

Lower Columbia College Minutes

Operations Council – July 29, 2025

Attending: Matt Seimears, Jason Arrowsmith, Merry Bond, Henry Brewster, Kristin Finnel, Desiree Gamble, Tamra Gilchrist, Sarah Griffith, Wendy Hall, Michaela Jackson, Sam Orth, Natalie Richie, Guadalupe Rodriguez, Angie Rogers, Dan Ruiz, Laura Sampson, Janel Skreen, Kendra Sprague, April Tovar Villa, Nolan Wheeler, and Tracy Powell.

Called to order by President Seimears

MEETING TOPICS

- Update from HR: Sam Orth reviewed best practices for discussing current or former employees, emphasizing the importance of maintaining confidentiality regarding employee separations to protect privacy and reduce legal risk. She also provided information about the new employee onboarding program, noting that employees hired after April 16, 2025, should make every effort to attend four weekly onboarding sessions beginning fall quarter.
- Budget Status: Nolan Wheeler provided a budget status update. With the implementation of Tier 2 and Tier 3 budget reductions, the college is on pace to present a balanced budget at the September Board meeting.
- Administrative Leadership Committee (ALC): Tracy Powell, President Seimears' new Executive Assistant, was assigned to establish and facilitate the Administrative Leadership Committee (ALC). The committee will meet twice monthly to support communication and information sharing across campus. Additional details will be shared as the committee develops.
- Quarterly Conversations - Classified Employees: President Seimears discussed low attendance at the Quarterly Conversations. Operations Council members expressed interest in continuing the quarterly meetings.
- Operations Council Reports / Format: President Seimears discussed the Operations Council quarterly reports and the need for a standardized template to streamline the compilation of individual reports into a comprehensive quarterly report.

ROUND TABLE DISCUSSION (if time allows)

- None

The Annual Report of Accomplishments 2024-25 begins on the next page.

Annual Report of Accomplishments 2024-25

Presented by President Matt Seimears to the Board of Trustees, July 30, 2025

Workforce and Economic Development

CONTINUING EDUCATION

- The remodel of the Continuing Education office is complete. Work is underway to complete the setup of offices and hiring of work-study students. The goal is to open the office by September 1st.
- Generated sufficient revenue this year to contribute \$60,000 to the college.
- Developed a personal self-defense class offered to LCC's security team. This hands-on training enhanced the participants' situational awareness, defensive tactics, and confidence in handling challenges on the job.

ENROLLMENT

- FTE (Full Time Equivalent) enrollment increased in all categories except Open Doors.

FTE (Full Time Equivalent)	2023-24	2024-25*	Change
STATE FTE	1,911	2,346	+22.8%
Academic Transfer	869	1,018	+17.1%
Basic Skills	417	563	+35.1%
Precollege	70	72	+2.9%
Professional/Technical	556	693	+24.7%
Running Start	387	432	+11.5%
International	30	34	+11.1%
BAS	76	121	+59.5%
Open Doors	135	13	-90.1%
TOTAL FTE	2,499	2,892	+15.7%

*2024-25 annual figures not final

GLOBAL SKILLS ASSESSMENT

- The IR team ran a successful summer assessment institute in 2024 to evaluate student progress toward achieving LCC's Quantitative Literacy Global Skill.
- Three dedicated assessment days (in fall, winter, and spring quarters) focused on Curriculum and Program Review and preparing LCC for the 2025 Evaluation of Institutional Effectiveness by the NWCCU.

PROFESSIONAL/TECHNICAL PROGRAMS

- The SBCTC approved two new CO1 certificates in health & fitness to be offered in 2025-26: Group Fitness Instructor and Health Coach. Both will articulate with the

AA-DTA (Health & Fitness Focus). Our existing Fitness Specialist Certificate has also been updated significantly and will now focus on Personal Training.

- LCC's Automotive Program achieved ASE (Automotive Service Excellence) Training Program accreditation by the ASE Education Foundation for Master Automobile Service Technology—the highest level of program accreditation recognized by the National Institute for ASE.
- LCC's Regional University Center has partnerships with WSU-V, Grand Canyon University, and Western Governors University. Advisors from the three universities have on-campus advising appointments available.
- The Workforce Education Department continued to offer high school CTE programs on the LCC campus. Industrial Trades Foundations (machine trades and welding) and Diesel Mechanic Technology. This year, it was expanded to include an option for second-year students to earn college credit for vehicle climate control and industrial safety.
- The first BSN cohort launched in the Fall 2024.
- SBCTC approved LCC's 4th Bachelor's degree program. The BS in Computer Science.
- Texas A&M Collaboration: Dean Gilchrist and Director Jackson recently toured Texas A&M's Multidisciplinary Engineering program to support the expansion of LCC's Advanced Manufacturing Program. Thanks to an introduction by President Seimears, they met with Pitsco Education and Dr. Mohamed Gharib, who shared valuable insights on robotics curriculum, lab setup, and program structure. This visit will help shape the new vocational building and guide the development of LCC's new Automation, Instrumentation, and Robotics degree launching in summer/fall 2025.
- Tour of Clark College Advanced Manufacturing Center: LCC joined a tour and meeting with Clark College leadership, faculty, and architects to review their Manufacturing Center and explore collaboration opportunities for serving SW Washington students.
- Tour of Smurfit/Westrock: LCC staff toured Smurfit/Westrock to learn about their operations and training needs. The workforce team planned to work with company leadership on future training and apprenticeship opportunities.

WORKFORCE & CAREER SERVICES

- Workforce & Career Services staff offered students career guidance and information by hosting events that provided students the opportunity to network with employers. This year, employer hiring demands continued to be strong despite economic uncertainty. The Employment Navigator worked with over 100 employers to identify hiring needs and opportunities to engage with LCC students and alumni. Over 315 students (434 appointments) met with the Employment Navigator for assistance with job searches.
- A total of 53,670 jobs from 139 employers were posted on LCC's online job system, *Career Connections*. All student employment positions (including work study and student help) are now posted in NEOED for recruitment and onboarding. Several workshops were offered throughout the year to train supervisors on the new student employment requisition and hiring process.

- In an effort to reduce duplication of services, staff continued to collaborate with local partner agencies, such as WorkSource, and to promote virtual and in-person employment preparation workshops and resources, such as resume building, interview skills, and employer networking. A co-located WorkSource staff member now serves students on campus once a week in the Career Center and a new process for cross agency referrals was developed to decrease barriers to services for students.
- Several in-person hiring events were offered, including a student employment fair targeted towards work-study and student help positions as well as the Career and Networking Fair. Employer information tabling events were held each quarter to highlight employers in a variety of fields. The Career and Networking Fair showcased 41 employers from the healthcare, business, education, industrial trades, and technology industries, which was a 46% increase from the prior year. The event also featured mock interviews and an interview attire fashion show. Over 200 students and alumni participated in the Career and Networking Fair.
- Workforce and Career Services staff continued to collaborate with workforce partners, including Workforce Southwest, WorkSource, Goodwill, Lower Columbia CAP, DSHS, Janus Youth, Partners in Careers (PIC), and others, to increase communication, provide better alignment of services, and to leverage resources and funding sources.
- In alignment with federal and state guidelines through the Workforce Innovation and Opportunity Act (WIOA), staff continued to engage external regional partners to support one-stop access to the workforce system for low-income and dislocated workers in the service district.

