

Lower Columbia College Minutes

Operations Council – November 3, 2025

Attending: Matt Seimears, Henry Brewster, Kristin Finnel, Tamra Gilchrist, Wendy Hall, Michaela Jackson, Mindy Leasure, Sam Orth, Natalie Richie, Laura Sampson, Kendra Sprague, Dani Trimble, David Wallis, Nolan Wheeler, and Tracy Powell.

Called to order by President Seimears

MEETING TOPICS

- 2024-25 HR Diversity Report: Sam Orth and Kendra Sprague presented the 2024–25 Human Resources diversity data. LCC received 2,838 employment applications during the year. They noted that while the college has made progress in diversifying its workforce, faculty remain the least diverse employee group, while student employees represent the most diverse group.
- Quarterly Operations Council Report: Tracy Powell thanked council members for adapting to the new template format, noting that it has made the quarterly report easier to read and more cohesive.
- Accreditation Recommendation: Wendy Hall reviewed the recent NWCCU accreditation recommendation related to Shared Governance and facilitated discussion on the council's mission, purpose, governance, authority, membership, leadership, and meeting structure. A committee consisting of Wendy Hall, Michaela Jackson, Tamra Gilchrist, and Angie Rogers will work to update the procedural template to strengthen the college's shared governance structure.
- Budget Update: Nolan Wheeler provided a budget update, noting that state funding is down and that the college will need to make strategic decisions moving forward.

ROUND TABLE DISCUSSION (if time allows)

- None

The LCC FY26 Q1 Operations Council Quarterly Report begins on the following page.

LOWER COLUMBIA COLLEGE

OPERATIONS COUNCIL QUARTERLY REPORT - OCTOBER 2025

Effectiveness & College Relations

- **Accreditation**

- LCC's Evaluation of Institutional Effectiveness (EIE) report was submitted to the Northwest Commission on Colleges and Universities on August 4, 2025.
- Preparations are underway for the associated EIE/Year Seven Visit, scheduled for October 15-17, 2025.

- **Assessment**

- Critical Thinking was successfully assessed in 2024-25, and mission fulfillment was achieved for both professional/technical (4.1) and academic transfer (3.4) programs. Mission fulfillment is defined as 3.0 on a scale of 1.0 (low) to 5.0 (high).
- The fall quarter assessment day was held on September 17. Faculty completed Section A of Curriculum and Program Review, began assessing Teamwork (the Global Skill scheduled for assessment in 2025-26), and prepared for the upcoming accreditation visit.

- **College Branding**

- LCC has been named a finalist for the 2025 District 7 Medallion Awards from the National Council for Marketing and Public Relations for the 2025 Flare Mascot Redesign and Launch project. Winners will be announced in late October 2025.
- LCC participated in Longview's annual Go Fourth (Fourth of July) parade for the first time in 2025.

- **ctcLink**

- Student Financial Responsibility Agreement (SFRA)
- Formed a workgroup with key stakeholders to coordinate the spring launch of the Student Financial Responsibility Agreement (SFRA). The group will handle communication and operations.
- Continued SFRA testing and configuration in partnership with SBCTC, including:
 - Refining service indicator reasons and 3C communications.
 - Testing reconfiguration of related service indicator impacts is date- and term-specific.

- **System Updates & Configurations**
 - Updated two PeopleSoft Queries (QCS_SF_E214_ACCTG_LN_CF_DTL and QHC_HR_EE_JOB_HIRE_DATES) to support departmental business processes.
 - Configured new locations in CTCLink for the College in the High School (CiHS) program to support reporting.
 - Tested and supported the implementation of the new Athletic waiver tiers and shared documentation with stakeholders.
- **Enrollment**
 - At 986 (state) and 1,083 (total), overall summer 2025 enrollments finished well above the prior year.
 - State FTE +21.9%.
 - Total FTE +22.4%.
 - Academic Transfer FTE +48.3%.
 - Professional/Technical FTE +11.2%.
 - Basic Skills FTE +7.3%.
 - Running Start FTE +42.9%.
- **Institutional Research**
 - Led efforts for Gainful Employment (FVT/GE) reports for 2024 and 2025, including successfully meeting reporting deadlines of 9/30 and 10/1 (in collaboration with other departments).
 - Established a process for tracking the success of Foundation scholarship recipients and Student Success Fund recipients.
 - Facilitated faculty data labs during the fall quarter assessment day to assist faculty with evaluating course success and program enrollment information.
 - Prepared for faculty listening and feedback sessions, scheduled for the fall quarter, in collaboration with the Office of Diversity, Equity, and Inclusion.
- **Laserfiche**
 - Secured participation in a Laserfiche case study earned LCC the Smart Fields add-on for a year, saving the college the full \$15,000 annual cost of this new feature for the first year.
 - Actively working with the service provider, MCCi, to optimize the college's Laserfiche repository, which will serve as a foundation for implementing more efficient workflows using Smart Fields.
 - Successfully created and deployed two new workflows for the financial aid office, which use automated data capture and lookup tools to streamline filing new financial aid templates.
- **Marketing**
 - LCC's fall 2025 enrollment campaign ran from July 21 to September 15, 2025. Overall, the campaign served over 768,360 ads, resulting in 15,935

qualified clicks to the LCC apply page (at 69 cents, this is significantly below the average cost per click).

