1. UPDATE ON GOALS -
Covered in the written reports

2. MEETING TOPICS -
Vocational Building Project Proposal – Nolan reported that he received the first draft of the proposal. It is being reviewed and will be sent back to architects to develop the final proposal, which will be for a 50,000+ sq. ft. building to replace 3 buildings on campus. Nine colleges are competing for three projects, and a decision should be reached on February 19.

Update on Emergency Preparedness – A draft of the plan will go to Cabinet in January. Departments will need to develop their own emergency procedure as all areas differ.
- Door hardware arrived and will be installed over winter break
- Looking at demos for notification system
- Gathering information on different components to get an estimate to propose in January
- New Safety & Security Manager Jason Arrowsmith will start on January 4th.

Enrollment and Retention Campaign – Tuition incentives were provided by the Foundation in an effort to get students enrolled early for Winter Quarter.
- Did not see a big increase/change in FTE, but there were a few rises in enrollment that correlated with the campaign
- Working on developing a list of leading indicators.
- Break up orientation: Transfer, ABE, New students.
- Using projection method
- Phone calls to probationary students

3. UPCOMING TOPICS
January 11 – Lauren Hendriksen (Department of Health) will be providing a workshop titled “Why Wellness Matters”.

4. ROUND TABLE
- ctcLink: Not going live in August 2016, earliest would be October 2016. They will start testing in January. Date will be set when it’s closer and can evaluate the variables
- Learning Commons: Increase of 25% and they are having to turn students away because there are not enough tutors available. Tracking data on how many students they are turning away, time of day, etc.
- Campus Services: Working on door hardware.
CORE THEME I: WORKFORCE AND ECONOMIC DEVELOPMENT

- State FTE and unemployment continue to trend downward, demonstrating the typically inverse relationship between enrollment and economic growth.

- Corporate Partnerships & Training in partnerships with Continuing Education was awarded a $48,000 grant from the Southwest Washington Workforce Development Council. The grant funds Certified Production Technician (CPT) train-the-trainer and certification for 3 instructors and training and testing certification for up to 15 job seekers. The program will run January – March 2016.

- Mental Health First Aid for Adults and Youth training continue to be offered to the community. Trainings have been delivered to staff at WorkSource, Lower Columbia Community Action Council, Emergency Support Shelter, Department of Corrections, Kaiser Permanente, Cowlitz County Department of Personnel, Skamania County employees, DSHS in Southwest Washington, as well as LCC staff and members throughout the community.

- In collaboration with Kelso School District and LCC Continuing Education, LCC hosted an evening of hands-on, interactive STEM related activities on Monday, November 23 from 5:30-8:30 p.m. More than seventy Kelso students from grades 3-8 attended.

- Corporate Partnerships & Training was awarded $20,000 to run the Career Success Program again this year by the Southwest Washington Workforce Development Council. This program is in partnership with LCC Continuing Education and will be serving LCC students enrolled in the Opportunity Grant Program. Students will be connected with industry professionals to help build a professional network and learn about the expectations of community employers within their area of study. This program will run December 1, 2015 – May 31, 2016.
• Dan Williams, currently working on his degree in Machine Trades, was the winner of the first $500 tuition book/credit for the Fall-into-Winter Retention Campaign. Dan is a veteran who has been attending LCC for the past few years. The winner of the first $25 LCC Bookstore gift card for week one was Miranda Werner, who attends Adult Basic Education classes in the evening. Three more sets of winners will be randomly selected by mid-December.