Academic Transfer

FINE ARTS

- Co-hosted the first Spring Arts Festival showcasing visual & performing arts on Thursday, June 5th. The event brought in 300+ guests participating in activities which included floral arrangements, foraging, and origami workshops, live music, student art demonstrations, outdoor yoga, pottery sale, free photobooth, student art showcase, metal art walk, chalk art mural, and the launch of the 25th Volume Salal Review magazine.

MARKETING

- In August 2024, an LCC Open House and Career Pathways Showcase was held on campus, aimed at increasing enrollment and enhancing community visibility. The event attracted over 200 visitors.
- A campaign featuring testimonials from LCC employees ran throughout 2024-25 on social media, print, and digital screens around campus. Read their stories on the [employee testimonials webpage](#).
- Marketing strategies for 2024-25 included several components:

- Radio: Summer, fall, winter, and spring enrollment campaigns with all local radio stations, with an additional campaign for the Bachelor of Science in Computer Science launch due to marketing funds available from the program.
- Print: Summer, fall, winter, and spring enrollment campaigns with The Daily News and the Wahkiakum County Eagle.
- Direct mail: Targeted postcard campaigns promoting general enrollment in fall and spring.
- Targeted email: Direct email campaigns recruiting for the Bachelor of Science in Nursing, Bachelor of Applied Science in Teacher Education, and Bachelor of Applied Science in Organizational Leadership and Technical Management.
- NWAC Sponsorship: advertised during all teams' championship tournaments.
- Digital campaigns: Seven digital campaigns provided consistent coverage throughout the year. Channels including Meta, Google, YouTube, Snapchat, TikTok, streaming television, and geofencing, varied by campaign.
 - Fall 2024 enrollment (mid-July - mid-September)
 - Ads (impressions): 1,130,749
 - Clicks or swipes (to our website): 14,310
 - Phone calls: 298
 - Winter 2025 enrollment (mid-November - early January)
 - Ads (impressions): 318,931
 - Clicks or swipes (to our website): 10,913
 - Phone calls: 169
 - Adult Learners 2025 (early January - end of February)
 - Ads (impressions): 294,744
 - Clicks or swipes (to our website): 10,806
 - Phone calls: 121
 - Spring 2025 enrollment (mid-January - end of February)
 - Ads (impressions): 282,897
 - Clicks or swipes (to our website): 6,551
 - Phone calls: 63
 - Target Males campaign (mid-March - mid-April)
 - Ads (impressions): 197,147
 - Clicks or swipes (to our website): 2,261
 - Dual Enrollment (month of February)
 - Ads (impressions): 130,121
 - Clicks or swipes (to our website): 649
 - Summer/Early Fall 2025 (May - mid-June)
 - Ads (impressions): 582,103
 - Clicks or swipes (to our website): 12,528
 - Phone calls: 179
 - Total annual impact of digital marketing at LCC
 - Ads (impressions): 2,936,692
 - Clicks or swipes (to our website): 58,018
 - Phone calls: 830

TRANSFER & ACADEMIC PREPARATION

- LCC and Kelso High School received OSPI approval for Open Doors beginning fall of 2025.
- CTE dual credit articulation applications were received from 130 high school teachers from 13 districts. This represents 186 articulated high school courses so far, with approvals still coming in from faculty.
- The Curriculum Committee has approved shorter pathways to and through college-level math.
- Speech & Debate Transfer Pipelines: Faculty established partnerships with Lewis & Clark College, Whitworth University, University of Washington, Pacific University, and Boise State University that involve clear pathways for speech and debate students to transfer.
- RAISE: A group of Natural Science faculty continue to participate in the RAISE project with partners Clark College and WSU-V to build pathways to transfer in STEM disciplines. Objectives include creating undergraduate research experiences, establishing peer mentoring connections and other strategies for connecting recent transfers with current LCC students. These connections align advising with 4-year partners to create a smooth pathway to completing a bachelor's degree in STEM.

Preparation for College Level Studies

COLLEGE AND CAREER PREPARATION (CCP)

- Served and enrolled 1,386 students in classes for various programs including English Language Learnings (ELL), High School Completion (HS+), GED, I-BEST, and pre-college.
- Added a part-time advisor to the CCP department in July 2024. This new position allowed for more consistent advising for our HS+ and GED students. The intake process was adjusted so that all HS+ and GED students were scheduled advising appointments within the first few weeks of entering their programs.
- 54 HS+ graduates in 2024-25, a 50% increase in graduates from the 2023-24 academic year.
- Faculty worked with Advising staff to create a HS+ program map in Navigate. This allows HS+ students to create a graduation plan with their advisor and store it within the system. As a result students, staff and instructors are able to access HS+ graduation plans at any time, helping streamline registration for future quarters with instructors and other CCP staff.

TRIO

- Served 128% of their funded-to-serve student population, with 291 students served for the academic year. (Funded to serve 227).
- At least $\frac{2}{3}$ of students served in TRIO must meet eligibility requirements as “double qualifiers,” being both first-generation college students, and low-income students. TRIO met and exceeded the objective by 6.6% with 73.2% of TRIO students meeting double qualifying eligibility requirements.

- 89% of TRIO students were in good academic standing with at least a 2.0 GPA, exceeding the required objective of 80%.
- 56% of TRIO students earned an Associate's degree within 3 years of enrolling at the college, exceeding the required objective of 35%.
- 45% of TRIO students who earned their Associate's degree within 3 years of enrolling at LCC transferred to a four-year institution by the following fall term from their graduation date, exceeding the required objective of 25%.
- Visited 9 universities during the 2024-25 academic year, with 18-20 students on each trip.
- In total, nearly 200 students had the opportunity to attend admissions presentations and tour college campuses of interest.

Student Access, Support and Completion

ADVISING

- Completed a total of 4,507 student engagements with 2,270 unduplicated students.
 - 41.9% of appointments were in-person, 49.6% were via Zoom, and 8.5% did not report a meeting modality.
- Introduced the first-ever Coordinated Care Newsletter Winter quarter 2024. The newsletter highlights the collaborative efforts across our campus, showcasing the incredible work done to support our students. From important dates, events, updates, to faculty and staff spotlights, the newsletter is an effort to highlight the commitment to enhance student success and build coordinated care across our campus.
- Recognized the accomplishments of part-time students Winter quarter 2024 by awarding the first-ever Part-Time Excellence Recognition to those who earned a 3.5 GPA or higher.
- Hosted the first-ever Red Devil Welcome Days event, in collaboration with departments across campus. The event created a welcoming environment for new students as they prepared for their first quarter, and included campus tours, visits to key resources, guidance on obtaining student ID cards and parking permits, and a meet-and-greet with President Seimears. The event also included support from eLearning and Financial Aid, further enhancing our support for incoming students.
- The Advising and One-Stop team hired an Assistant Director, who will be essential in leading the One-Stop team, strengthening frontline student services, enhancing campus coordinated care, and adding a layer of advising for at-risk students.
- The Advising team worked with faculty to revamp the College 101 Advising assignment. The streamlined assignment removed non-essential components and refocused on helping students identify their advisor(s), understand how to connect, and practice effective email communication. Advisors also created engaging video instructions for students in the remote College Success courses.
- Strengthened coordinated care by integrating advisors directly into faculty departments, mirroring the successful model established in the University Center. Advisors transitioned into the Math and Business departments, allowing for closer collaboration with faculty advisors.