- **Males 25-44 were the most reached demographic.**
- Analytics indicate above-average performance across all platforms.
 - META (Facebook and Instagram)
 - Impressions: 178,264
 - Clicks: 3,752
 - CTR: 2.10% (compared to 0.95% industry average)
 - Google
 - Impressions: 28,135
 - Clicks: 9,213
 - Click-Through Rate: 32.75% (compared to 2.0% industry average)
 - Phone calls generated: 201
 - YouTube
 - Impressions: 303,886
 - Views: 161,775
 - View Rate: 53.24% (compared to 27.00% industry average)
 - Clicks: 44
 - Snapchat
 - Impressions: 67,818
 - Clicks: 2,480
 - Click-Through Rate: 3.66% (compared to 0.75% industry average)
 - Streaming Television
 - Impressions: 43,987
 - View Completion Rate: 98.84% (compared to 96.00% industry average)
 - Geofence
 - Impressions: 146,270
 - Clicks: 446
 - Click-Through Rate: 0.305% (compared to 0.13% industry average)
- Advertising with all local radio stations, The Daily News, and the Wahkiakum County Eagle is ongoing.
- **Media Coverage**
 - [Lower Columbia College's Head Start has seen a chaotic year](#) | Seattle //T/imes | 09/02/25
 - [Loss of WA funding causes LCC cuts, as former staff speak out](#) | TDN | 08/06/25
 - [Lower Columbia College offers new robotics degree](#) | TDN | 07/30/25
 - [The Daily News Students in Need fund drive surpasses \\$61K](#) | TDN | 07/02/25
 - [Photos: LCC grads prepare for Friday ceremony](#) | TDN | 06/18/25
 - [Lower Columbia College commencement set for June 20](#) | TDN | 06/04/25

- [Lower Columbia College softball wins NWAC title, becomes 1st team ever to go undefeated](#) | TDN | 05/18/25
- [Lower Columbia College to Offer 4-Year CompSci Degree](#) | Government Technology | 05/15/25
- [LCC Head Start questions funding timeline following staff cuts](#) | TDN } 05/15/25
- [Lower Columbia softball goes undefeated for 1st time ever, sets all-time winning-streak record](#) | TDN | 05/15/25
- [WA has more computer science jobs than degree recipients. LCC aims to change that.](#) | TDN | 05/12/25
- [LCC to host groundbreaking ceremony on vocational center](#) | TDN | 05/08/25
- [Longview College set to break ground on vocational center in fall](#) | TDN | 04/30/25
- [Lower Columbia College debate ends season with national bronze medal](#) | TDN | 04/18/25
- [LCC to offer BA in Computer Science](#) | Wahkiakum County Eagle | 04/18/25

- **Organic Social Media Analytics**

- LCC's social media channels are performing well.

	Followers	New followers since Summer 2024	Page & Profile Impressions	Engagement*
LinkedIn	9,244	+158	17,206	4.50%
Facebook	7,340	+119	382,099	5.02%
Instagram	1,624	+94	85,676	3.46%
Total	18,208	+371	484,981	

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

- **Website Analytics**

- Year over year, the number of visits to the “apply for admission” page increased nearly 50%.

Page Visits	May 1- Sept 1 2024	May 1 - Sept 1 2025	Percent change
Visits to the LCC homepage	299,778	298,818	-0.3%
Visits to the Apply page	57,821	86,120	+48.9%

- Top 10 page visits between May 1 and September 1, 2025:
 1. Canvas login
 2. LCC homepage
 3. Academic Calendar
 4. Apply for admission
 5. Faculty and Staff homepage
 6. ctcLink
 7. Current students homepage
 8. Nursing homepage
 9. Career Pathways (Programs of Study)
 10. Class Schedule

Diversity, Equity & Inclusion

- **Student Programs**
 - Say it Right, Take a Bite Event hosted by DEI Peer Mentors
 - Dia de los Muertos Event hosted by DEI Peer Mentors and ASLCC
 - Kelso High School Multicultural Night with Outreach
 - Chill and Chat
 - Fall Retreat with MSSDC in Pasco, Washington
- **Student Housing**
 - Every unit is occupied.
 - **2020-21:** 35 students
 - **2021-22:** 42 students
 - **2022-23:** 44 students
 - **2024-25:** 48 students
 - **2025-26:** 61 students

Instruction

- **Corporate Training Professional & Continuing Education**
 - LCC continued to grow the high school Career and Technical Education (CTE) program-partnerships with Kelso High School and surrounding districts. In year four, the Industrial Trades Foundations (machine trades and welding) and year three of the Diesel Mechanic Technology programs have a combined enrollment of 46 students.
 - Professional and Continuing Education moved back into its newly renovated office space in the Don Talley Building.
- **Early Learning Center**
 - **Enrollment**
 - Opened two new classrooms in the Home & Family Life Building, bringing the total to eight. Working on full enrollment, and have a few openings.
 - Enrolled 26 new children.
 - **Grants**
 - Awarded a Complex Needs Grant \$30,160 to support children with high needs.
 - **Workforce Stability**
 - Hired three new full-time employees, 1 PTH, and four new student employees.
- **Head Start**
 - **Enrollment**
 - The new Head Start Working Day model opened in 5 classrooms in mid-July. It's open weekdays from 7:30 am to 5:30 pm for families who qualify for Head Start and the state child care subsidy through Working Child Care Connections. There are still a few slots to fill for September.
 - Part-day and school-day (8 am-2 pm) sessions will open in September.
 - The programs will serve 294 children and their families at seven Longview, Kelso, and Castle Rock centers.
 - **Grants**
 - The federal Head Start grant was awarded from July 1, 2025, to June 30, 2026. These \$5,229,316 funds fund 168 preschool and 58 Early Head Start children.