• Highlights from the Access & Completion Monitoring Report include:
  o LCC is once again in the top 10% for community participation in credit courses (based on headcount/population in our service district), per the National Community College Benchmarking Project.
  o Students of color made up 20% of the transfer and workforce populations and 12.1% of completers in 2014-15. For the same time period, the service district was comprised of 15% people (adults) of color.
  o Students with disabilities made up 8% of the transfer and workforce populations and 6.2% of completers in 2014-15.
  o Veterans made up 3.6% of the transfer and workforce populations and 3.3% of completers in 2014-15.
  o LCC achieved 115% of its state FTE target in 2014-15.
  o The proportion of state FTE classified as Basic Skills (which includes pre-college) increased from 31% in 2010-11 to 35% in 2014-15.
  o The proportion of students attending full-time decreased from 53% in 2010-11 to 47% in 2014-15.
  o Twenty-three percent of 2015 high school grads in our service district enrolled at LCC by the following fall, down one percent from the previous year.
  o Running Start FTE increased by 30 between 2013-14 and 2014-15, to 321.
  o Online Running Start enrolled increased from 28 FTE in 2010-11 to 84 FTE in 2014-15.
  o The proportion of Financial Aid distributed in the form of loans decreased from 39.7% in 2010-11 to 33.0% in 2014-15.
  o Fall-to-fall retention of full-time students increased from 48.1% in 2010 to 53.6% in 2014.
  o Fall-to-fall retention of part-time students increased from 29.9% in 2010 to 36.1% in 2014.
  o The combined completion, transfer and continuing enrollment rate stayed the same between 2010 and 2014 (46%).
  o Eighty-two percent of students who received tutoring in 2014-15 received a “C” or better in the course for which they were receiving tutoring, compared to 84% the prior year.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

• Unfortunately, Red Devil Wellness (RDW) took last place in our Walktober college challenge. Washington State University in Vancouver came first with Clark College in second. LCC will get them next year! Also, RDW held a glucose/cholesterol screening day for interested employees on campus at a very low cost. From November 23rd to January 4th we are having the “Maintain Don’t Gain” challenge where employees try to stay within two pounds of their initial weight over the holiday season. Kaiser Permanente sponsored a lunch & learn on healthy eating to share some tips and how to develop and/or maintain healthy habits over the holidays.

• Human Resources helped welcome and orient the new full and part-time employees. We offered an employee benefits fair in the Rose Center this month as November is open enrollment. The benefits fair included representatives from all of the benefits providers, our Employee Assistance Program rep, and three local massage/chiropractic businesses. The fair was very well received by our employees and was helpful to them in determining their benefit needs/changes for 2016.

• The HR Employee Benefits & Development Consultant completed the two day Ergonomics Assessment Certification Workshop (CEAS I). This class was sponsored by a foundation grant and will enable HR to conduct workspace assessments and put a focus on ergonomics and safety in the upcoming year.

International Program:

• Winter Qtr 2016: 1 new application received to-date (China)
- Student’s visa has been denied, but she is trying again for winter quarter.
- Spring Qtr 2016: 2 new applications accepted and processed (China)
- Two new students will begin spring quarter, pending housing placement and visa issuance.
- “LCC Host Family Program” Facebook Group - The Facebook group page continues to be used to great effect to inform and engage with host families and students. Updates have included winter registration information, travel policies and procedures for international students, field trips, and holiday activities.
- IP is actively recruiting host families for the 2016 short-term program with Atoni University. This is a three-week program, from Sunday, Feb. 14 to Saturday, Mar. 5. Flyers have been created and are being distributed online, via email, and in various community newsletters. Additionally, hard copy flyers have been posted on campus and throughout the Longview/Kelso community.
- Laura Abelarde has assumed responsibilities for coordinating the Homestay Program for international students. She works part-time in the IP office in LIB 110. Justin Ford is responsible for coordinating rentals (apartments, rooms, houses) for international and other LCC students.
- Seven participants are confirmed for the 2016 short-term program. Host families are urgently needed for the 3-week period, from Feb 14 to Mar 5, 2016. Please contact Laura Abelarde at labelarde@lowercolumbia.edu. Several faculty have offered to present seminars and workshops for the program. Details will be finalized in December.
- A short-term program is being proposed to Changzhou Institute of Tourism & Commerce (CTITC) for the summer of 2016. This is likely a 2-week program, geared toward working professionals. Topics being discussed include business/leadership development, nursing/health care in the U.S., and others.