ASLCC

- Leadership members attended the CUSP Student Leadership Conference at Green River College and completed two weeks of intensive training and program planning.
- Received 32 applications for 10 coveted spots on the Student Legislative trip with the Board of Trustees to Washington, D.C. Ten student leaders attended the February 2025 National Leadership Summit for ACCT.
- Hosted 67 programs during the 2024-25 academic year.
- Approved reserve funding to purchase a new baseball net and a mascot outfit, contributing to campus spirit and athletic support.
- Hired a new Mental Health Advocacy Director to enhance student wellness initiatives. Additionally, ASLCC refined its bylaws, combining the Finance Director and Chief Justice roles and creating a new Outreach Director position for the 2025-26 academic year.
- Received 21 applications for the 2022-26 ASLCC Executive Board for the available positions, and a total of 7 students were hired.
- ASLCC Budget Committee completed the 2025-26 S&A, Tech Fee, and Student Support Fee budget process. The final budget was presented to the BOT at the May 2025 meeting and was approved.

COUNSELING SERVICES

- Conducted a total of 636 counseling appointments, which was a 67% increase as compared to the 2023-24 academic year (380). The increase in students served was partly due to the addition of a part-time mental health counselor who supported the counseling department Fall and Spring quarter of this academic year.
- Conducted 208 Academic Support appointments, which is a 14% increase as compared to the 2023-24 academic year (182).
- Conducted 139 outreach attempts via email, telephone, or text message to students at the request of staff/faculty.
- Delivered 33 presentations to students and staff on a range of topics. These included general overviews of counseling services as well as more specialized subjects such as crisis intervention, procrastination and motivation, and suicide prevention. The presentations aimed to promote mental health awareness and increase visibility of the department's services on campus.
- Welcomed a new intern from Arizona State University, who will be completing a six-month placement from July through December 2025.
- Implemented the campus-wide initiative Suspenders4Hope™— a comprehensive, strategic program to promote mental health wellness, prevent suicide, and reduce substance misuse through real stories of hope, help-seeking, and resiliency. This was the first year of the three-year contract.
 - A total of 21 staff/faculty completed the Suspenders4Hope Suicide Prevention training either in-person or online.
 - Held 8 table events to promote Suspenders4Hope and free mental health counseling on campus.

I-BEST

- With continued faculty and staff support I-BEST enrollment increased over 57% from spring 2024 to spring 2025.
- The new application to I-BEST the Business Management AAS was approved by the State Board, allowing us to serve and support more students and increase opportunities to offer additional courses with enhanced FTE.

DISABILITY AND ACCESS SERVICES

- Served a total of 405 students, a 21% increase over the previous year (336), and the largest volume of students served in one academic year to date.
- Conducted 288 new student intakes, a 14% increase over 2023-24.
- Provided accommodations to 360 students with disabilities, a 17% increase over 2023-24 (307).
- Provided Title IX (pregnancy-related) accommodations to 24 students, a 50% increase over 2023-24 (16 students). These accommodations included classroom adjustments and facilitating medical leave in class and clinical settings.
- Provided accommodations for 21 English Language Learners (ELL) students, a 62% increase over the previous year (13). The main accommodations included extended test time, recording classes, and translation devices. The languages we served grew to include the following: Japanese, Filipino, Chinese, Mandarin Chinese, Vietnamese, Dari-Persian, Spanish, Arabic, Punjabi, and Swahili.
- Developed a free assistive technology guide for students in areas of audio enhancement, screen readers, speech to text, text to speech, and visual enhancement. The goal is to increase access and autonomy for their education and beyond.

FINANCIAL AID

- Successful implementation of the new 2024 Simplified FAFSA
- Awarded and delivered nearly \$18 million in federal, state, and institutional aid programs to 2,193 individual students.
 - This represents a 24% increase in total aid awarded and a 13% increase in the number of students served (compared to 1,941 students in 2023–24).
- 22% increase in students receiving Pell Grants
- 54% increase in Outside Community Scholarships
- 11% increase in Veteran Student enrollment compared to the previous year, bringing the total to 113 students.
- VA enrollment has surged nearly 74% since 2022–23, reflecting our institution's ongoing commitment to serving military-affiliated students.
 - Created a dedicated VA support team, including two VA work-study students to increase support to VA students
 - Streamlined onboarding processes, with user-friendly online forms.
 - Redesigned VA student webpage that prioritizes ease of access to critical information.

- In-person support available for students who prefer one-on-one guidance.

INSTITUTIONAL RESEARCH

- The IR team developed a locally designed tool to replace the enrollment funnel previously built in LCC's former CRM tool, Fireworks. Fireworks went out of business in December 2024.
- The reporting requirements for the Financial Value Transparency/Gainful Employment (FVT/GE) Act were successfully met in January 2025.
- The Community College Survey of Student Engagement (CCSSE), a national survey facilitated by the University of Texas at Austin, was successfully administered during the winter quarter.
 - The paper survey was administered to 68 in-person classes.
 - The online survey was administered to students enrolled exclusively in online classes.
- The IR team participated in a State Workgroup, collaborating with State Board staff on a system solution for career pathway coding for reporting and research purposes. Following that work, LCC was one of the first colleges asked by the State Board to serve as a test college for implementing proposed solutions. That work is still in progress.
- LCC's Community Perceptions Survey was administered in the spring of 2025.
- Student participation on LCC's Monitoring Report Review Teams increased to 12 students, who were hired through an open application process advertised to all currently enrolled students.
- LCC partnered with Tacoma Community College to persuade the State Board to begin distributing "ungraded" transcripts through DataLink. Although this was common practice before ctcLink, the records have not been provided since 2020. This limits IR's ability to provide data for Basic Education for Adults programs. Data was provided retroactively.
- A [Weekly Enrollment Report Sign-up](#) form was created for interested faculty and staff wanting weekly enrollment data. The form can be found on the [Effectiveness & College Relations \(ECR\)](#) webpage.

INTERNATIONAL PROGRAMS

- Welcomed 19 new international students throughout the 2024-25 academic year, including four student-athletes participating in men's baseball and women's basketball.
- Total international enrollment reached 32. This diverse cohort represented 13 countries, contributing to the global makeup of the campus.
- Set a "Wildly Important Goal" (WIG) to rebuild the foundations of the program for a sustainable maintenance of 30+ international enrollments, which was achieved and maintained.
- Supported short-term international students, including a group of nine from Atomi University (Japan), marking the 10th year of the partnership program, as well as the

fourth cohort of the Congress-Bundestag Youth Exchange for Young Professionals (CBYX) program between Germany and the United States.

- International students excelled in classes, with 19 earning president's list and 4 earning dean's list in fall, winter, and spring. Three international students were awarded Outstanding Student Awards. Those awards were from the Engineering department, the Physics department, and the International Programs department.
- Nine International students graduated, including two who will complete their studies in the summer. Eight students received honors. Five students were accepted to and transferred to four-year colleges or universities in the U.S., while three were accepted to and transferred to universities outside the U.S.
- Launched a new weekly workshop series designed to provide extended orientation, skill-building, and integration support to foster ongoing support. These sessions focused on topics such as:
 - F1 Visa Compliance
 - University Transfer Planning and Academic Resources
 - Diversity and Discrimination
 - International Travel Tips and Reminders

The workshops extended the International Student Orientation and provided a space for students to ask questions about unfamiliar or complex topics.

