Student Clearinghouse.
- Resolved issues with the access control system that prevented a campus lockdown from occurring during our system test.

Network/Telecommunications and Systems Administration

- Implemented a less expensive cloud phone solution to replace the Jabber system that has been used since the start of COVID.
- Connected the Head Start site at RA Long to the LCC network.

Other

- Received a \$42,000 grant for cybersecurity training. We are currently awaiting FEMA approval for this funding. The grant will be used for employee training.

Campus Services

- LCC selected Collins Architectural & Johansson Wing for the 23-25 Biennium on-call architect. There were three finalist, LSW Architects out of Vancouver, Architects for Everyone and Collins Architectural & Johansson Wing.

Capital Projects for the 23-25 biennium:

- Center for Vocational and Transitional Studies (CVTS) design completion
- Replace aging HVAC units
- Replace the lighting controls system in RCA
- Replace/add additional water meters campus-wide
- Replace aging electrical transformers
- Replace RCA boiler
- Replace roof on Olympic Court apartments
- Construct a softball batting facility.



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

- Nursing program expansion is underway. Beginning with fall 2023, the nursing program is in the process of admitting an additional four students to each cohort. By spring 2025, this will lead to an additional 24 seats (approximately 18.5 FTEs) in the program, taking total annual enrollment capacity in all program options from 196 to 220.
- The nursing assistant program's application to offer the certificate of completion in a hybrid format has been approved by the Board of Nursing. This means we are able to provide increased flexibility around class times for our students seeking this credential.
- 57 graduates completed the LPN2RN eLearning nursing program option this summer at seven different clinical sites throughout western Washington and received their RN pins on August 24.
- 40 of 47 qualified applicants for the traditional nursing program option were admitted for fall and winter quarters, as well as 68 of 78 qualified applicants for our LPN-entry program options.
- Corporate and Continuing Education in partnership with the Kelso School District CTE Program, began the Diesel Mechanic Technology class for local area high school juniors and seniors to pursue dual credit. Students will gain hands-on experience with heavy duty trucks and mobile heavy equipment. They will learn the fundamentals of diesel engine diagnosis and repair, basic electricity and electronics, hydraulics, air brake systems, fluid power circuits, powertrains, HVAC, transmission and axle assemblies, and perform preventative maintenance.
- Corporate and Continuing Education in collaboration with the Web Technology team and IT, worked with ed2go (online training partner) to implement search engine optimization on our website, with the goal of increasing traffic to our ed2go training platform.

Core Theme II: Transfer & Academic Preparation

- College Success (COLL 101) ran its first successful BIPOC cohort section. It was taught by Nicole Faber, with assistance from Cedrique Chaney, and offered additional resources, study sessions, and paid tuition for enrolled students.

Core Theme III: Student Access, Support & Completion

- Learning Commons staff answered over 615 questions from students, faculty, staff, and community members.

- The Tutoring Center supported 182 tutoring sessions and at least 46 individual students. Of those 182 sessions, there were 144 in-person appointments and 38 online appointments. Our eTutoring platform had 20 appointments, with 13 on Zoom and 7 Writing Lab submissions.
- Faculty librarians facilitated 5 instructional sessions to 47 students, and worked with 13 students over 17 reference desk appointments (11 face-to-face, 6 online).
- The library's classroom Chromebook sets were checked out 7 times.
- The library's study rooms were reserved 14 times and the Recording Studio was reserved 2 times.
- The library's classrooms were reserved 18 times.
- LCC offered 102 Online courses, 16 Hybrid courses, 42 In-person (Web Enhanced) courses, 17 In-person (not Web Enhanced) courses, and 12 not designated – all courses are credit bearing courses. The College and Career Prep Department offered 11 Online courses, 70 Hybrid courses, and 1 In-person (not Web Enhanced) courses. For charts and more details check out the [eLearning Wednesday Report](#).

Core Theme IV: Institutional Excellence

- **25Live:** The system reports that 2,941 events were reserved and scheduled on the LCC Campus during Spring quarter. This includes classes, athletic events, meetings, student activities, performing arts events, gallery events, and misc. reservations for room use. Classes and Internal/reservations (meetings, presentations, etc.) were the most common type of events during Spring quarter. The most used buildings during Spring quarter were the VOC, HSB, and MAN buildings. Please email Shalaina Williams if more detailed data is desired.
- **Faculty Development Committee:** A total of \$7,465.42 was awarded in Summer 2023.
 - 2023/2024 Funds: Current balance of \$11,034.58 remains in the budget after Fall applications.
 - Fall Applications are open Sept 8, 2023- Sept 29.
- **Annual Schedule:** The Office of Instruction completed the initial build of the 24/25 annual schedule. During fall & winter quarter, departments will adjust based on student needs & curriculum changes, before becoming visible to students on April 1, 2024.

Topics of Interest

Recognition / Personnel

- The LCC Bella Voce choir has just been invited to be the opening act for a professional men's ensemble at the Columbia Theatre on Oct. 5 (only 2 weeks into the quarter!). We will be workshopping with the group in the afternoon and performing on stage prior to their concert in the evening. [MPACT](#) is a 7-person a cappella ensemble that has traveled the world performing together for the past 25 years. They have performed with artists like Sheryl Crow, Boys II Men and Ray Charles, Bobby McFerrin & Natalie Cole, to name a few.