- The state Early Childhood Education Assistance Program (ECEAP) grant was awarded from July 1, 2025, to June 30, 2026. These \$900,820 funds support 68 preschool children. LCC is subcontracting 17 ECEAP slots to the Castle Rock School District.
 - **Workforce Stability**
 - The Castle Rock School District ECEAP teachers were referred to the LCC ECE department for enrollment to meet ECEAP teacher qualifications.
 - Thirteen employees began increasing contracts from 10 months to 11.5 months by implementing the Head Start Working Day Model.
 - All early childhood teacher classifications received state-determined wage range increases.
 - All employees received annual Health and Safety training in August.
- **Instructional Programs**
 - **Library & Learning Commons**
 - Staff answered over 721 questions from students, faculty, staff, and community members. The library's classroom Chromebook sets were checked out 11 times. The library's study rooms were reserved 23 times. The library's classrooms were reserved 42 times.
 - **Tutoring Center**
 - The Tutoring Center supported 230 tutoring sessions and at least 96 individual students. Of those 230 sessions, there were 196 in-person appointments, 18 online appointments, and 16 total eTutoring Zoom appointments. 78.7% of the students receiving Tutoring assistance earned a 2.0 or higher.
 - **eLearning**
 - LCC offered 133 Online Asynchronous courses, 3 Online Synchronous courses, 18 Hybrid courses, 0 Flex courses, 56 In-person (Web-Enhanced) courses, 7 In-person (not Web-Enhanced) courses, and 19 not designated – all courses are credit-bearing courses; for charts and more details, check out [the eLearning Wednesday Report](#).
 - **Nursing Programs**
 - Cycle 1 admissions:
 - LPN-entry options: 81 students (79% of qualified applicants) were admitted to the campus opt-in and the eLearning option for the coming year.

- Traditional entry RN: 35 students (45% of qualified applicants) were admitted for the fall and winter quarter cohorts.
 - RN to BSN: 35 of 37 applicants were eligible and offered admission. Twenty-seven students began classes this fall (24 full-time).
- Cycle 2 admission for winter/spring entry to the associate degree RN program closes October 31. Approximately 36 students will be offered admission.
- 52 LPN2RN eLearning students completed clinical rotations at five hospital sites this summer and completed their associate degrees in August.
- **Medical Assisting Program**
 - 14 graduates completed their preceptorships and the program this summer.
- **College and Career Prep**
 - This summer, 38 college prep students, 88 HS+ students, 22 GED prep students, and 54 ELL students attended classes with CCP. 9 HS+ students completed graduation requirements for their WA State high school diploma. 56% of HS+ students completed credits in at least one subject area, and 47% of students attending classes for college prep (COLL 101, math, and pre-college English) completed credits. CCP administered 233 CASAS tests, and students checked in for 131 CASAS appointments between July 1st and August 28th.
- **I-BEST**
 - This summer, enrollments in I-BEST continued to grow with a 62% increase over summer 2024. Offered the first Academic I-BEST summer quarter, serving 63 students in business, math, and science classes. Annual enrollment increased 77.7% from 2023-2024 to 2024-2025 (390/693). I-BEST students continue to excel, with over 50% earning honors-level GPAs every quarter.
- **Organizational Leadership and Technical Management**
 - Cohort five launched the summer term with 34 students, and 20 continued in Cohort four. The COIL (Collaborative Online International Learning) project was expanded to include three OLTM faculty connecting with the countries of Morocco and the United Arab Emirates—bringing international leadership networking experiences and opportunities to local BAS students.

- **Instructional Operations**
 - **Faculty Development:**
 - A total of \$2,605 was awarded in Summer 2025. A current balance of \$15,895.00 remains in the budget.
 - **25Live/Facility Use:**
 - 487 events with 3009 occurrences were scheduled on the LCC Campus during the Summer quarter.
 - The most used buildings during the Summer quarter were the VOC, AAR, and MAN.
 - **Rose Center for the Arts**
 - Booked and sold out a touring show of Lucy Darling in one week
 - Hosted 17 external event rentals in the building
 - **Simple Syllabus:**
 - Instruction piloted the Simple Syllabus platform over the summer.
 - Full implementation will occur in the fall quarter for all courses, and faculty training will be held during Fall In-Service week.
 - Simple Syllabus streamlines the quarterly syllabus collection process and ensures accessibility requirements are met (deadline: April 2026).
 - [Syllabus Library](#) is open & available to anyone, which will be extremely helpful to outside institutions requesting syllabi for course equivalencies.
 - **Grammarly:**
 - Instruction has piloted the Grammarly software during the 24-25 school year.
 - Full implementation will occur for all courses, faculty, and students in the fall quarter.
 - Grammarly is a writing tool that helps support students' writing and grammar. Also, Grammarly Authorship enables AI transparency, literacy, and plagiarism detection.
- **Workforce & Career Services**
 - **Basic Needs programs**
 - The food pantry usage increased significantly in the Summer quarter of 2025 compared to the previous summer. Overall, 276 students (an increase of 39%) checked into the food pantry for support 1,333 times, which is a 69% increase in student visits.
 - In alignment with House Bill 2112 concerning opioid and fentanyl prevention education and awareness at institutions of higher education, two additional vending machines were installed on

campus to dispense overdose prevention supplies such as Naloxone (Narcan) and fentanyl test strips. In addition to the existing wellness vending machine adjacent to the food pantry, the two new machines are located in the library lobby and the Health Science building.