- Finalized a 2+1 articulation agreement with the Rennes School of Business (RSB) in Rennes, France. This program is eligible for financial aid and allows LCC graduates in Business to:
 - Transfer seamlessly into RSB's Bachelor's in Management program
 - Complete their degree in just one academic year
 - Benefit from a tuition discount and application fee waiver
 - Study in a program taught entirely in English
- The LCC president and the International Programs Specialist visited partner institutions in Japan, where they renewed Memoranda of Understanding (MOUs) with Atomi University and Wako Kokusai High School. These renewed agreements play a critical role in maintaining essential student recruitment pipelines and establishing a strong foundation for future collaborative initiatives. Notably, the MOU with Atomi University officially launched the Atomi One-Year Program, which enables Atomi students to study at LCC for one academic year while retaining their enrollment status at Atomi University, without being required to pay the high-cost maintenance fee.
- In partnership with Green River College, LCC was included in a Steven's Initiative grant to implement four new Collaborative Online International Learning (COIL) courses in the 2025–2026 academic year. This initiative is embedded in the LCC curriculum, reflecting the LCC's commitment to global learning. COIL offers international learning experiences to students who may not have the opportunity to study abroad. This grant allows:
 - Two LCC faculty members to receive training and mentorship
 - Partnerships with faculty in the Middle East and North Africa (MENA) region
 - Integration of global dialogue and virtual exchange into LCC curriculum
- Played a leading role in organizing and co-sponsoring a range of campus cultural initiatives:

- International Education Week (Fall 2024): In partnership with ASLCC, IPO featured 17 different activities, attracting 91 unique student participants and approximately 148 check-ins. Events highlighted global awareness and cross-cultural exchange.
- Lunar New Year Celebration (Winter 2025): The event was led by an international student from ASLCC. ASLCC, International Club, IPO staff managed the event that attracted over 148 students, staff, and community members. The celebration featured food from a local restaurant, live lion dance performances, and cultural activities.
- Actively participated in campus events and engaged with the campus community. Two international students led a session in Community Conversations in the fall, sharing insights into their home countries' cultures.
- Hosted its 11th cohort of nine students from Atomi University, as part of a recurring three-week short-term English and American Culture program. These students lived with local host families. These students not only gained valuable experience but also made a meaningful economic and cultural contribution to the college and the local community. The program included:
 - Daily Intensive English language classes
 - Special lectures from various instructors highlighting American culture
 - Engagement in campus life, accessing the Red Devils Café, the fitness center, and the bookstore
 - Visiting local business sites such as Longview City Hall, Longview Fire Station, Longview Public Library, Port of Longview, and Nippon Dynawave Packaging Co.
 - Visiting local businesses in downtown Longview and Kelso
 - A cultural exchange presentation at a Longview School District elementary school, in collaboration with the Japan-America Society of the State of Washington

LIBRARY & LEARNING COMMONS

- Simple Syllabus: Implementation began on Simple Syllabus, a centralized, accessible syllabus platform that integrates with Canvas. The pilot was scheduled for summer, with full rollout planned for Fall 2025.
- Grammarly: LCC committed to providing Grammarly licenses to all students starting Fall 2025, introducing it through College 101 courses to support writing skills, communication, and academic confidence.
- The Tutoring Center - supported 2,057 tutoring sessions and at least 647 individual students. Of those 2,057 sessions, there were 1,714 in-person appointments.
- eLearning - LCC offered 748 Online Asynchronous courses, 40 Online Synchronous courses, 359 Hybrid courses, 550 In-person (web-enhanced) courses, 253 In-person (not web-enhanced) courses, and 64 not designated – all courses are credit-bearing courses; for charts and more details, contact eLearning.

ONE-STOP CENTER

- Documented 14,377 student engagements, with a unique student headcount of 4,468, and 302 prospective students. This is compared to 12,275 engagements for 3,681 unique students, and 287 prospective students in 2023-24.
 - 58.6% of engagements were in-person, while 36.1% were via Zoom.
 - Financial Aid support made up 43.7% of all engagements.

OUTREACH SERVICES

- Enrollment increased by 22.9%, from 2023-24 to 2024-25
- Estimated 2033 student interactions between college fairs, middle and high school tabling, in-school office hours, and tours
- Welcomed 47 high school junior and senior young men to the Brothers in Power conference, a 36% increase from the 2024 event
- Through the Senior Success program, 147 high school seniors were assisted with their LCC admissions application and onboarding to get them scheduled for their New Student Advising appointment
- Hosted 50 students from 6 different high schools, the highest number ever, at Try A Trade, which exposes students to various CTE eligible trade programs.
- As part of the Horizons Grant, in support of high school students in rural schools, Outreach staff participated in over 12 trainings, meetings, and convenings in various locations between Vancouver and Seattle
- Represented LCC at 10 community events including, Walk at the Lake, Cowlitz PUD, and Longview Kelso Chamber Career Exploration. Additionally, Outreach staff volunteered as judges for the DECA Conference in Ridgefield.

REGISTRATION

- Completed the implementation of Parchment for both official transcripts and diploma printing, providing new document delivery options, digital diplomas, a streamlined user interface for both students and staff, and faster order fulfillment. This also prepares the college for the upcoming Parchment/ctcLink integration enhancement which will automate transcript fulfillment for nearly all students.
- Launched a redesigned graduation application process leveraging built-in ctcLink functionality instead of external forms. This and other process improvement efforts will centralize notes and tracking, and increase transparency and communication.
- Began implementing a new process for transcript evaluation driven by student requests, allow students and advisors to quickly determine the status of their request, and significantly reduce the amount of time spent on administrative steps like sending individual emails and updating spreadsheets.
- Improved department processes like FERPA release forms, advisor-initiated enrollment changes, waitlist processing, drop for nonpayment, and credit for prior learning are in planning stages.
- Fraudulent applications using stolen identities continue to be a significant concern around the state, with a major impact on the workload of processing staff who now

need to integrate fraud investigation into the admissions process. LCC's registrar is co-leading the state group focused on fraud, and has hosted a series of meetings with representatives from the Department of Education, the Office of the Inspector General. The state group has developed some standardized procedures which will be adopted by all CTCs, but the group's primary conclusion is that the sophistication and resources of the fraudsters can never be matched by the colleges' ability to detect and prevent these attacks. As such, the group's recommendation to SBCTC is to immediately begin an RFQ for a third-party product designed for this purpose. Project requirements have been drafted by ARC and ITC, and meetings with vendors will continue this summer.

- Application numbers continue to significantly exceed 2019-2023 numbers, in major part due to fraudulent applications. Whereas LCC used to see minor seasonal variations in the number of applications received each month, the new pattern includes months with a 50-100% increase compared to the previous year. Registration has developed tools to track fraud indicators like the age of applicants, the time of day of submitted applications, and the type of phone number and email address used on the application. However, this remains a largely manual and individual process that results in an unknown number of fraudulent applications going undetected.

Year	Apps per Month	Total
2023	354	4,242
2024	487	5,842
2025	525	3,674

- Registration awarded 781 credentials (617 degrees) during the 2024-25 academic year, a 21% increase from 644 (519 degrees) in the previous year. For the second year in a row, LCC's graduation numbers match or exceed the increase in overall enrollment, showing our student support services are successfully enabling students to complete their goals in addition to simply enrolling more students in classes.