Upcoming Events

- **October 6, 7 - 8:30 pm, ASLCC Comedy Night: Ben Seidman** | Rose Center for the Arts 101/121/134 - RCA Lobby, Rose Center for the Arts 123 - Wollenberg Auditorium, Rose Center for the Arts 148- Green Room
- **October 9-12 & 16-19, 10 am - 3 pm, Gallery Exhibit - Kevin Haas** | Rose Center for the Arts 110 - Gallery
- **October 18, 9:30 - 11:30 am, Campus Safety Week: Coffee with a Cop** | Student Center 120 - STC Conference Room (A,B,C Combined)
- **October 19, 1 - 3 pm, [Artist Workshop - Kevin Haas](#)**

- **October 29, 3 - 5 pm, US Army Field Band/Chorus** | Rose Center for the Arts
101/121/134 - RCA Lobby, Rose Center for the Arts 123 - Wollenberg Auditorium,
Rose Center for the Arts 148- Green Room
- **November 7, 10 am - 2 pm, WSVU Instant Decision Day** | Alan Thompson Library
Building- Entry Lobby Area
- **November 10-11, 16 & 18, 7:30 - 9:30 pm, Fall 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 139, Rose Center for the Arts 117 Box Office, Rose
Center for the Arts 148- Green Room
- **November 12, 2 - 4 pm, Fall 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 139, Rose Center for the Arts 117 Box Office, Rose Center for the Arts 148- Green
Room
- **November 17, 11 am - 1 pm, Fall 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 139, Rose Center for the Arts 117 Box Office, Rose Center for the
Arts 148- Green Room
- **November 17 & December 5, 7:30 - 9:30 pm, Fall Symphonic Band
Performance** | Rose Center for the Arts 131 - Theatre, Rose Center for the Arts
101/121/134 - RCA Lobby, Rose Center for the Arts 139, Rose Center for the Arts 117
Box Office, Rose Center for the Arts 148- Green Room
- **November 30, 7:30-9:30 pm, LCC Choir Concert: A Dicken's Carol** | Rose Center
for the Arts 131 - Theatre, Rose Center for the Arts 101/121/134 - RCA Lobby, Rose
Center for the Arts 139, Rose Center for the Arts 117 Box Office, Rose Center for the
Arts 148- Green Room
- **December 6, 5:30 - 7 pm, Fall LCC Student Instrumental Recital** | Rose Center
for the Arts 131 - Theatre, Rose Center for the Arts 101/121/134 - RCA Lobby, Rose
Center for the Arts 139, Rose Center for the Arts 117 Box Office, Rose Center for the
Arts 148- Green Room
- **December 6, 7 - 8:30 pm, Fall LCC Student Voice Recital** | Rose Center for the
Arts 131 - Theatre, Rose Center for the Arts 101/121/134 - RCA Lobby, Rose Center
for the Arts 139, Rose Center for the Arts 117 Box Office, Rose Center for the Arts
148- Green Room

Auxiliary Program

Early Learning Center

- The Early Learning Center has one ECEAP slot still open, we are working on enrollment.
- The Early Learning Center held multiple interviews for PTH assistant positions. We are currently seeking a [part-time classroom assistant teacher](#).
- The Early Learning Center will be adding one additional preschool classroom in Winter 2024 due to high-demand in our program (see waitlist #'s below). We will be hiring two full time positions soon.

Early Learning Current Waitlist numbers:

Infants - 27

- 3 staff/faculty
- 24 students

Transition - 3 - all students

Preschool - 54

- 9 staff/faculty
- 45 students

Toddlers - 28

- 7 staff/faculty
- 21 students

- The Early Learning Center is currently applying for an expansion grant to increase the number of children served in our program. The grant is due October 16, 2023. We will be notified if approved in early 2024.

Head Start

Recruitment/Enrollment: The programs will serve 410 children, ages 0-5, and their families at 10 locations across Longview, Kelso, and Castle Rock in 2023-2024. The admin team has been recruiting families and completing intake appointments to enroll eligible families.

Personnel: The programs have been recruiting personnel to fill a plethora of open positions.

School Readiness & Family Support: Did you know that Early Head Start is a 12-month program? Infants/toddlers and their families receive a weekly 1.5-hour home visit from one of our skilled Child & Family Development Specialists who partner with parents to support parent/child interaction, development, family goals, and provide community resources, referrals and connections. All families are invited to attend Play and Learn twice a month to support their child in peer interactions and find social support with other parents.

Funding Applications: Head Start/EHS is fully funded by the federal government through June 2024. ECEAP is fully funded by the state government through June 2024.

Early Learning Advocacy: Congress is considering a 6% cut in the next funding period. Contact your congressperson to let them know LCC has been serving Cowlitz County children and families with Head Start funds since 1972 and the needs of our community are not declining. These crucial funds cannot be reduced. Head Start children have enhanced brain development, improved literacy, higher academic performance, and increased graduation rates. Head Start is a protective factor for our communities' families most in need and is a resilience builder!