- **Workforce & Career programs**

- As of July 1st, LCC was awarded a Corrections Education grant in partnership with SBCTC and the Washington Department of Corrections. This grant is focused on community-based reentry services for justice-involved students exiting incarceration. A full-time Reentry Navigator was hired to serve as students' first point of contact as they transition into education.
- In the Summer quarter, the Workforce & Career Services team met with at least 356 individual students for 783 appointments to support academic and career advising, access to basic needs and public benefits, referrals to resources, and other support. Additionally, 76 students dropped in for assistance with completing an application for a book voucher, emergency aid, workforce funding, or other requests for support.

Student Services

- **Registration**

- Admission applications submitted July 1-Sept 30 increased 28% over the same period last year, from 1,239 to 1,583.
- About 26% of new applications are flagged for potential fraud.
- Work continues on the ARC Fraud Workgroup, including launching a new global fraud service indicator business process and presenting draft functional requirements for a fraud mitigation software solution to WACTC-Tech and the ctcLink College Collaboration Group in September.
- Created a Google Sheets dashboard to allow other departments to quickly view data on department tasks without asking about the status of official transcript orders. Additional dashboards are currently in development.
- Continued developing Jotform and Google workflows to automate communications and streamline inefficient processes, including senior audit and state employee waivers, instructor-initiated withdrawal reporting, and importing ctcLink query data into Google Sheets.
- Completed calculating and configuring the 2027-2028 academic calendar and term/session tables in ctcLink.

- Developed a proposal to change the Academic Forgiveness policy, which is significantly more restrictive than other WA CTCs. VPAL supports the proposal and will solicit faculty review during the fall quarter. When adopted, 3-5x more students will be eligible to exclude old failing grades from their cumulative GPA.
- Implemented a new “block transfer credit” process in CTCLink, allowing evaluators to process large blocks of transfer credit from other institutions in a fraction of the time previously required to transfer in each course.
- **Financial Aid**
 - **Simplified FAFSA Implementation and Progress**
 - Completions for the 2025–2026 FAFSA at LCC are up by over 25% compared to last year. This marks a significant increase from August 2024, when the college experienced a 3.5% year-over-year decline. LCC’s upward trend differs from regional and national patterns, where FAFSA application numbers have remained flat.
 - FAFSA filing rates are significant in Washington State, which offers one of the most generous state grant programs regarding individual award amounts. However, the state continues to rank near the bottom in FAFSA completion rates.
 - The [2026–2027 FAFSA](#) is now open and is being actively promoted to both current and prospective LCC students.
 - LCC hosted a FAFSA information session provided by ESD112 with local superintendents, principals, school counselors, and LCC staff.
 - **Increased Financial Aid Delivery**
 - During the first four weeks of Summer 2025, the financial aid team disbursed over \$2 million—an increase of 35%—to 705 students, representing a 30% increase over the same period in Summer 2024.
 - Due to a new initiative the Department of Education implemented, verification requirements increased in July 2025. Nearly 500 LCC students have been selected for verification. That number is expected to continue rising throughout the year.
- **Veteran Service**
 - LCC continues to enhance its services for veteran students. Currently, 105 veteran students are actively utilizing their VA benefits. The Vet Corps Navigator stationed in the VA Student Center is now assisting with

onboarding new VA students, ensuring broader coverage and better service for veteran students.

- **One Stop**

- The One-Stop team tracked 4,833 student engagements during the summer/fall enrollment push.
 - Unique student headcount of 1,915.
 - Post-Labor Day tracking shows 1,383 student engagements from 839 students.
 - Of those appointments with reported meeting modalities, 55% were in-person, with 45% over Zoom or phone.

- **Advising**

- The Advising team had 2,225 advising appointments two weeks before Fall 2025 priority registration through the first Friday of the fall quarter.
 - The unduplicated student headcount is 1,575.
 - Advising Appointments after Labor Day were 520.
 - Of those appointments with reported meeting modalities, 52% were over Zoom or phone, and 48% in-person.
 - The Advising team provided Summer/Fall New Student Advising (NSA) appointments to 678 students.
 - The Advising team held two Red Devil Welcome Days events before the start of the fall quarter. One hundred twenty-five students attended the event.

- **Testing**

- The Testing team received 20 proctoring and lab reservation requests from 8 different faculty members, and proctored 145 course exams in-person for 65 students (unduplicated headcount), including three non-LCC student exams from other universities. The Testing team also proctored 153 Nursing Entrance exams.
- The Testing team evaluated 250 Multiple Measures, 431 English Directed-Self Placement results, and 41 Directed-Self Placement opt-in forms. Provided 303 remote and in-person Math placement exams, 75 of which were administered via Zoom (77 total Zoom visitors).
- The Testing team proctored 244 PearsonVue exams, 21 Measure Learning exams, 223 Employment exams (for ASE, Cowlitz County, City of Longview, NORPAC, Kelso School District, Local 290 Union, Steelscape, etc.), 38 Pesticide exams, nine Kryterion exams, and two CLEP for-credit exams.