RUNNING START

- 120 Running Start students graduated with their Associate's degrees
- Beginning 2025, students are now eligible to participate in Running Start, Summer, Fall, Winter, and Spring. Funding allows students who had FTE available to take Summer classes and have some tuition covered up to a maximum of 10 credits if they had FTE availability.
- As of the beginning of the Summer quarter, 262 students were registered to take Summer 2024 classes (compared to approximately 184 students enrolled last Summer)
- RS has continued to build its connections with the local high schools:
 - This year, Running Start was invited to Castle Rock, Kalama, and Kelso to present awards to those students who completed their AA during their local HS senior awards night.
 - Running Start was also invited to Woodland's dual credit night

- Running Start has seen an increase in support of local high schools sharing the Running Start Senior Spotlights, which was created for any RS senior who participated in the RS program, to acknowledge all their hard work, dedication, and future plans/goals.
- Running Start successfully onboarded the Oregon Dual Credit program with both Clatskanie and Rainier High Schools. The partnership continues to grow, and both school partners and students have expressed appreciation for the on-campus support, including direct advising, registration, and consistent communication.

STUDENT HOUSING

- Had a 99.26% collection rate on rent for FY25 with occupancy averaging 70%.
- Held several programming events for residents: Trip to Seaside, OR (16 participants), BBQ and Gardening Party at Oak Terrace (14 participants), Spring Birthday Celebration (15 participants), Graduation Celebration (12 participants).
- Renovation work continues on the LCC House & Duplex
- Hired Yu Yokoyama as a student worker as the Resident Assistant for the 2025-26 Academic Year
 - The Housing student worker position is continuing to evolve and in the upcoming year Yu will continue planning and executing programs for fellow housing residents as well as focusing on providing more peer support and guidance

TESTING CENTER

- Proctored 6,122 exams, both in-person and remotely, for 1,564 students (unduplicated headcount), compared to 5812 exams for 1762 students in 2023-24. The team received 562 proctoring and lab reservation requests from 41 different faculty.
- Proctored 705 remote and in-person Math placement exams and processed a total of 889 Multiple Measure evaluations for Math placement. 521 of those evaluations led to college-level Math placements. The team also improved the evaluation and entry of Chemistry Milestones, with 232 milestones applied to student accounts via evaluation of high school transcripts.
- Continued collaboration with Math faculty, Advising, and SBCTC to implement the Math Placement Grid and launched a new Directed Self-Placement for Math.
- Proctored 1,049 Pearson Vue exams, 139 Measure Learning exams, 1,051 employment exams, 179 pesticide exams, and 74 Kryterion exams.
- Officially implemented Kryterion testing, expanding access to communities from Tacoma, WA to Gresham, OR.

WORKFORCE AND CAREER SERVICES

- Workforce students, including those enrolled in the BFET, Opportunity Grant, Passport to College, Worker Retraining, and WorkFirst programs, attended specialized workshops and received intensive support services. A total of 3,594

appointments (an increase of 88% from last year) were held to support students with new student and academic advising, financial support, career guidance and job search, personal support, referrals to resources, and other services.

- A total of \$802,284 in workforce financial assistance was awarded to students for tuition, fees, textbooks, transportation, tools and supplies, and other wrap-around support services.
- Under the umbrella of the Student Success Grant, LCC leverages a variety of funding and support programs including: SEAG, SSEH, LCC Foundation, BFET reutilization, WorkFirst Student Support funds, and other community funds to provide services to students. This program provides wrap-around support and case management for students to access funding and services for basic needs including housing, food, transportation, educational costs such as tuition, books, and other emergency needs. This year, a combined total of \$396,733 was awarded to students as emergency aid, which is a 13% increase from last year.
- As part of the Supporting Students Experiencing Homelessness (SSEH) grant, a variety of services were provided to students experiencing housing insecurity and homelessness including hygiene/shower kits, access to on campus showers, on campus mailboxes, laundry facilities, cold weather kits, and case management support. This year, a total of 251 students were served by the SSEH program, which is a 98% increase from the previous year. Starting in Winter 2024, one on campus apartment has been reserved for SSEH students and has been continuously occupied since then to house students experiencing homelessness. The SSEH grant funds provide funding for rent and other housing costs for these students.
- Collectively, students visited the food pantry for groceries and grab and go snacks over 3,781 times, which was a 550% increase from the previous year. Additionally, there were 259 check-ins for personal care and hygiene items, clothes, cold weather kits, and other hygiene needs. The laundry room has been utilized by 143 students, a majority of whom use the services on a regular basis.
- In partnership with the Salvation Army, the food pantry distributed free prepared hot lunches to students each week. This year, over 1,835 meals were distributed to students in need, which is a 25% increase from the previous year. During the holiday season, 60 turkey dinners were distributed to students and their families.
- Financial contributions from employees and community members for the food pantry remain high. This year, a total of \$15,671 was donated from faculty, staff, and trustees, which was an increase of over 44% from last year.
- Through a grant from WSAC, LCC was awarded \$10,000 to purchase two additional vending machines to distribute wellness products including emergency contraception, Naloxone, and fentanyl test strips. As part of WA HB 2112, colleges and universities are now required to provide opioid prevention education and distribute free prevention supplies. Naloxone is currently stocked in the Wellness vending machine by the Food Pantry and is available in all of the AED cabinets on campus in case of an emergency. Over 50 boxes of fentanyl test strips and 110 doses of Naloxone were dispensed in the vending machine this past year.

Institutional Excellence

ACCESSIBILITY

- LCC's web team has taken a leading role in helping the college comply with the new federal accessibility laws that take effect in April 2026. Work includes completing an accessibility inventory of all documents housed on LCC's websites, updating hundreds of out-of-compliance documents and other artifacts, and creating and delivering training to all employees via a Canvas course assigned by Human Resources in winter 2025.

ACCREDITATION

- LCC submitted the Year Six Policies, Regulations, and Finances Review report to the Northwest Commission on Colleges and Universities (NWCCU) in August 2024 and received no findings.
- Preparations for LCC's Evaluation of Institutional Effectiveness (EIE) report, the Year Seven Report, are nearly complete. The associated EIE/Year Seven Visit is scheduled for October 15-17, 2025, and the logistics are being planned.
- Numerous substantive change requests, including the Bachelor of Science in Computer Science (BSCS), were successfully submitted to the NWCCU.

ATHLETICS

- All six LCC athletic teams made the post season
- Earned two NWAC titles (Men's Basketball and Softball) and five league championships.
- Earned the 2024-25 NWAC Athletic Director Cup for overall athletic success for the third straight year.
- 27 LCC student/athletes were honored as NWAC All-Academic members. The qualifications are sophomores with a minimum 60 credits earned and a GPA of 3.5 or higher.
- Set 2 school records for wins in a season:
 - Women's softball went 48-0 and captured the NWAC Championship. Traci Fuller's team set several school records and they became the first undefeated championship team in conference history.
 - Men's Basketball set the school record for wins in a season, and despite falling just short of the NWAC title, the team was outstanding with a 45-6 mark.
- Recruiting efforts are bringing in several of the top high school athletes from across the northwest and beyond.

CAPITAL PROJECTS

- **Center for Vocational and Transitional Studies (CVTS):** The design team is working on construction documents and preparing for funding July 2025.