Operations Council Report for Effectiveness & College Relations

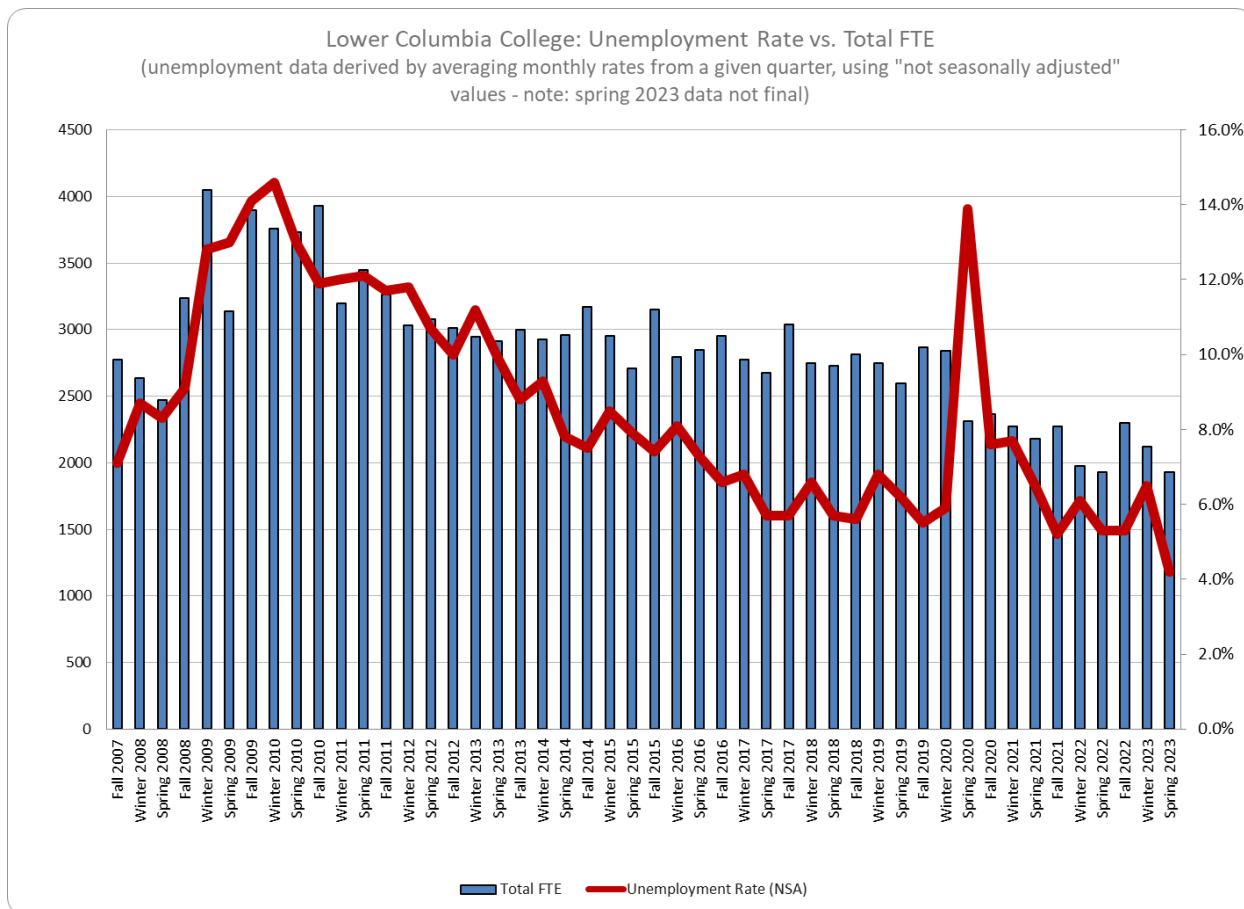
Workforce and Economic Development

Professional/Technical Marketing Update

- LCC's fall quarter marketing campaign ran from mid-July through early September and utilized Facebook/Instagram, Google (SEO), YouTube, Snapchat, streaming television, geofencing, and direct mail targeting people who have visited the LCC website. Career options in the trades, healthcare, business, IT and Substance Use Disorder Studies 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. Targeted marketing to individuals who took Career and Technical Education classes in high school was also included in the fall campaign.
- Program brochures for all professional/technical programs/pathways are now available in both English and Spanish.

Enrollment and Unemployment

- The average unemployment rate for Cowlitz County in spring quarter 2023 was 4.2%, considerably lower than any quarter over the past several years.



Global Skills Update

- The “Communication” Global Skill for professional/technical programs was assessed throughout the academic year by faculty experts. Results, based on a 5-point scale, are as follows:
 - Outcome A) Students will communication in complete sentences, demonstrating use of grammar, mechanics, and word choice appropriate to context. (Average score: 3.6)
 - Outcome B) Students will develop and express their ideas clearly and reasonably for a unified purpose. (Average score: 3.6)
 - Outcome C) Students will demonstrate comprehension of a wide variety of materials. (Average score: 3.1)
 - Outcome D) Students will use credible evidence to support arguments and conclusions. (Average score: 3.3)
 - Outcome E) Students will document source information. (Average score: 3.2)
 - Outcome F) Students will use a style of delivery that is effective in communicating their message. (Average score: 3.6)
 - Overall score: 3.4

Academic Transfer

Academic Transfer Marketing Update

- LCC’s fall quarter marketing campaign ran from mid-July through early September and utilized Facebook/Instagram, Google (SEO), YouTube, Snapchat, streaming television, geofencing, and direct mail targeting people who have visited the LCC website. 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.

Global Skills Update

- The "Communication" Global Skill for academic transfer programs was assessed during the annual Summer Assessment Institute, held July 10-12 on campus. Eighteen faculty from 12 disciplines submitted 379 artifacts, 207 of which were read and evaluated. Results, based on a 5-point scale, are as follows:
 - Outcome A) Students will communicate in complete sentences, demonstrating use of grammar, mechanics, and word choice appropriate to context. (Average score: 3.1)
 - Outcome B) Students will develop and express their ideas clearly and reasonably for a unified purpose. (Average score: 3.1)
 - Outcome C) Students will demonstrate comprehension of a wide variety of materials. (Average score: 2.7)
 - Outcome D) Students will use credible evidence to support arguments and conclusions. (Average score: 2.8)
 - Outcome E) Students will document source information. (Average score: 2.7)
 - Outcome F) Students will use a style of delivery that is effective in communicating their message. (Average score: 3.1)
 - Overall score: 2.9

Instructional Assessment Update

- A new Curriculum and Program Review template and user interface was rolled out during fall in-service week. The new template was developed and approved by the Instructional Assessment Committee in spring 2023.

Preparation for College Level Studies

College and Career Preparation Marketing Update

- An [animated explainer video](#) highlighting College and Career Preparation programs, including a spotlight on I-BEST, was developed in preparation for the fall marketing campaign. The video appeared in the form of paid promotions across more than 30 streaming television platforms as well as YouTube from mid-July through early September.
- A program brochure for College and Career Preparation was also developed and printed in both English and Spanish.

Student Access, Support and Completion

Rock Enroll and Career Pathways Showcase

A community open house was held on July 27, drawing well over 200 visitors. The event was broadcast live via Bicoastal Media's KPPK radio station, and featured multiple interviews with alumni, faculty and staff. All eight Career Pathways were represented in the "showcase" aspects of the event, which featured hands-on demonstrations from faculty experts. New alumni banners representing each of the college's eight Career Pathways were installed in the Quad prior to the event (read about the eight featured grads on our [Outstanding Alumni page](#)). The LCC Foundation generously supported the "Walkin' Tacos" served during the event.