**OTHER TOPICS:**

**New Hires/Changes:**
- Tim Howey Program Assistant (Registration)
- Lisa Kay Program Coordinator (Financial Aid)
- Carmen McClain Child Development Supervisor (Head Start)
Core Theme I: Workforce & Economic Development

B&I and Continuing Education:
- The first cohort of students completed the LCC Commercial Driver License (CDL) program in early November. In this pilot, four City of Longview employees obtained their Class B License with Bus Endorsement. Jim Dillinger taught the class with assistance from Mindy Smith, a part-time LCC instructor who also trains bus drivers for Kelso School District.
- LCC received approval from the Washington Department of Labor this summer to begin offering the CDL classes. LCC sought the approval based upon requests from RiverCities Transit, the City of Longview, and both Longview and Kelso School districts to begin offering this training on campus.

Workforce Programs and Career Services:
- The Workforce Programs and Career Pathways unit held the annual Business Education Roundtable. This event is aimed at improving communication between business/industry, K12, and higher education. Thirty-seven business and educator professionals attended to learn more about current economic trends, challenges faced by high school graduates, and opportunities for growth. Speakers included CTE Directors from Longview and Kelso School Districts, as well as Scott Bailey, Regional Economist. From the discussion, the group identified the need for additional opportunities for youth to engage in activities that would improve their skills (soft and technical) for the workforce. Several new businesses committed to hosting career related learning experiences. Among the challenges faced by K12 and industry is liability insurance for students participating in work-place experiences. Work on overcoming these challenges will continue through the CWCDC (LCC’s general advisory committee). The event was hosted by the Longview Public Library and catered by Grounds for Opportunity.
- The Workforce Programs, Career Services, and Career Pathways departments, in partnership with LCC faculty, hosted the annual Advisory Committee Fall Kick-off event over three days in October. Sixty-five community and business members attended to provide input and guidance for LCC’s professional technical programs on areas such as curriculum changes, industry standards, employment trends, equipment needs, and other related program support.

Core Theme II: Transfer & Academic Preparation

Nursing, Allied Health, and Education:
- The nursing program received approval from their specialized accreditation commission (ACEN) to implement the Associate in Nursing DTA/MRP degree. The accrediting body commended LCC for the thoroughness of the substantive change request. The new degree, which entails a revised nursing curriculum, will be offered beginning January 2016. The first and second cohorts have been admitted for winter and spring quarter start dates.

Performing and Visual Arts:
- An Associate of Fine Arts in music degree is nearing completion at the state level and we hope to adopt and implement it at LCC next year. This will allow our music students to take more of the classes they need to be well-prepared for transfer to a 4-year program, and not be as hampered by the financial aid restrictions levied against elective credits.
Natural Science:
- Armando Herbelin is taking an online class in programming the Unity 3D game engine for eventual development of chemistry learning games. Game #1 is Periodic Table breakout!
- Armando Herbelin is taking an online MOOC (Massive Open Online Course) in Machine Learning and Artificial Intelligence.
- Armando Herbelin is researching technology for EDA purchases that increase the safety of existing (old) systems and enhances the usability for our students. He is also learning about the challenges of purchasing processes with federal grant money.

Transitional Studies:
- In an effort to keep High School 21+ students well-informed and on track, the Transitional Studies Department began accepting Applications for HS21+ Graduation this fall. The application process includes a final transcript evaluation, as well as the opportunity for students to meet one on one with a staff member to start planning for transition into college or career. Students are offered the opportunity to apply for college level classes and connect with the support available for their next steps. Of the 49 students that submitted applications in fall, 33 will be graduating with their high school diploma this quarter.
- During week 7, Anne-Marie Klein administered over 178 CASAS post-tests to students in 27+ Transitional Studies classes. Most of the testing took place in the Vocational Building room 158 Assessment Lab. Student learning gains, as evidenced by this federally mandated test, will continue to contribute a significant number of Student Achievement Initiative (SAI) points for the college.
- Anne-Marie Klein, Rheannon Van Cleef, and Theresa Stalick attended the SBCTC’s mandatory Data for Program Improvement (DPI) training on November 5th at Bates Technical College. The LCC DPI team is laying the groundwork for a two year, data driven project focused on improving online learning in Transitional Studies.