- **Concrete Work campus-wide:** Replaced and repaired concrete sidewalks and ADA ramps campus-wide. The contractor also installed a new path through the Learning Garden.
- **Softball Facility:** Began construction on the 8,693 sqft indoor softball and Futsol practice facility. The facility will contain batting, pitching and soccer practice areas, restrooms, conferences room and storage
- **Sub-Metering Campus buildings:** Washington State Clean Building Act requires colleges to track utilities on each building. Sub-meters were installed on all buildings that did not have meters.
- **Story Field Improvements:** Replacement of aging wooden grandstands, press box, damaged infield turf, and the lighting system. The project will begin 2026.
- **HOFL/Head Start and Head Start East Sprinkler System upgrade:** Upgraded fire system to meet Washington State Childcare licensing requirements.
- **Improve Various Buildings:** Small renovations to the Don Talley building, lobby area, room 103, 103a, 103b, 103c, 105, 105a, 105b, 105c, and 105d. The area received new carpet, windows, paint and LED lights. Administration building 2nd floor office door installed. Main building Photo lab upgrades and Health & Science building room 103 received new carpet. Pneumatic controls replaced with back net controls.
- **HOFL Pre-design Grant:** LCC received an Early Learning Facilities Grant through the Washington State Department of Commerce for \$21,605.00 to conduct a Pre-design. An architect provided a pre-design and cost estimate for the expansion of existing facilities so the Early Learning Center can submit for future projects.
- **Retro-commissioning Grant:** Received \$107,000 to complete Retro-commissioning on two buildings to improve building performance, extend the life of building systems and reduce greenhouse gas emissions. LCC will use a baseline for electric / gas and conduct a building evaluation with facility and staff. The two buildings selected: Health & Science and the Gymnasium/Fitness Center.

CTCLINK

- System User Acceptance Testing (UAT)
 - Online Admissions Portal (OAAP): UAT completed for Okta authentication integration, including:
 - New staff support pages for account management.
 - Implementation of an audit log to track email and password changes.
 - Student Self-Service Questions: Two rounds of UAT were completed in collaboration with Institutional Research, Registration, and Workforce Services. Student responses will support:
 - Carl Perkins and WIOA reporting.
 - Institutional Research and Outreach.
 - Local and state reporting.
 - Residency and Citizenship Questions Removed from OAAP: Confirmed continued accuracy of residency determination for tuition calculation without direct questions regarding citizenship and visa status.

- Student Financial Responsibility Agreement (SFRA): UAT was completed in collaboration with the Student Financials and Registration teams. LCC plans to implement for Spring 2026. Students under 18 will be exempt.
- Student Support
 - International Orientation Demo: Assisted with configuration and staged data in a test environment for a real-time ctcLink system demo for new international students from the student user perspective.
 - Academic Progress Guide: A resource guide was created to help students view their academic progress through Academic Advisement Reports.
 - Educational Cost Statement: Added to global billing statement to comply with RCW 28B.76.300.
 - Flexible Online Payments: A new configuration in ctcLink student financials was implemented to allow students to choose specific charges (e.g., childcare, housing) when making payments.
 - Drop for Non-Payment Enhancements: Service indicators reconfigured:
 - The current indicator excludes students with third-party funding from the aging process.
 - A new indicator was created to prevent drops for students who have completed a “promise to pay” form.
 - Printable Student Schedule Report: Developed in collaboration with the SBCTC reporting team and the LCC Registration team to support enrollment verification and third-party funder needs.
 - Running Start Advising and Enrollment: Service indicators were reconfigured, granting access to online registration for Running Start students starting in Summer 2025.
- 3C Communications Automation
 - Waitlist and Identity Verification Notices: Created automated communications and supporting documentation using 3C functionality in ctcLink.
 - 1098-T Notifications: Updated templates, completed testing, and created documentation for:
 - E-Consent Notification.
 - ITIN Request Letter.
- Security
 - Security Offboarding Process Review: Collaborative workgroup (HR, Payroll, IT) reviewed the full offboarding process to ensure timely access removal.
 - Math Placement Pilot Access: Security updates completed for staff use of the HSMATHGRID Test ID.
 - Security Role Templates: UAT completed for new role templates. Templates will streamline onboarding by automating access based on position.
 - Automated Offboarding Processes: UAT completed. The automated process enhances security and efficiency for offboarding users with elevated access.
- Query Development
 - Query Enhancements and Fixes:
 - QCS_SR_ENRL_REQ_DTL: Improved for course/class detail accuracy.

- QCS_SR_ODBILLING: Enhanced billing support for high school re-engagement programs.
- HR Reporting Query: Corrected missing data issues.
- Enrollment Appointments Query: Corrected student group filtering in a collaborative effort with Clark College.
- SACR Security Audit Query: Developed for role grouping template audit trail.
- Process Alignment (PAW)
 - Kara Mathers continues participation in the statewide process alignment workgroup. The finance pillar travel and expense pilot is currently underway. The proof-of-concept testing is scheduled to begin in July 2025.

DIVERSITY, EQUITY, AND INCLUSION

- The PACE employee survey, including the Racial Diversity Subscale, was administered in the fall of 2024. The Race/Ethnicity Subscale (from the Community College Survey of Student Engagement) was administered to students in the spring of 2025. Both surveys measure the Sense of Belonging at LCC. Results are available on the [Diversity, Equity, and Inclusion webpage](#) under “Campus Climate Assessments.”
- The Executive Director of Diversity, Equity, and Inclusion and Vice President of Effectiveness and College Relations became certified Intercultural Development Inventory (IDI) administrators in early 2025.
- Presented DEI work in College 101 courses
- Restructured Bias Response Team
- Established relationships with K-12 partners
- Reestablished the Hispanic Health Fair
- Established LCC involvement at state level-DEOC
- Created Equity in the Classroom cohort with 7 faculty in partnership with WSU-V
- Participated in the Multicultural Student Services Director’s Council
- Provided Search Advocate training support
- Partnered with Shin Yi Pai (Shin Yee Pie) from ASLCC’s Diversity Speaker Series
- Participated in Community Conversations on the topic of Black Queer History and DEI.
- Served Highline College’s Y.E.L.L. Summit for high school minority women to gain leadership and networking opportunities.
- Hired for 3 Peer Mentors for the Diversity and Equity Center
- Partnered with Outreach to establish a plan to increase male enrollment
- Observed the hiring process for student government positions.
- Helped with the marketing for Flare mascot redesign
- Started the DEI monthly Newsletter
- Developed a Chill and Chat Lounge on the following topics: Culture, Safe-Zone, Interfaith & DisAbilities.
- Provided support for multiple events: PrideFest, International Festival, Multicultural Gradation & Commencement.

EMPLOYEE ENGAGEMENT

- Released the [2025 Fall In-Service Schedule](#) Final details of individual conference sessions and the brochure will be released at the end of August. Committee members & conference session presenters contributed to the planning efforts for the faculty and staff sessions.

ENTERPRISE SERVICES

Bookstore

- Facilitated book buyback programs to give students the opportunity to earn cash back for their used textbooks at the end of each term
- Students donated 96 textbooks in the bookstore donation bin throughout the year
- Increased participation in Inclusive Access. By year end, participation nearly doubled from 46 to 97 courses using Inclusive Access. 97.6% of students in these courses chose to participate in the program

Fitness Center

- Hosted “Welcome Back Week” each quarter with activities, competitions, & Juice Bar specials
- Updated Fitness Center webpage with new content
- Installed LCC branded equipment in the fitness center
- Replaced volleyball standards in the gym floor
- Redesigned and updated both print and digital menus

Food Service

- Successfully re-branded the campus cafeteria to Red Devils’ café
- Developed several partnerships with internal and external stakeholders to increase student involvement and campus collaboration
- Introduced new technology solutions to increase convenience and efficiencies including an online catering request form and Fresh KDS kitchen display system
- Catered 233 on-campus events resulting in an 18% increase in revenue compared to the previous year
- Generated a 32% year over year sales increase in the cafe

FACILITY USE

- The system reports that a total of 41,923 event occurrences were reserved and scheduled on the LCC Campus during the 2024-25 academic year.
 - This includes classes, athletic events, meetings, student activities, performing arts events, gallery events, and misc reservations for room use.
- The most common types of events during the year.
 - Classes (Sections) & Study/Tutoring/Class Support
 - Internal events, Presentations, Info sessions, & Meetings

- External reservations
- Athletics
- The most used buildings during the year were the VOC, MAN, HSB, and AAR buildings.
- Hosted 573 external event rentals, an increase from 193 last academic year.
- Scheduled 37 future external event rentals for the 2025-26 calendar year.