Running Start Marketing Update

A Snapchat campaign promoting Running Start was implemented as part of the fall quarter marketing campaign. The Running Start program brochure is now available in both English and Spanish.

Internal Communication and Promotions

College Relations collaborated with the IT department to purchase Yodeck, a tool now being used to globally across campus promote important student information, such as key enrollment dates and deadlines as well as campus events, on all internal digital screens on campus.

Institutional Excellence and Community Enrichment

ctcLink Update

- The Legacy system was retired on August 31, 2023. Two new applications were developed by SBCTC to support ongoing Legacy data needs – LegacyLink and Legacy Transcript. The ctcLink team supported our transition to the new applications, assisted with Legacy Transcript data validation, and completed application security configuration. Kara McElroy served on the Legacy Data Platform Migration Project advisory group.
- The ctcLink team shared a proposal for a system enhancement request to correct issues with the student institution set related to student financial accounts at the state ctcLink College Collaboration Group meeting. The enhancement request received a vote of support from the group and was submitted the beginning of August.
- The ctcLink team created a new student group and waiver trigger to automate waiving the Fitness Center Use fee for specific student populations.
- Nichole Seroshek and the institutional research team presented a session on FTE calculations & enrollment reporting during fall in-service week.
- The ctcLink team completed configuration and testing of a new adjustment calendar that will allow refunds to be calculated based on the class length percent, rather than number of days from the start of the term. This will allow the automation of refunds for dynamic dated classes. This creates efficiency for staff who will no longer need to monitor drops and manually override refunds for dynamic dated classes. A cross-departmental team is working on system updates for implementation winter 2024.
- The ctcLink team created a new student group to support reporting of outcomes for students that receive library instructional support sessions. The team created documentation on mass assigning the student group and hosted a demonstration of the process.
- Nichole Seroshek was selected by the State Board for Community and Technical Colleges to serve on the Sentinel College Advisory Group. Sentinel is a security product to increase efficiencies with security assignment in PeopleSoft.
- ctcLink PeopleSoft Image Updates
 - CS Pillar Image 29 & HCX Mobile - installed on August 12, 2023
 - HCM Pillar Image 43 - installed on October 8, 2023
 - FSCM Pillar Image 47 - will be installed on October 28, 2023

Accessibility Training and Resources

Effectiveness and College Relations staff held an accessibility training during fall in-service, focusing on making online and other content accessible. More information about accessibility, including training videos, is available on the college's newly updated [faculty-staff accessibility resources webpages](#).

Media Coverage

Recent media coverage includes:

[LCC names Jeane Wirkkala Moksness Alumna of the Year](#)

The Lower Columbia College Foundation announced Jeane Wirkkala Moksness as the winner of the 2023 LCC Alumna of the Year award. The Daily News | Sep 28, 2023

[Students from Longview's sister city in Japan visit as exchange programs resume](#)

College students from Longview's sister city of Wako, Japan are in town for two weeks as part of a revival of the cities' exchange programs that were paused during COVID. photo courtesy of Katelyn Metzger. The Daily News | Aug 12, 2023

[Congress needs to support Head Start kids, not cut their programs](#)

On July 13, a U.S. House budget subcommittee adopted a proposal to dramatically slice up the Head Start program — making over 800,000 of our country's most vulnerable children victims of the ongoing budget battles in Washington, D.C. According to national experts, roughly 80,000 Head Start children could be dropped from the program on Oct. 1 — 1,379 just in the state of Washington. The Seattle Times | Aug 06, 2023

[Students in Need fundraiser surpasses goal to help Lower Columbia College students graduate](#)

A fundraiser to help Lower Columbia College students overcome financial burdens and finish their degrees surpassed its goal by about \$4,300. The Daily News | Jul 06, 2023

[PHOTOS: Lower Columbia College celebrates 2023 graduates](#)

Lower Columbia College students graduated Friday at Kelso High School's Schroeder Field. The ceremony included speakers and a presentation of the Scholastic Achievement Award winners. The Daily News | Jun 17, 2023

[Mark Morris star Kobe Parlin will play for Polis, Lower Columbia](#)

Parlin joins another former Monarchs' legend in LCC coach Mickey Polis while staying in the Longview area where he established himself as one of the premier athletes in the region during his four years at Mark Morris. He also became the 34th Monarch to join the Red Devils. The Daily News | Jun 13, 2023

[LCC offers new transfer credit toward BAS-OLTM](#)

Lower Columbia College has announced that Perry Technical Institute graduates can now transfer credit toward earning a Bachelor of Applied Science in Organizational Leadership and Technical Management (BAS-OLTM) at LCC. Wahkiakum County Eagle | Jun 08, 2023

[LCC to hold June 16 commencement ceremony at Kelso HS stadium](#)

Lower Columbia College (LCC) will hold its 87th annual commencement ceremony in-person at the Kelso High School stadium on June 16. The ceremony, which will also be livestreamed, will begin at 6:30 p.m. Wahkiakum County Eagle | Jun 08, 2023

[Former LCC employee agrees to pay \\$8K fine following fraud investigation](#)

A former Lower Columbia College employee agreed to pay an \$8,000 fine after an investigation found she received financial aid for classes she never took, according to the Washington State Executive Ethics Board. The Daily News | Jun 08, 2023

[Lower Columbia College to hold commencement ceremony on June 16](#)

Lower Columbia College is gearing up for its 87th annual commencement ceremony, set to take place at 6:30 p.m. on June 16 at the Kelso High School stadium. For those unable to attend, the ceremony will also be livestreamed. The Daily News | Jun 06, 2023

[Puzzle enthusiast selling collection to benefit Lower Columbia College](#)

Emerson, a Lower Columbia College faculty member, now wants to offer those puzzles to the public. The suggested donation price is \$5 each. The Daily News | Jun 03, 2023

[LCC announces retirement of college president](#)

Lower Columbia College (LCC) President Chris Bailey announced his retirement effective January 1, 2024 during the college's Board of Trustees meeting on May 17, 2023. The Wahkiakum County Eagle | May 25, 2023