Core Theme III: Student Access, Support & Completion

Nursing, Allied Health, and Education:
- The Early Achievers Grant was awarded for $83,900 for 2015/2016 to support early childhood education.

Natural Science:
- Adam Wolfer attended the Crossing Boundaries: Transforming STEM Education conference presented by the Association of American Colleges and Universities and Project Kaleidoscope.

Career and Employment Services:
- Career and Employment Services in partnership with Advising, hosted an event titled “Career Options in Health & Science”. The event reached approximately 30 students and included an employer panel presentation from experts in healthcare. Students were able to speak directly with professionals in the field to network and discuss career pathways as well as their individual career goals.

Transitional Studies:
- Transitional Studies instructors enrolled 150 students in High School 21+ credit bearing courses for fall quarter. These students, 26 of whom are English as a Second Language students, are currently on track to earn a total of 753.5 High School 21+ credits. An additional 9 High School 21+ credits were awarded for prior learning during fall quarter.

Learning Resources:
- Becky Connolly and Sarah Griffith gave an “Outcomes in Canvas” training to English faculty on October 27th. Topics covered:
  - Importing account level outcomes
  - Creating rubrics for assignments
  - Adding outcomes to rubrics
  - Using outcomes for grading
  - Turning on the Learning Mastery grade book for yourself and students
  - Where to find outcome results
- Sarah Griffith gave a Canvas orientation to Kerry Swier’s POP class. Six students attended.
- A representative from EBSCO met with Melinda, Andrea, and Sarah to discuss the possibility of acquiring EBSCO Cloud Services. This would enable a Curriculum Builder application to easily be integrated into Canvas with an LTI (Learning Tools Interoperability). This will allow faculty to build curriculum around EBSCO articles, eBooks, and other materials by creating reading lists and seamlessly embedding materials into Canvas courses. Students would be able to search the EBSCO research database directly through Canvas without leaving their course. The improved ease of use of these materials would support OER, information literacy, and digital literacy initiatives.
- Sarah Griffith met with Elizabeth Engel and Jessica Kooiman to come up with solutions to the low digital literacy of students who are coming into AH 104 and AH 114. Faculty can include or leave out any information they choose in Week Zero. Creating a “Week Zero” Canvas course for any faculty member to
use was discussed. Week zero would be available for faculty to download using Canvas Commons, and it would teach students how to:

- Login to Canvas, computers, email, my math lab
- Create, save, and submit a Word document to a Canvas drop box
- Save documents to a USB drive, Networked computer or Google Drive
- Submit a document to a Canvas drop box using text entry, URL, or media recording
- Locate a syllabus
- Print from Canvas
- Play a video in Canvas
- Access a website via a link in Canvas
- Identify due dates
- Access Grades in Canvas
- Send and reply to a message/email using Canvas/Gmail
- Access announcements in Canvas
- Change notifications preferences in Canvas
- Access and interpret the calendar in Canvas
- Include section on how to use Apps for Education

- Visits to the Learning Commons continue to climb. It was visited over 25,000 times this October. This is 5,000 more visits compared to a very busy October 2014.
- Tutoring appointments also continue to increase. They were up 25% this October compared to last October, jumping from 493 to 615.