- **TRIO**

- Submitted narrative annual budget and received approval from the Department of Education

- Met with all summer-enrolled TRIO students (46% of the overall TRIO student population) for progress monitoring.
- Met with all persisting TRIO students for fall quarter advising and progress monitoring.
- **Running Start**
 - Running Start Book Loan Program Growth: The number of fee-waiver students utilizing the book loan program is increasing, indicating a growing student need in tandem with enrollment. The program supported 125 students across Summer and Fall 2025:
 - Summer 2025: 36 students (up from 20 in Summer 2024, 80% increase)
 - Fall 2025: 89 students (up from 75 in Fall 2024, 19% increase)
 - Oregon Dual Credit Enrollment
LCC's second year of partnership with Oregon high schools shows strong upward momentum, particularly at Rainier High School.
 - Rainier HS: 22 students enrolled this school year (up from 11 in 2024/25, 100% increase)
 - Clatskanie HS: 4 students enrolled (up from 3 in 2024/25, 33% increase)
 - Academic Standing and Student Support
To improve enrollment retention and student outcomes, the Running Start team has implemented a more structured and proactive approach to academic standing and support to enhance enrollment retention and student outcomes. Key changes include:
 - Early intervention: Frequent check-ins with at-risk students and communication with high school staff
 - Individualized Academic Recovery Plans: Initial meetings with students and parents/guardians, ongoing quarterly check-ins, and study tables to build stronger support systems and study habits
 - High school counselor follow-up: Regular updates to ensure coordinated support
- **Communication Enhancements**
 - Running Start has increased engagement with students through social media campaigns, including:
 - Career Pathway of the Quarter: Highlights alternative pathways beyond the General AA-DTA and shows how students can earn degrees by high school graduation

- Student Engagement: Interviews with current and former students, content filmed in classroom settings
- Motivational Mondays & Self-Care Sundays: Biweekly posts providing tips and strategies to prepare for the week ahead.
- Resource Posts: Promotes student services such as the food pantry, tutoring, and counseling
 - International Programs
 - Outreach
 - Disability & Access
 - Counseling
 - College & Career Prep
 - Workforce Programs

International Programs

- **Recruitment & Enrollment**
 - **International Enrollment**
 - Welcomed 30 in-person and two online international students, representing 16 countries and cultures, for Fall 2025.
 - Anticipate an enrollment decline in 2026 due to national challenges in declining visa appointments.
 - Fall 2025, students' country of origin has diversified. There is no majority from one country. The largest country of origin population has four students from Canada, Japan, South Korea, and Vietnam.
 - **Sponsor Programs (J-1)**
 - Hosting two full-time students from the Congress-Bundestag Youth Exchange for Young Professionals (Germany)
 - Two online, part-time students from the inaugural cohort of the EurAsia Foundation's SPARK program (Russia).
 - **Study Abroad**
 - Fall 2025, two students are studying in Barcelona, Spain, as part of the Washington State Community College Consortium for Study Abroad (WCCCSA).
 - Launched a new study abroad inquiry form this quarter and received nine new inquiries.

- **Recruitment:**
 - In anticipation of enrollment challenges in 2026, IPO built new recruitment infrastructure in early 2025 and is launching a full-scale strategy in late 2025.
 - Created a new blog, [housed within the LCC website](#), and social media.
- **Global Partnerships:**
 - Restarting partnership conversations with Henan Win Education (China) and McCormack Consulting (Europe) to explore exchange and pathway programs.
- **Federal Compliance**
 - I-17 Recertification: The LCC International Programs Office (IPO) will file for recertification in October 2025 (required every two years).
 - Will petition to add the new Bachelor of Science in Nursing and potentially the Bachelor of Science in Computer Science for international enrollment. The wait period is approximately nine months.
 - Compliance Advising: With increased scrutiny on international students, IPO staff have improved communication and support for students to maintain their status and progress towards academic success.
- **Campus Internationalization**
 - `Virtual Exchange: LCC supports three faculty engaging in COIL (Collaborative Online International Learning) courses for AY25-26, and attending staff-specific training from the Stevens' Initiative and PNW-MENA Consortium, led by Green River College.
 - International Education Week: November 17 - 21, 2025, is the national International Education Week (IEW). IPO looks forward to building on the 2024 IEW success and expanding the activities to include more community members.
 - Atomi Short-Term: Planning for the Winter 2026 short-term program is well underway! In November, Keiko will host an in-person information session with at least 10 program participants.
 - Global Service Learning: Two faculty members are exploring the potential of offering global service learning to Latin America, leveraging their regional professional networks to provide LCC students with a short-term international trip for hands-on service and education.
- **Outreach**
 - **K12 Partner events:**
 - September 23 – Financial Aid night, Kelso HS

- September 25 – Financial Aid night, Ilwaco HS
- September 26, October 3 – Castle Rock football game
- October 1 – FSA ID event, RA Long HS
- October 2 – LCC application day, Hudson's Bay HS; Castle Rock FA night
- October 6 – FAFSA event, Mark Morris HS