[The Daily News Students in Need scholarship fund drive tops \\$32K](#)

The drive raises money for the Lower Columbia College Student Success Fund, which creates grants to help students overcome financial humps that might otherwise force them to drop out of school. The Daily News | May 19, 2023

[LCC fraud investigation finds employee received financial aid for dropped course](#)

Lower Columbia College fired a financial aid employee in December after an investigation revealed she received a total of \$8,000 in financial aid for a class she never took, according to a Washington State Auditor's Office report. The Daily News | May 19, 2023

[Lower Columbia College president announces retirement](#)

Lower Columbia College is saying goodbye to its president of more than a decade, who announced his retirement Wednesday. The Daily News | May 18, 2023

[The Daily News Students in Need scholarship fund drive tops \\$30K](#)

The Daily News' Students in Need drive has reached \$30,585.75. The drive raises money for the Lower Columbia College Student Success Fund, which creates grants to help students overcome financial humps that might otherwise force them to drop out of school. The Daily News | May 13, 2023

[LCC's All-Washington Academic Scholars recognized](#)

Lower Columbia College students Jaida Barrows, Quiana Daniels, Samantha Deleon, and Nicolas Tinoco were honored at the All-Washington Academic Team ceremony with Governor Jay Inslee at a ceremony in Olympia on April 27. The Wahkiakum County Eagle | May 11, 2023

[Congressional reps look to bring federal dollars to Cowlitz County](#)

Cowlitz County had 10 projects make the initial list for federal funding through the region's representative and senators, which could bring up to \$18 million to the area. The Daily News | May 07, 2023

[LCC's All-Washington Academic scholars recognized](#)

Lower Columbia College students Jaida Barrows, Quiana Daniels, Samantha Deleon and Nicolas Tinoco were honored at the All-Washington Academic Team ceremony with Gov. Jay Inslee on Thursday in Olympia. The Daily News | May 02, 2023

[LCC Speech and Debate earns three medals](#)

The Lower Columbia College Fighting Smelt Speech and Debate Team earned three individual medals at Phi Rho Pi Nationals in Washington D.C. metro area. Wahkiakum County Eagle | Apr 20, 2023

[The Daily News Students in Need scholarship fund drive tops \\$17K](#)

The Daily News' Students in Need drive has reached \$17,380.74. The drive raises money for the Lower Columbia College Student Success Fund, which creates grants to help students overcome financial humps that might otherwise force them to drop out of school. The Daily News | Apr 15, 2023

[LCC fundraiser gives people a shot at the American dream](#)

Every dollar you donate goes straight to Lower Columbia College's Student Success Fund, which provides emergency grants to students so that they can stay in school. The Daily News | Apr 15, 2023

[LCC Fighting Smelt take 3rd in national tournament](#)

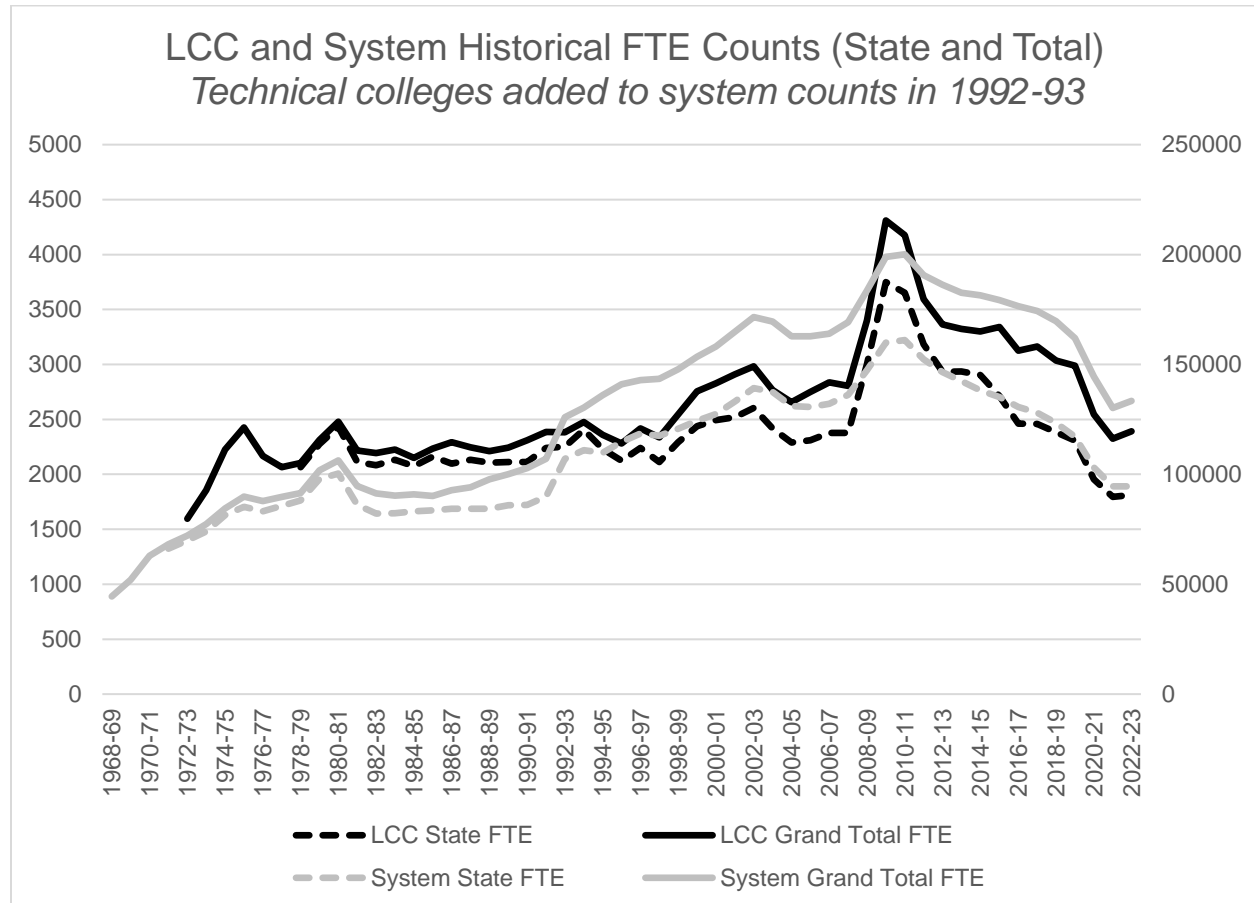
The debate team travelled to Boise State University on March 23 through 25 to participate in the International Public Debate Association Championship Tournament and finished third among community colleges from across the United States. The Daily News | Mar 31, 2023