**Core Theme IV: Institutional Excellence**

**Nursing, Allied Health, and Education:**

- Ann Williamson has been active in the state workgroups on Paraeducator Standards. Their recommendations will be finalized for the Legislature Report in January. The goal is to have these recommendations become law through a Paraeducation bill. Additionally, she has been assisting with the development of learning objectives and outcomes for module development for the general education standards.
- The Early Learning Center hosted a Professional Learning Circle for the Kindergarten teachers and Preschool providers. Fourteen kindergarten teachers and eighteen providers attended the event.

**Performing and Visual Arts:**

- The LCC Symphonic Band hosted internationally recognized musician and storyteller from Africa, Foday Musa Suso, during the Fall term concert (Nov. 24, 2015). Contracted with Hanson dollars, this event was arranged to attract potential students and community members to LCC’s excellent facilities, as well as provide a rich cultural learning opportunity for the campus.
- Betsy Richard’s production of *Almost, Maine* opened this month. Of special interest is that Betsy has scheduled performances to better engage the community. She has reached out to area high school and senior citizen groups to help plan the schedule.

**Multiple Departments:**

- Several faculty have traveled for outreach, professional development and conferences this month, including Dawn Draus (Bridge to College Math), Hiedi Bauer (Humanities Association), Judy VanderMaten (Art Education), Adam Wolfer (STEM educational reform), and Katrina Fuller (American Society for Microbiology).
- Mark Gaither and Debby Neely led a workshop for area middle school students that incorporated the arts and sciences. The theme of their event was for their students to develop a manned mission to Mars. A short video of their workshop can be viewed here: [https://www.wevideo.com/view/512747225](https://www.wevideo.com/view/512747225)

**Natural Science:**

- Armando Herbelin is researching ideas to encourage disadvantaged students to stick with school and STEM – eventually leveraging the new technology from the EDA grant to keep them interested from middle school through high school. Special emphasis will be on helping participants see themselves as LCC students in the future.
- Armando Herbelin is coordinating with City of Kalama and Kalama Library to offer computer programming experience to middle school students starting in winter quarter.
- Lucas Myers, on behalf of Lower Columbia College, will assist SBCTC in a series of STEM Faculty Development workshops. Lucas will serve as the disciplinary higher education lead in partnership with Institute for Systems Biology in developing and facilitating faculty workshops as well as development of a National Science Foundation (NSF) IUSE Grant.

**Learning Resources:**

Operations Council Report – Student Services
• At the Instructional Assessment Committee meeting on November 19th Sarah Griffith presented information about Global Outcomes in Canvas. Availability and advertisement of the Global Outcomes in Canvas are awaiting the final edits of the Critical Thinking Rubric and decision of how Outcomes will be calculated in Canvas. Final edits should be completed at the next Outcome Committee meeting on December 19th.

• Melinda Weatherford and Sarah Griffith revitalized the eLearning Advisory Task Force and facilitated the first meeting on November 19th. The meeting was well attended (15) and many areas of campus were represented. It was a working meeting, and attendees broke into the following work teams:
  - Instructional Design Team
  - Assessment Team
  - Professional Development Team
  - Instructional Technology Team
Each team developed preliminary plans and ideas, and assigned themselves homework for implementing these initiatives. The next meeting will be the second week of Winter Quarter.

• Melinda Weatherford has been meeting with the architect and the Learning Resources staff to develop floor plans for a facility remodel of the Learning Commons. The new floor plan will address several needs:
  - Efficiency in customer service and work flow
  - Staff presence in service areas
  - Classroom spaces, including an active learning classroom and a flexible classroom
  - Increased quiet areas and group study spaces for students
  - A digital media/design lab
  - Co-location of staff offices

**Addressing Safety Concerns**

**Nursing, Allied Health, and Education:**

• Annette Ward’s students reviewed the process for an active shooter and the videos on the security website in her NURS 203 class.

**Topics of Interest**

**Recognition / Personnel**

• Merry Bond achieved national certification as a Nurse Educator. She has also been accepted to the doctorate in nursing program at Bradley University; she will be pursuing a Family Nurse Practitioner degree.