*As of September 23, Outreach has interacted with over 300 high school seniors in completing their FSA ID, FAFSA/WASFA, or LCC admissions application

○ **Future events (through Oct 30):**

- October 16 – FAFSA/WASFA Night, Ilwaco HS
- October 22 – Kelso Multicultural Night, Ridgefield HS parent/teacher conference night, Kalama FAFSA night
- October 23 – Chamber career fair
- October 23 – Castle Rock football game
- October 25 – Walk at the Lake Halloween event
- October 29 – Henrietta Lacks college fair
- October 30 – Vancouver Arts and Academics HS college fair, Vancouver iTech HS college fair, Mark Morris, RA Long, and Woodland HS parent/teacher conference night

● **Disability & Access**

- DAS conducted 61 new student intakes between July and September 2025, a 32% increase over the previous year.
- DAS updated all internal and external forms to Jotforms to increase and ensure full accessibility for students.
- In August, Mary Kate Morgan and Ariana Morvee took on leadership of the Accessible Technology Workgroup for the campus.
- On September 25th, DAS hosted an assistive technology open house for students, where seven students were given demos for speech-to-text, text-to-speech, and magnifying technologies.
- For Disability Awareness Month, DAS partnered with student programs and the office of DEI to bring Gillis Williams, an autism advocate, to campus on October 2nd. 18 staff/faculty, students, and community members attended Gillis' message to increase awareness and acceptance of people on the Autism spectrum.

Human Resources & Foundation

- **Foundation**

- LCC's Alumni Association continues to grow, now with 1,340 members.
- The first scholarship award cycle for the 2025-26 academic year is almost complete, with 139 awards worth nearly \$320,900 distributed. The second cycle will commence on October 1st, offering applicants \$450,000 in scholarship opportunities.
- Scholarship workshops will be held on campus, and a video detailing the scholarship process will be uploaded to the website.
- Capital Campaign Update:
 - The campaign has reached 97.61% of the total campaign goal, having raised \$14,641,209 as of September.
 - As part of the Opportunity Can't Wait Campaign plan, the LCC Family Giving Campaign launched on September 15th during Fall In-Service week.
 - A task force was formed, consisting of staff members Michaela Jackson (Chair), Nolan Wheeler, Tracy Stanley, Danielle Casey, and Natalie Richie, as well as faculty members Adam Wolfer and Armando Herbelin, and retirees Ann Williamson (Co-Chair) and Don Correll.
 - This group serves as advocates, develops strategies and key messaging, and creates opportunities to engage within the LCC family.
 - Campaign activities include Wear Your Support Wednesdays, trivia games, prize patrols, and more fun events leading up to the campaign's close on October 17th.
 - A friendly challenge is also underway: current employees vs. retirees in a participation competition, with a celebratory event for the winning group.
- The Athletic Booster letters went to 1,092 athletic supporters in August. As of 9/30, the appeal has raised \$17,900.
- The audit team remotely audited the Foundation's books for the 2024-2025 fiscal year during September 22 – 26, 2025. To date, no significant errors or discrepancies have been identified. Awaiting any additional requests or follow-up from the auditors.
- July, August, and September gifts and pledge payments totaled nearly \$505,000, which included these major gifts:
 - Weatherguard Inc. (pledge receivable): \$100,000.00
 - Goldie Valentine (pledge receivable): \$25,000.00
 - Richard Nau: \$108,000.00
 - Emerald Sky Foundation: \$15,000.00
 - The Honorable Frank L. & Arlene G. Price Foundation: \$31,500
 - The Honorable Frank L. & Arlene G. Price Foundation: \$20,000

- **Human Resources**

- The Talent Acquisition Specialist (TAS) position is vacant for the time being due to budget cuts. TAS duties were redistributed among the HR team.
- HR Diversity Data: Over the summer, compiled HR diversity data for applicants, hires, and employees, which will be shared this fall.
- Jotforms: Updating HR related employee forms to Jotforms.

- **Onboarding**

- **New Hires**

- Marco Azurdia (Executive NWAC Director), 7/1/25
- Adriana Baltazar (EHS Home Visitor, Head Start), 8/4/25
- Jennie Bergman (Tutoring Center Program Manager), 8/25/25
- Austin Bosgraaf (Math Faculty), 9/12/25
- Jenna Burnell (Career Pathways Advisor), 7/1/25
- Nicole Bush (Mentor Teacher, ELC), 8/4/25
- Sarah Bustamante (Education Faculty), 9/12/25
- Angelica Camacho-Chavez (Center Aide Classroom Floater, Head Start), 7/1/25
- Brenna Casi (Lead Teacher, Head Start), 9/26/25
- Naser Chowdhury (Computer Science Faculty), 9/12/25
- Niki Cisneros (Teacher Assistant, ELC), 7/1/25
- Iain Dexter (Director of NWAC Communications), 7/1/25
- Firaol Fekadu (Engineering Faculty), 9/12/25
- Jessica Fenter (Center Aide Classroom Floater, Head Start), 7/1/25
- Amber Fisher (Teacher Assistant, ELC), 7/1/25
- Shelly Grothe (Executive Assistant NWAC), 7/1/25
- Josh Hanson (AIR Faculty), 9/12/25
- Kat Harlan (BAS-OLTM Faculty), 9/12/25
- Michaela Jackson (Interim Dean of Education, New Program Development, & Educational Partnerships), 7/1/25
- Stephanie Jones (Lead Teacher, Head Start), 8/4/25
- Samantha Kuhlmeier (Lead Teacher, Head Start), 9/10/25
- Garry Lienhard (IT Architecture, Manager * reallocation), 7/1/25
- Jeff Moenck (Maintenance Specialist 5 * reallocation), 9/16/25
- Hannah Palenske (College Transition Specialist), 7/1/25
- Marco Pedroza-Bravo (Bilingual Outreach Navigator), 9/1/25
- Tracy Powell (Executive Assistant to the President), 7/1/25
- Angie Rogers (Director of Institutional Research), 7/1/25
- Cassy Rosales (Web Content & New Media Manager),