[Washington Senate budgets for LCC projects](#)

The Washington Senate proposed full funding of nearly \$40 million for the construction of a new vocational training center — by far the largest Cowlitz County budget item. The Daily News | Mar 25, 2023

FTE Training and Resources

Effectiveness and College Relations staff held an enrollment training entitled, “[A peek behind the FTE and enrollment curtain](#)” during in-service week. The slides are available for LCC employees to view (must be logged in to Google to access the slides). Historical FTE trends were shared during the session (system figures have been since added to the graph).





OPERATIONS COUNCIL REPORT – STUDENT SERVICES

October 2023

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

CORE THEME I: WORKFORCE AND ECONOMIC DEVELOPMENT

- Workforce & Career Services will be hosting the Student Employment Job Fair on October 5th to promote work study and student help employment opportunities for students. Additional career preparation workshops such as resume development, interview preparation, and job search assistance will be offered throughout Fall quarter.

CORE THEME II: TRANSFER AND ACADEMIC PREPARATION

- International Programs sent the first faculty member, Dr. Morgan Salisbury, to lead a quarter-long study abroad program in Chile as a member of the Washington State Community College Consortium for Study Abroad (WCCCSA). Three of the 10 student participants in the program are from LCC.
- TRIO took 16 students to visit the University of Washington and Western Washington University where they had the opportunity to tour both campuses and attend admissions and transfer presentations.

CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION

- International programs welcomed 11 new students for fall quarter, for a total fall enrollment of 30 students.
- Disability & Access Services (DAS) conducted 59 new student intakes.
- On September 11th, DAS helped facilitate a Title IX training to 14 faculty regarding pregnancy-related accommodations and guidance around medical leave for students.
- LCC conducted 758 New Student Advising appointments during this summer/fall registration period—a 16% increase over the previous year.
- The Advising Center held 656 advising appointments July 1- September 26.
- Financial Aid continues to find ways to streamline processes, including being one of the first CTC's in the system to implement Mass Packaging. Mass packaging allowed 1,528 prospective

and enrolled students to receive an award letter for fall 2023. **This is an 80% increase compared to the same period last year.**

- VA new students doubled for Fall 2023 compared to last year, with 30 new students and 71 total VA students enrolled.
- TRIO conducted 53 new student intakes.
- The Outreach team participated in 7 community engagements and events from July 1-September 26
 - Go Fourth Festival
 - Cowlitz County Fair
 - Castle Rock School District Administration Welcome Back Event
 - 19th Annual Tribal Health Walk
 - Youth & Family Link - Back to School Kick Off
 - Goodwill Industries - Apply on the Spot
 - Cowlitz County Youth Juvenile Detention Center
- The Outreach team initiated admissions letters and packet mailings in addition to email admissions notifications.
- The Outreach team conducted a “Summer Scholars” program that engaged BIPOC male students, waiving the cost/tuition for COLL 101. Throughout the summer there was 100% attendance, course completion, and successful fall enrollment for the participants.
 - This model is being adapted to effectively engage prospective students interested/eligible in the College and Career Preparation (CCP) program.
- Summer Quarter concluded with an increase in applications from the previous summer by 16.3% (572 vs. 492)
- Current application rate for fall is 1806 vs. 1909 the previous year; however there is ongoing outreach to College and Career Preparation (CCP) prospective students
- Summer Quarter applicant to registered student conversion rate was 29%
- Fall Quarter applicant to registered student conversion rate is 42%, including running start
 - Excluding running start, the conversion rate is 39% for Fall with notable growth in applicants and conversion for disaggregated student populations of focus (BIPOC and male students)
- Registration welcomed a new program coordinator in August. The department is back to being fully staffed.
- Rosemary Perkins and Tanya Pisarchuk in Registration facilitated a statewide ctLink work session regarding ctLink AAR academic requirement troubleshooting on August 3, 2023.
- Official transcript orders are increasing significantly. Registration processed 958 outgoing paper and electronic transcripts ordered through the National Student Clearinghouse. For the period of June 1-Aug 31, transcript orders increased 25% from 2022 (833 to 1046).
- Registration processed 1149 incoming admission applications. Fraudulent applications continue to be an obstacle to efficient processing. 287 incoming applications have been flagged as fraudulent since 1/30/23 and more are added each week.
- Registration evaluated 256 transcripts and awarded 9,452 credits for incoming transfer students. Additional credits were posted for CTE Dual Credit (33 credits), AP Exams (60 credits), and CCP (5 credits).
- Registration awarded 131 summer credentials, including 106 associate degrees, 4 BAS degrees, 8 certificates, and 13 high school diplomas.
- LCC Running Start students participated in one of the following Summer Running Start options:
 - After Exit: Summer Running Start Proviso for Community and Technical College Enrollment. This was for graduating 12th grade students who were within 15 college

credits of an associate degree. These students were permitted to complete an Associate degree, up to a maximum of 15 college credits.