• Pre-vet student, Amanda Wimmer, was hired by a local veterinary clinic after they contacted the Biology Department in search of a local student.

**Head Start**

• **New Hires:** Carmen McClain, has been hired as the new Early Head Start Supervisor replacing Dianne Bagby who will retire December 30th. Carmen comes to us with a vast background in early learning, most recently as a Center Director for the Vancouver Head Start program. She was also Director of a childcare center for 10 years and is extremely knowledgeable regarding licensing and Federal/State regulations.

• **Resignations/Retirement:** Sandy Junker, Director, has submitted her letter of retirement effective June 10th, 2016. Hiring is scheduled to be completed by May 1st in order to transition the new Director with Sandy before she exits the program. Also leaving the program is Kim Crum, Family Advocate, in order to continue her Master’s program full time. The department continues to hire Teacher Assistants and substitutes.

• **Infant-Kindergarten Conference:** On November 14, 2015, 175 participants came to the conference held at Lower Columbia College. Evaluations were outstanding. Next year’s conference will be held on November 12, 2016.

• **Advanced Health Care Institute:** Our program has been asked to participate in the UCLA Advanced Health Care Institute, March 22nd-24th in Los Angeles, to learn a new curriculum on home safety. The HOFL Early Learning Center and Three Rivers Childcare will attend with our program to partner in the training for our agencies upon return.

• **Trainings complete:** Head Start has held all of the trainings for our “new” Policy Council Board, Policy Council Executive Committee, Cabinet and Board of Trustees during the month of November. Our new Executive Committee will begin their responsibilities at the November 23rd Policy Council meeting.

• **Washington State Association (WSA) Meeting:** Sandy Junker, Michelle Aldrich, and three parents attended the WSA meeting in Spokane, WA, October 17th – 19th. Sandy Junker was recognized for her 4-year service on the Board of Directors for WSA as the Secretary/Treasurer.

**Upcoming Events**
• **December 1-3,** Art Exhibit: *Cascadian Slipstream* – featuring works by Darren Orange held in Rose Center Art Gallery; 10 am – 6 pm Tuesday, 10 am – 4 pm Wednesday and Thursday

• **December 3,** 12 – 1 pm, Community Conversations: Jobs and the Environment Roundtable Discussion held in Wollenberg Auditorium, Rose Center

• **December 4,** 1 -2 pm, Career Workshop: *Volunteer!* held in the Admissions Center, Room 120

• **December 4,** 7:30 – 9:30 pm, Choir Concert held in Wollenberg Auditorium, Rose Center

• **December 8,** 7:30 – 9:30 pm, Jazz Ensemble Concert held in Wollenberg Auditorium, Rose Center

• **December 23-24,** Efficiency Closure – campus closed

• **December 25,** Holiday: Christmas Day – campus closed

• **December 28-29,** Efficiency Closure – campus closed
CORE THEME III: STUDENT ACCESS and COMPLETION

✓ Staff from the Information Technology Department setup a video relay phone for the sign language instructor, and a video relay phone in the Learning Commons for students to call a sign language interpretative center; these phones can be used by people who do not know sign language to communicate with people who do through a “middle” interpreter. The service is free.

CORE THEME IV: INSTITUTIONAL EXCELLENCE

Athletics:

• Lower Columbia closed out the successful volleyball season with an appearance at the NWAC Championships, where the team won one match and lost two. LCC had exemplary representation at the tournament, providing workers for the greater good of the NWAC Conference.

• Blair Bowman of the LCC soccer team was named All-NWAC Academic for the Fall season. LCC Volleyball players on the team include Sierra Addicott, Alexa Bond, and Kayla Keane.

• LCC recently hosted the Red Devil Classic men’s basketball Tournament and the Kirkpatrick Family Care Regional Classic, both successful.