7/1/25

- Shana Scudder (Reentry Navigator), 9/15/25
- Alida Shirley (Mentor Teacher, ELC), 8/4/25
- Skye Strayer (Program Support Supervisor 2 * reallocation), 7/1/25
- Alli Young (Director of NWAC Operations), 7/1/25
- David Wallis (IT Director), 7/1/25
- Sarah Willoughby (Spanish Faculty), 9/12/25

○ **Awards & Recognition**

- The Summer Quarter Sunshine Awards were presented to:
 - Classified: Rudy Wallace
 - Exempt: Alexander Ivory-Brown
- These individuals have a positive, encouraging, and cheerful attitude, are behind-the-scenes enthusiasts and inspiring team players, and provide bright and professional customer service.
- The annual Classified staff BBQ in August, recognizing classified staff was well attended, and positive feedback was received.

○ **Professional Development Offerings for Faculty & Staff:**

- Creating Flyers/Brochures Workshop by Shane Prine
- From Stuck to Spark: Creative Problem-Solving with Design Thinking
- Supervisor Workshop - Part-time Hiring Best Practices
- Dare to Lead workshop for supervisors facilitated by Amy Leneker
- HR partnered with WFSE to provide in-person sessions for classified staff on the 25-27 WFSE CBA.

○ **Red Devil Wellbeing Events & Activities**

- Focused on sharing resources with faculty and staff and spreading awareness of the Employee Assistance Program and its offerings.

Administration

● **Enterprise Services**

- External Event Rentals
 - 32 events were held in the summer quarter
 - 213 future events were booked

● **Fitness Center**

- “Welcome Back Week” - daily drink specials and activities were provided
- The fitness center equipment added new weight plates, a functional tire trainer, and a multi-position rope machine.
- 3 Auto Belays were dismounted, sent in for recertification, and remounted

- 2 AirDyne AD7 Bikes and 1 Keiser Machine were repaired and serviced
- 8 Treadmills were deep-cleaned and underwent preventative maintenance
- 11 Auto Belay Training Sessions took place with new climbers
- 1 Outside Group Rental of the climbing wall took place
- Transitioned from Red Leaf food items to Red Devil Cafe food items
- 28 New Fitness Center Memberships
- **Bookstore**
 - Partnered closely with Deans and faculty to receive textbook requisitions, resulting in 95% on-time submissions. This allowed the textbook buyer to source textbooks in bulk, receiving larger discounts for the Bookstore, and resulted in exponentially fewer “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.
 - Held Summer Buyback event for a total of 2 days.
 - 70 courses used Inclusive Access with a 97.4% student participation rate.
- **Food Services**
 - Continued to focus on increasing pricing transparency by adding additional labeling to products and shelving.
 - Additional sizing options were added in the Grab & Go cold case to provide students with more variety at lower prices.
 - Refined the catering statement process to increase efficiency and consistency.
 - Partnered with the Juice Bar to provide cookies and breakfast sandwiches in the fitness center.
 - Increased summer quarter café gross sales by 23% over the same period last year.
 - Catered over 40 internal and external events on campus.
- **Finance**
 - Upcoming Deadlines
 - Unclaimed Property: 10/31/25
 - October sub-module close: 11/07/25
 - October month-end close: 11/12/25
 - Financial Statement Prep Oct – Dec
 - Financial Statement Audit planned for January
 - Trainings & Resources—

Finance Resources & Contact List are updated on the Finance webpage—
<http://internal.lowercolumbia.edu/departments/finance/index.php>. The

Contact List identifies the appropriate contacts for each finance area during the current staffing shortage

- Q1 Stats by Sub-Module—
 - AP processed 1,636 vouchers
 - 1,357 AP vouchers entered
 - 70 SF & 209 Payroll vouchers processed
 - Total payments paid \$10,506,408
 - AR processed 261 billings
 - Total billed 11,909,900
 - Total payments received 12,471,447
 - Student Financials
 - Departmental receipts—processed 305
 - Book Vouchers—processed 50 (62 including TPCs)
 - Collections—22 students sent to collections, totaling \$21,546
 - 5 Admin Holds requested
 - 12 Financial Aid Repayments
 - 5 Library Fines
 - Repayments processed—79
 - 66 Summer
 - 12 Spring
 - 1 Winter
 - Payment Plans
 - 41 active ctcLink payment plans, 24 new
 - Nelnet payment plans
 - 68 Summer (82 total)
 - 260 Fall
 - Outside Scholarships—120 active students
 - Summer/Fall—84 student disbursements
 - 184 scholarships received YTD
 - Travel
 - 0 cash advances
 - 67 employee reimbursements, totaling \$10,909
 - Purchasing
 - Purchase Orders—processed 272 POs, totaling \$3,070,909 (129 Open Orders for the FY)
 - P-Cards—processed 1,139 transactions, totaling \$396,514
- **Athletics**
 - 120 student/athletes are participating in the 2025-26 program this academic year.
 - An orientation was held on September 22 covering the code of conduct, procedures, expectations, and support services available, including mental health.