- The Summer After Exit funding is expected to continue for the Class of 2024 graduates.
- Summer Quarter Running Start: This was open to Non-graduating 11th and 12th grade students who did not reach their combined FTE during the 22-23 school year. Students were permitted to take Summer quarter classes and have tuition covered.
 - The Summer RS will be available again as long as students have FTE availability.
- Running Start had 101 students sign up to take Summer quarter classes:
 - 15 were enrolled in the Summer Running Start After Exit Program
 - 37 were rising HS seniors (currently in program and new to the program), who took advantage of the opportunity provided by OSPI and SBCTC, and took summer classes as they had remaining FTE available that they did not use during the academic year
 - 18 students were rising Juniors. These were new students joining Running Start who wanted to get an early start by taking College 101 or more classes to get ahead of Fall quarter. These students were self-paid for Summer.
 - 16 students were rising Seniors. Even though they were not eligible for Summer Running Start, they decided to take a class this Summer and self paid tuition/fees to remain on track.
 - 15 Students decided to return to LCC and take Summer quarter as a traditional LCC student.
- Running Start Fall 2023 FTE/AAFTE has increased to 1.40 from 1.20 per state Legislation. Students cannot be claimed for more than 1.40 combined FTE between the HS and the College.
- A new Resource Navigator was hired in the Workforce & Career Services department to provide wrap around support for student basic needs. This position will also staff the food pantry and laundry room in addition to providing case management support for students experiencing food insecurity, housing insecurity, and homelessness. This position was recently mandated as part of the Basic Needs Act (SSHB 1559) which creates benefit navigator positions for each college. Additionally SSHB 1559 requires colleges to develop a Hunger-Free and Basic Needs Strategic Plan by April 2024. Students, faculty, and staff will be involved providing input in the development of this plan for LCC.
- The food pantry has modified the service model to allow for greater access and flexibility for students. Students now can utilize a self service shopping approach to pick their own items while receiving support from staff. Additionally, the food pantry is now offering fresh foods including milk, cheese, eggs, bread, fresh vegetables, and fruit. A new commercial sized fridge was installed in the summer to increase storage capacity for fresh foods. These items are available to students once a week in addition to non-perishable items such as grains, proteins, hygiene products, and other necessities.
- Utilization of the food pantry for the first week of Fall quarter has increased by 85% compared to Spring quarter (107 check ins versus 58). As part of adding additional staffing and capacity for the food pantry, the hours have increased from three days a week for 4 hours a day to being open Monday through Friday 8am-5pm.
- In partnership with Lower Columbia CAP, the food pantry has been able to increase availability of diapers and pull ups for student parents. Lower Columbia CAP donated 48 diaper boxes (approximately 6,000 diapers) for students in September.
- As part of the Supporting Students Experiencing Homelessness (SSEH) pilot, the men's restroom upstairs in the Student Center was converted into a laundry room for student use. The laundry room opened during Summer quarter and provides two washers and dryers and a study space

for students who are experiencing homelessness or housing instability. Workforce & Career Services staff monitor the space as part of case management for SSEH.

- Counseling conducted 27 student appointments across Summer and the beginning of Fall Quarter, in addition to:
 - 2 walk-in support sessions provided
 - 11 academic reinstatements processed
 - 49 academic support appointments conducted
 - 3 case management alerts
- Students sought counseling through various avenues, including:
 - 3 students were contacted for counseling outreach at the request of staff
 - 4 students self-referred
- The testing team evaluated 265 multiple measures, proctored 177 Math placement exams, and coordinated 54 Conditional Math placements. Testing also proctored 296 PearsonVue exams and 369 community-based exams during the quarter. Testing received 57 faculty proctoring requests from 13 different faculty and proctored 182 test sessions.
- The testing team worked with 202 Fall 2023 Nursing applicants to coordinate TEAS and Kaplan testing via in-person and remote testing where 261 testing appointments were provided, with most of the test sessions in July.
- The One-Stop Center held 4,531 student drop-in appointments, 1,950 unduplicated headcount, between July 1, 2023 and September 27, 2023.
 - 45% of appointments were in person, 31% on Zoom, 10% on phones, 8% email* and 6% modality was not reported. *Not all email inquiries are reported on, these were mostly reports of Financial Aid documents that were submitted and uploaded.
 - The top reasons students needed assistance were financial aid questions and to-do's, student ID cards and ID stickers, drop-in advising and parking permits.
- The One-Stop Center sent texts to 56 students who requested student loans and didn't accept them, and provided direction on next steps so loans wouldn't be delayed.
- The One-Stop Center sent texts to 131 students in July and August who had courses in their shopping carts but were not enrolled in Fall quarter. 60% of those students are currently enrolled in classes, as of September 27th.
- ASLCC held 3 summer trips with 63 student attendees.
- ASLCC expanded investment in staffing and added a coordinator to the student activities team starting in October.
- Housing held multiple summer student engagement programs to support transition into housing.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

- Student Christopher Levy was awarded a prestigious Gilman Award Scholarship, LCC's first, to participate in the study abroad program to Chile for Fall quarter.
- During Fall Inservice, the [Essential Practices of Advising: Manual](#) was presented to LCC staff and faculty advisors. It spells out what LCC students can expect to get from their advising experience at the institution and outlines resources and instructions for advisors.
- As a part of the newly adopted policy to support Employee Affinity Groups (EAG), LCC approved its first EAG. The Latine EAG provides an informal space for employees to create a culture of belonging, and provides opportunities for professional development and growth, relationship building, and advocacy affirming Latino cultural identity, practices, language and values.

New Hires:

- Registration welcomed Kat Hill as the new program coordinator in August. The department is back to being fully staffed.

- Emme McCarthy started on September 8th as the new tenure track Mental Health Counselor.
- Joy Yolangco started on September 18th as the new full time Resource Navigator. Joy will be responsible for coordinating food pantry operations as well as providing support for students with basic needs insecurities.
- Shannon Vantrease will return to LCC as the new Program Coordinator supporting Student Activities and TRiO on October 2nd.
- Sarah Kirton will begin October 9th as the new Financial Aid Advisor. Sarah will work closely with the One Stop Center helping students with complicated tier 2 financial aid questions, assisting new Veteran students to access all eligible benefits, and providing SAP counseling to students on impacts to their financial aid if not successfully completing classes.