• Several LCC Athletes took part in the LCC Foundation Thank-A-Thon, contacting Booster and supporters thanking them for their support.

• The LCC Athletics Hall of Fame will be held Saturday January 30th at Myklebust Gym. The induction class includes supporter Jim Baker, Softball’s Dani Bisel and Tim Mackin, multi-sport stars Terry Jones and Michelle DeVries and basketball’s Bill Dunlap.

Auxiliary Services:

• Due to numerous requests, the Fitness Center will be open during the break from 9:00am – 3:00 pm (December 23rd, 24th, 28th, and 29th.)

• The cafeteria will be getting a makeover during the break. A new paint job, along with a nice Fork and Flame logo on the wall outside of the cafeteria’s front doors. We will also print menus with a healthy option section and the cafeteria employees will have Fork and Flame t-shirts.

• The bookstore’s buyback is going on this week. We teamed up with the Veteran’s Alliance for a toy drive, coat drive, and an angel tree, so please donate by December 18th if you can.

• Andrea from the library conducted a survey for students who took a course that used open educational resources this quarter. The response was overwhelmingly positive. We are teaming up with marketing to spread the good news and try to convince more faculty members to adopt OER textbooks. Students will save well over $100,000 this winter quarter alone, thanks to so many faculty members switching to OER.
Capital Projects

- **Health & Science Building**
  - UPS interference with PUD meters – After several meetings with the general contractor (Emerick Construction), the electrical sub-contractor, and we believe that we have found a solution to our battery back-up system interfering with local PUD meters. A small isolation transformer was installed to block the interference and it has, so far, proven to be successful.

- **Library Chiller Replacement**
  - The Contractors replaced the Old Library Chiller on **Veteran’s Day (Wednesday, November 11th)** while staff, faculty, and students were on holiday. The owner, engineer and architect will complete the punch-list on December 1, 2015.

Emergency Preparedness

- Janel recently attended a safe schools coalition training in Vancouver which included a presentation by Vancouver Fire Department that talked about their work with the Vancouver public schools and Clark College. She came away with knowledge that LCC needs to have an Emergency Operations Plan, a Mitigation Plan, and a Continuity of Operations Plan.
- Our new Security Manager will start January 4th. Jason Arrowsmith had previously worked as the school resource officer for the city of Battleground and brings nearly twenty years of professional law enforcement experience. He has an AA from Clark College and BA from WSU in Social Sciences. We welcome Jason to our Safety and Security team.
- **Emergency Operations Plan** – The emergency operations plan must be adaptable to various kinds of emergencies (active shooter, earthquake, floods, etc.). One piece of the emergency operations plan is a reunification piece (reuniting students with families), which is more specific to a natural disaster. Emergency responders are recommending we be self-sustaining for 72 hours. We need to determine a team to help lead and implement the plan. The initial draft of the implementation plan will identify a person or persons in charge of the following categories:
  - Incident Commander (would vary dependent upon type of disaster). We need to determine a list of potential individuals to fill this position.
  - Facilities
  - Food and Water
  - Medical
  - Mental Health First Aid
  - Public Information
  - Reunification
  - Search & Rescue
  - Technology Support

- **Mitigation Plan**
  - This plan will identify what the risks are, and the subsequent procedures to mitigate damages. It will be created with our ideal set-up (more visionary); then, we will establish a timeframe for implementation. Janel is recommending that we do a full lock down drill once per year including the evacuation process.
  - First priorities: Door hardware, notification system, room and campus signage, room and campus maps, go bags for first responders, security camera system, update Behavior Intervention Team (BIT Team), and identifying and train Emergency Building Coordinators (EBCs). Additionally, emergency training will be provided to staff and faculty. We are researching costs on some of the big ticket items and will go to the Board for approval to use reserve funds for these purchases in January.
The first order of new door hardware has arrived and will be installed during winter break.
Nolan, Brandon, Richard, and Janel have attended several webinar/demonstrations of notification systems and are working with vendors to receive quotes on their products.