FACULTY DEVELOPMENT COMMITTEE

- A total of \$18,500 was awarded during the 2024-25 academic year, \$3,709.06 to adjunct faculty and \$14,790.94 to full-time faculty.
- Travel, Conference Registrations, and Online Workshop Registrations were the most popular type of funding requests.

FINANCE

- Completed the SAO Head Start program audit with no findings.
- Completed the FY24 Financial Statement audit with no findings.
- Purchasing and Travel guides were updated on the Finance webpage throughout the year to account for system updates and the growing need for more resources.

COLLEGE BRANDING

- A new LCC Red Devils mascot, Flare, was revealed on May 19, 2025 (National Devil's Food Cake Day), filling a years-long void created by discovering that the previous "Devil Boy" image had an active trademark held by a commercial entity. The mascot refresh project included developing several different graphic images, a new costume, and an original song. A trademark request for the new image has been filed through LCC's AAG. Flare was introduced to the community during the 2025 Fourth of July parade in Longview.

INFORMATION TECHNOLOGY SERVICES

- Collaborated with Student Programs to begin finalizing Tech Fee budget allocations for upcoming new Dell lease program for computer refreshes of 6+yr-old computers in labs.
- Purchased 15 new Mac computers for the Mac Lab classroom.
- Secured Microsoft A3 licenses for students to access MS Office suite resources. eLearning set up to manage the MS A3 licenses for students.
- Implemented streamlined student account deprecation procedures.
- Provided a comprehensive draft IT budget for the next biennium to VP of Admin Svcs.
- Completed successful campus-wide tests of Informacast and Avigilon systems re: campus emergency notifications and physical access management.
- Successfully installed and deployed new campus network firewalls that will protect IT infrastructure and computer systems.

- Deployed Veeam cloud backup system to fill gaps in backup footprint, including immutables.
- Completed IT staff training for Atlona classroom AV standardized equipment deployment through summer and next academic year.
- Secured the VOIP voicemail system.

MEDIA COVERAGE

- Media Coverage in 2024-25 resulted in over 60 earned media articles archived on LCC's [News web page](#).

Organic Social Media Analytics (posted through Hootsuite)

Media Coverage	2023-24	2024-25	Change
Facebook (FB) posts	663	629	-5.1%
LinkedIn posts	435	451	+3.7%
Instagram posts	396	433	+9.3%
Twitter posts	428	314	-26.6%
Total posts	1,922	1,827	-4.9%
FB post reach*	388,579	469,136	+20.7%
FB average post engagement	3.3%	4.7%	+1.4%
LinkedIn post engagement	4.1%	4.9%	+0.8%
Instagram post reach*	89,506	109,018	+21.8%
Instagram post engagement	3.5%	3.4%	-0.1%
Twitter post engagement	1.2%	1.7%	+0.5%
FB followers	7,788	8,060	+3.5%
LinkedIn followers	8,459	9,106	+7.6%

Instagram followers	1,443	1,596	+10.6 %
Twitter followers	2,427	2,374	-2.2%
Total followers	20,117	21,136	+5.1%
New FB followers	684	551	-19.4%
New LinkedIn followers	292	645	+120.9 %
New Instagram followers	341	328	-3.8%
New Twitter followers	12	-53	- 541.7 %
Total new followers	1,329	1,471	+10.7 %

*The number of people who saw a specific post.

Website Analytics

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

Website Analytics	2023-24	2024-25	Percent change
Total Visits (duplicated)	674,432	713,384	+6%
Visits to the LCC homepage	374,011	418,831	+12%
Visits to the Apply page	42,054	60,853	+45%

Top 10 page visits in 2024-25:

1. Canvas login
2. LCC homepage
3. Faculty and Staff homepage
4. Apply for Admission
5. ctclink
6. Current Students
7. Career Pathways (programs of study)

- 8. Academic Calendar
- 9. Class Schedule
- 10. Nursing Programs

SAFETY & SECURITY

- Conducted training for the security team that included the following: new faces, team values, expectations of visibility, schedules, expressive activities, Emergency operations Plan, Making a Report, and new safety training in Canvas & De Escalation.
- Provided de-escalation training to Vocational faculty.
- Conducted an evacuation drill for a large portion of classroom buildings.
- Sourced a new reunification site and drafted an MOU for the Head Start and Early Learning Center programs.
- Abated all asbestos material within the new student residential duplex.
- Built an emergency preparedness calendar for the 2025-26 academic year.
- Conducted periodic LOTO reviews for our vocational faculty.
- Created a new “Wildfire Smoke Protection Plan” & “Heat Illness Prevention Plan.”
- Released and assigned all employee training on LCC’s Post Vehicle Accident Procedure.
- Hosted Longview Fire for Naloxone/opioid overdose response training to over 30 employees, after WA DOH approved our request to be a naloxone distributor in compliance with HB 2112
- Implemented a new safety incident investigation & management procedure.
- Developed and implemented a new Barricade Tape Procedure along with associated training to standardize its use across campus departments.
- Conducted air sampling in the Ceramics program for silica dust and in the Welding program for arsenic dust. Both surveys revealed levels below recommended and legal exposure limits, confirming that these spaces are safe for work. These samples were collected to evaluate the effectiveness of housekeeping procedures in these programs. Additional sampling in the Welding program is planned for the spring quarter.
- Began updating all safety training modules in Canvas. This process will continue through the remainder of 2025
- Conducted an intensive recruitment campaign for Lower Columbia College’s new CERT (Community Emergency Response Team) members and conducted an onsite training.

LASERFICHE

- Repository Cleanup was made in the Laserfiche document management system.
 - Twenty-seven unused fields and three templates were removed from the legacy Hershey system to ensure cleaner data.
- Collaborated with IT to develop a lookup tool to ensure data integrity. This tool is used by both the Registration and Financial Aid teams.
- Registration Implementation

- New templates/fields created.
- REM template submitted to our service provider for auto-filing uploads.
- The Registration Office is actively scanning and storing documents in Laserfiche.
- Financial Aid Implementation
 - New template and workflows created.
 - The Financial Aid Office is actively scanning and storing documents in Laserfiche.

FOUNDATION

Events & Recognition

- Dr. Ronald Stecker was named the 2024 LCC Alumnus of the Year and the Estate of Charles “Chuck” Klawitter the 2025 Benefactor of the Year.
- Lower Columbia College’s 90th Anniversary celebration was held in October, and the alumnus of the year was honored.
- The Lifetime Donor Reception in the Rose Center Art Gallery was held in November where we honored those earning plaques on the wall as well as our benefactor of the year.
- Raised \$4,232,097.93 in new gifts and pledge payments this year. The year-end annual appeal raised a record-setting \$81,502 for the College Success Fund.
- The Daily News conducted its tenth Students in Need campaign in partnership with the LCC Foundation and raised a record-setting \$62,798 for the Student Success Fund.