- Soccer - despite the challenges of coaching turnover, roster changeover, and injuries, the Devils are competitive and challenging for a playoff berth.
- Volleyball - the Red Devils have shown talent and grit so far this season, and they are in contention for the West Region title.
- Men's Basketball - the defending NWAC Champions, with an extensive roster of 16 student/athletes, are ready to win another with a talented group of freshman newcomers and key returning personnel.
- Women's Basketball has 18 members on this year's roster, with just four returning sophomores. The large freshman class is loaded with talent that will make the Devils a championship contender.
- Baseball - Fall ball is underway, and the Devils have already shown that they will challenge for the championship, featuring a good mix of returning sophomores and talented freshmen.
- Softball - The four returning pitchers will lead the team from the 48-0 championship season. The freshman class is loaded with talent and has the potential for another great season.
- **Campus Services**
 - Center for Vocational and Transitional Studies (CVTS)
 - Neeley Construction has received its notice to proceed and has set up operations in the Physical Science building.
 - The college was informed on 10/1/25 that parking lots B and C will close on October 13, 2025. Students and staff have been notified of the closure and have been provided with parking recommendations.
 - Nolan met with City of Longview staff to discuss potential additional parking near campus.
 - The City of Longview requires the 20-inch waterline to be removed from campus and rerouted down 15th Ave. This portion of the project starts October 27, 2025, and is scheduled for approximately 61 days. Completion should be around the end of January 2026.
 - Baseball Grandstand and Field Lighting Project
 - Architects are currently working on the pre-design. A meeting is scheduled on October 14th with the architects to review the project design. Project expected to begin in June 2026.
 - Replace Transformers, Electrical lines, vaults, and switchgear
 - A portion of this project was completed in August and September. However, the switchgear and transformer will arrive in May 2026, requiring another power outage to install said equipment.

- Construct a Softball Batting Facility
 - The project is currently underway and is scheduled for completion in November 2025.
- Sub-Metering Campus Buildings
 - Washington State Clean Building Act requires colleges to track utilities for each building.
 - Sub-meters will be installed on all buildings that do not have meters.
 - The project is underway, and all meters are being verified to ensure they work correctly.
- Retro-commissioning Grant
 - LCC received a \$107,000 grant to complete retro-commissioning on the Health & Science building and Gymnasium/Fitness Center to improve building performance, extend the life of building systems, and reduce greenhouse gas emissions.
- **Information Technology**
 - Applied for the 2025 State and Local Government Cybersecurity Grant Program (SLCGP) grant award for additional KnowBe4 licensing to cover all LCC campus employees.
 - Installed new WiFi equipment at the college's house and a new duplex on Maple for student access.
 - Restarted the IT student intern program; hired three work-study/student help assistants.
 - Secured quotes and finalized financing to order 300 computers and 400 monitors to replace aging, outdated in-production computers, including lab and testing center equipment.
 - Installed standardized Atlona AV equipment in select AAR and RCA classrooms.
 - A 5G wireless network in the LIB was deployed for higher speeds and increased connections.
 - Applied enterprise-wide Microsoft Group Policy updates for security and patch compliance.
 - Maintained select IT services during campus-wide planned power outage.
 - Installed new UPS units in server rooms for safe shutdowns during power outages.
 - Acquired a design and bid for Avigilon security camera upgrades: 26 new cameras and a server with expanded storage for UHD video.
 - Conducted successful campus-wide Informacast and Avigilon emergency notification/access tests.

- Updated or deployed 40+ internal production programs.
- Launched the first cybersecurity benchmark campaign with the KnowBe4 training platform.
- Created a comprehensive technology purchasing list for the new CVTS building.
- Rolled out Google Workspace Sync for Microsoft Office (GWSMO) to allow using Outlook to interact with Gmail and Google Calendar.
- Improved temporary AV functionality of STC cafeteria and conference rooms; secured a quote for STC AV upgrades and submitted the project for execution before the end of fall quarter 2025.
- **Environmental Health & Safety**
 - New full-time security guard, Rudy Wallace, was presented with the Sunshine Award.
 - The Campus Security Camera project kicked off to improve and expand coverage on campus.
 - Jason Arrowsmith is the new Deputy Title IX Coordinator.
 - See Something, Say Something,” a proactive campaign was launched to encourage students to report concerning or threatening behavior.
 - LCC assisted security during representative Marie Gluesenkamp Perez's town hall event in the Rose Center on August 14.
 - An MOU was signed between LCC and Three Rivers Christian School to provide facilities in support of the reunification process, in the event of an emergency.
 - EHS updated and created newly accessible OSHA training in Canvas for multiple departments.
 - Provided safety and situational awareness training for new international students living in campus housing.
 - Tested the emergency mass notification system on September 3rd; identified areas for improvement and submitted work requests for corrections.
 - Asbestos material testing was conducted in the north end of the Vocational building in September.
 - EHS is working with the new AIR program instructor to develop new safety protocols for students' electricity use.