HUMAN RESOURCE SERVICES – July, August, & September 2023

New Hires/Position Changes in July:

7/1/2023	Shani Dennick	HR Benefits & Operations Manager (Title Change)
7/1/2023	Sarah Giddens	Student Financials Manager (Title Change)
7/1/2023	Angel Ruvalcaba	Director of Testing & Student Success Technology
7/3/2023	Ariana Morvee	Instruction & Classroom Support Tech (Non-perm)

New Hires/Position Changes in August:

8/1/2023	Sadahji Williams	Program Assistant (Non-perm)
8/16/2023	Shelby Stevens	Teacher Assistant (Head Start)
8/16/2023	Taylor Flick	Teacher Assistant (Head Start)
8/16/2023	Abigail Long	Teacher Assistant (Head Start)
8/16/2023	Alexis Coble	Teacher Assistant (Head Start, Non-perm)
8/16/2023	Kelly Norton	Program Coordinator
8/16/2023	Madeline Busby	Family Advocate (Head Start)
8/16/2023	Edward Munsch	Grounds & Nursery Services Specialist 5
8/21/2023	Jennifer Lucas	Talent Acquisition Specialist

New Hires/Position Changes in September:

9/1/2023	Adriana Baltazar	Open Doors Ed Planner
9/5/2023	Malisa Long	Program Assistant (Non-perm)
9/5/2023	Paul Cristofaro	Open Doors Ed Planner
9/8/2023	Emmeline McCarthy	Mental Health Counselor
9/8/2023	Adrienne Godschalx	Microbiology Instructor
9/8/2023	Ashleigh Kruckenberg	Education Instructor
9/8/2023	Morgan Stierman	English Instructor
9/18/2023	Zach Modin	Instruction & Classroom Support Tech (Non-perm)
9/18/2023	Joy Yolangco	Resource Navigator

What's Going on in HR

- We have two new team members: Becca Noce and Jennifer Lucas! Prior to LCC, Becca was working in an admin. role at a law office and has had various customer service roles. Jen comes to LCC with over 20 years of experience in higher education as well as HR experience at a credit union in Vancouver.
- Human Resources welcomed and oriented all new full-time and part-time employees.
- We continued with lots of full-time recruitments over the summer and into the start of fall.

- This summer, we ran our annual diversity data. Unfortunately, the percentage of hires that identify as people of color went down from 22.54% to 13.29% for the 22-23 FY. If we just look at our full-time hires, 20.75% were people of color, which is about a 1% difference from last year. We will post the report on our HR page soon. Our goal is to increase the diversity of our applicants and ultimately, increase the diversity of our hires this year. We have a number of strategies underway including building confidence in our Search Advocates that are serving on our FT committees.
- We have a new careers page as a result of Attract, an add-on to NEOED. The Attract careers page dives deeper into what it's like to work at LCC and all that we have to offer. We have tailored careers pages for Head Start/EHS/ECEAP to highlight their program and the communities they serve. With Attract, we are now able to have more proactive, intentional recruitments. We are excited to see what the data shows as far as the diversity of our applicants.
- The Sunshine award goes to the individual who: has a positive, encouraging, and cheerful attitude, is a behind the scenes enthusiast and inspiring team player, and provides bright and professional customer service. The exempt winner was Natalie Richie and the classified winner was Terry Rubash!
- HR coordinated the Classified Staff Appreciation Breakfast and it was held in August this year so Head Start staff could attend. We had around 80 people attend and many said it felt great to be able to see each other in person again. We had eight exempt staff serve our classified staff.
- For summer 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. In September, HR collaborated with Tracy Stanley to offer a session on the WFSE contract changes. Jenny Sheehan (Senior Labor Negotiator from OFM) led a virtual workshop on Labor Relations 101 for supervisors.
- Jennifer, Kendra, and Sam attended the NW Equity Summit in Portland in September. It was a great conference with lots of DEI takeaways.

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. 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 October 27!

Red Devil Wellness (RDW)

- During summer quarter, we offered social Sundays and encouraged faculty and staff to bring their kids to the parks in the Longview/Kelso area as well as walking breaks during summer schedule.
- 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.
- The rest of summer was spent planning for the wellbeing activities for 2023-24. We look forward to offering more in-person opportunities and providing a variety of ways for our campus to engage in wellness at LCC.

FOUNDATION –July, August, September 2023

LCC's Alumni Association's growth continues with membership reaching 975 alumni.

The first awards for the 2023-24 academic year scholarships, worth over \$570,000, have been distributed. The second cycle for the same academic year will commence on October 2nd, offering over \$150,000 in scholarship opportunities available to applicants. A single online scholarship application can be used to apply for multiple opportunities. Scholarship workshops will be held on campus, and a video detailing the scholarship process will be uploaded to the website. Full details about LCC scholarships can be found on the LCC scholarship webpage.

Capital Campaign Update: The Foundation's Board/Leadership Giving phase of the campaign has been completed with 100% participation of the Board, Trustees and Steering Committee. We are now focusing on Athletics and major donors. We have reached 72% of our total campaign goal.

We held a foundation board retreat on campus on July 19th where we did some team building, campaign updates, and even time with some of our scholarship recipients and faculty leads. It was an invigorating day for all involved! We capped the afternoon off with a celebration reception on the rooftop of HSB to toast our campaign success!

The Athletic Booster letters went out to 945 athletic supporters. As of 9/30, the appeal has raised \$17,238.68 so far.

Foundation books were officially closed for the fiscal year of 2022-2023. The Audit team will conduct the 2022-2023 audit during the week of October 9 – 13, 2023.

July, August, & September gifts and pledge payments totaled \$3,072,256 which included:

- \$1,650,663.86 Estate of Charles Klawitter
- \$380,111.24 Estate of Charles Klawiter
- \$300,000.00 Richard C. Nau
- \$246,321.71 Estate of Charles Klawiter
- \$75,000.00 Kelso Recreation Council
- \$50,000.00 Board Pledge
- \$50,000.00 Board Pledge