Funds/Distribution

- Distributed \$72,647 in Exceptional Faculty Grants, \$39,188 in Foundation Grants, and \$59,846 in Student Success Grants.
- Established eleven new scholarships this year, on track to award nearly \$750,000 to LCC students.
- Noteworthy gifts this year included: \$250,000 pledge payment from the Stoller Family Foundation, \$300,000 pledge from Bob Fox, Trammell Crow Scholarship Pledge \$100,000, Phyllis Makinster Non-Cash Gift \$600,000, Dr. Richard Nau \$295,405, Cowlitz Indian Tribe \$250,000 pledge payment, & Pat Martin’s \$325,000 pledge.
- Net assets grew to over \$36 million (as of 5/31/2025).

Capital Campaign

- The foundation continues the successful “Opportunity Can’t Wait” comprehensive capital campaign to raise \$15 million for the new Vocational Building and equipment, athletic facility needs, and student support. A ceremonial groundbreaking was held for the new building in May and key community partners were invited to the event. 94.67% of goal is met with \$14.2 million raised. Began the launching of the LCC Family Giving phase of the campaign, nearing the completion of the three-year campaign.

HUMAN RESOURCES

Recruitment

- Successfully recruited for and filled 55 full-time positions: 8 exempt, 38 classified, and 9 full-time faculty. Had 15 appointments (exempt or non-perm full-time that did not go through the recruitment process). Additionally, recruited for and successfully hired 7 tenure track faculty that will start in Fall 2025. One was a failed search and one didn't work out after completing the recruitment process.
- Focus areas related to recruitment for the 2024-25 year include:
 - Complete overhaul of our search committee member training in Canvas
 - Development of new star rating scoring system for application review, spark hire video interview review, and committee interviews
 - Development of interview question inventory
 - Expand tools and support for search advocates
 - Create expectations and best practices around AI and the recruitment process
- In December, a data snapshot was ran on race for July 1 – December 31, 2024 that showed the following data highlights:
 - **23.29%** of hires (all employee classifications) identify as people of color compared to 22.38% for FY 2024-25
 - **21.21%** of hires (not including students) identify as people of color
 - **19.59%** of the current employee population identify as people of color. (14.22% not including student employees)

Onboarding & Employee Experience

- Continued refinement and enhancement to the onboarding processes and experience. For efficiency and in an effort to make sure student new hires are reviewing and retaining the new hire information, a Canvas course was created and assigned to them as part of their onboarding.
- Launched a new employee onboarding series consisting of in-person 1-hour sessions for 4 weeks in each quarter where new employees can hear from a variety of departments and individuals to more effectively learn about the college and integrate into our campus community. The sessions were not very well attended so we are hopeful that we see more new hires attend during FY 2025-26.
- Worked with an external compensation consultant to develop and implement a compensation strategy and policies and build salary ranges for exempt positions. The comp strategy was approved in fall 2024 and salary ranges were launched in January 2025. The market-based approach enables the college to offer fair and equitable compensation for exempt staff to retain them and be a more competitive employer.
- Coordinated and facilitated several live professional development offerings and shared an abundant amount of self-paced opportunities throughout the year.
- Goals are to ensure there are a variety of topics offered in a variety of formats to serve diverse needs.

- Share widely as professional development opportunities are offered by partners, other state agencies, or resources.
- Assigned quarterly self-paced trainings to faculty and staff.
- Conducted a campus survey to identify topics of interest for professional development opportunities for next year.

Red Devil Wellbeing

- Organized large and small campus events including:
 - The Walktober walking challenge in October
 - LCC's Got Talent
 - Bring your Child to Work Day
 - Quarterly cookoffs,
 - Earth Week activities
- Shared an abundance of wellness-related resources as well as individual activities and fun things for employees to get involved in.

Employee Recognition

- HR facilitated a variety of employee recognition events and awards for LCC employees.
- Classified and Exempt staff were presented four quarterly awards and an Employee of the Year (EOY) Award.
 - Also honored the Faculty of the Year (FOY) and Adjunct Faculty of the Year.
- This year's events included a recognition ceremony on-campus and all staff barbeque.
- Years of Service for Faculty and Staff were also recognized at the Fall All-Staff Meeting.

Auxiliary Programs

Head Start

- 294 children and families served in the 2024/25 year.
- Employees trained in Active Supervision during August pre-service.
- Employees trained on Narcan deployment
- Program procedures were updated to improve rates of developmental screenings to occur within 45 days of a child's enrollment.
- New playground structure was completed at the LCC East Head Start/ECEAP center on campus.
- 100% enrollment was maintained. Focus remains on serving income-eligible families at or below the Federal Poverty Level, children in foster care, and families experiencing homelessness.
- Prepared for an \$800,000 budget shortfall in 2025-26, equivalent to 13% of the Head Start budget. The shortfall is driven by several years of flat state and federal funding paired with increased costs: employee COLAs, long overdue salary range increases for teachers, and inflation of goods/services.

- Collaborated with Washington State Working Child Care Connections (WCCC) to provide opportunities for layered funding with the Head Start school-day model to offset the budget shortfall.
- Head Start childcare will be available for 67 children in Longview, Kelso, and Castle Rock beginning July 14th. This new Working-Day option will be available M-Th in July, then M-F, and provides care from 7:30 am to 5:30 pm. The new WCCC revenue source, along with reducing three exempt positions, reallocating the 2nd teacher assistants in each classroom to center aides, and lease savings, will balance the Head Start budget.
- With the budget balanced, available jobs for the new fiscal year have been posted. Full-time openings include a Lead Teacher and a Home Visitor. Part-time positions are available for Teacher Assistant (2), Center Aide (4), Food Service Worker Lead (1) and Substitute (1), Bus Driver (3), Bus Driver Substitute (2), and Family Advocate.
- The Longview Public Schools will no longer be using or leasing space at Broadway Learning Center and the RAL Annex, where Early Head Start services were provided. Home Visitors from Broadway are moving to the Barnes Head Start center. The Teen Parent Pathway (for teens with infants/toddlers) is moving to the LCC West Head Start center in the HFL building on campus. These teams will be moving at the end of June.
- Received a clean State Fiscal Audit of the federal Head Start grant with no findings.
- Special Thanks: A heartfelt thank-you to the Board of Trustees for reading to children in December 2024!

Early Learning Center (ELC)

- Received the Complex Needs Grant - provides funding for part-time 1-on-1 support and also supportive & adaptive materials/equipment for the children that need help the most. The \$30K grant that will help cover the cost previously being paid out of self-support.
- ELC staff worked through the CLASS (Classroom Assessment Scoring System) observation tool to increase language, positive classroom climate, and productivity within the classrooms.
- Parent/Teacher conferences were held quarterly to increase family engagement, set family and child goals, and build working relationships. This encourages families to meet face-to-face with teachers and go over work samples and the child's progress.
- Continued to partner with the Longview School District to work on school readiness. (LEEP) Preschool teachers met monthly to enhance the curriculum, review data collected, and set goals. The District has LSD employees screen children going to kindergarten 3 times a year. The data collected helps teachers focus on the curriculum.
- Prepared for two new preschool classrooms ahead of the Fall 2025 opening. Each room will serve 12 children.