- **Continuity of Operations Plan**
  - Every department will need to have their own continuity of operations plan; however, each plan will also need to have continuity across campus. One of the main components is to provide training to individuals.

**Information Technology Services:**
- Developed an online “Behavior Intervention” form for students to fill out and share their observations.
- Converted the Nursing Sim lab to wireless.
- Setup a new ID database requested by Student Services and the Foundation. The new system is in preparation for the ctcLink implementation and allows the Foundation to print retiree ID badges as well as student badges for current students.
- Completed the audio/video installation for the classrooms and workrooms in AAR.

**Maintenance/Custodial/Grounds/Print Shop:**
- A condensation leak was repaired in the air duct in the Student Center kitchen. Roof leaks were repaired and continue to be monitored in DTV, VOC, SCI, and the GYM.
- A vent motor needed replaced in the Head Start West kitchen – it is now venting properly.
- Maintenance staff repaired an ongoing heating issue in HFL rooms 116 and 120 by replacing a motor and fan. The residents of those rooms should be cozy coming into the coldest part of the season.
- At the request of the Department of Ecology, a clay drying area was constructed in the Campus Services compound.
- A concrete sidewalk was repaired outside the South entrance to the Library. That area is no longer a tripping hazard.
- The grounds crew stayed busy all month controlling and cleaning up the plethora of leaves that come with the season.
- The two new custodial leads continue to do an excellent job guiding the crew in daily tasks as well as any special projects that arise. Custodial spent considerable labor hours re-setting after November events: the Foundation Scholarship Social, Debate Tournament, and a Head Start event.
- A sealed bid sale for only state institutions was held during the whole month of November for cabinets, computers, furniture, chairs, tables, and other miscellaneous items at base prices. Unfortunately, there were no bidders this time around. A sealed bid sale for the general public began Monday, November 30th and closed at 12pm on Thursday, December 3rd.

**Safety & Security:**
- Completed Department of Ecology Inspection- making corrections and awaiting report.
- Shipped all laboratory hazardous waste accumulated since 08/2015.
- Completed a first draft of campus response procedures to lewd use of state computers.
- Provided ongoing support to title IX investigations and student conduct cases.
CORE THEME II: TRANSFER AND ACADEMIC PREPARATION

- TRiO Educational Talent Search took a group of 6 students to visit University of Washington and iHeart Radio on Wednesday, November 18th.

CORE THEME III: STUDENT ACCESS, SUPPORT AND COMPLETION

- A Sorenson Videophone has been installed in the Library which will increase access for deaf students to communicate with deaf and hearing individuals as needed.
- Disability Support Services measured a 14% increase in active DSS students from fall 2014 to fall 2015. 106 students currently utilize accommodations, which is the largest number of students in one quarter to date at LCC.
- Twenty-two Running Start students are on the 3rd waive of Academic Early Warning. These students have been contacted individually to discuss their course of action.
- After completing the Annual Performance Report for the Department of Education, the numbers are as follows:
  o Educational Talent Search (all percentages are averaged between 2013-2015):
    ▪ The overall post-secondary enrollment after graduation rate for RA Long High School is 50-54%. The post-secondary enrollment after graduation rate for TRiO Educational Talent Search participants at RA Long High School is 84%.
    ▪ The overall post-secondary enrollment after graduation rate for Mark Morris High School is 61%. The post-secondary enrollment after graduation rate for TRiO Educational Talent Search participants at Mark Morris High School is 79%.
    ▪ The overall post-secondary enrollment after graduation rate for Kelso High School is 54.5%. The post-secondary enrollment after graduation rate for TRiO Educational Talent Search participants at Kelso High School is 74%.
  o Students in Cowlitz County who are enrolled in TRiO Educational Talent Search are 21% more likely to go to college after high school.
  o Student Support Services:
    ▪ Persistence:
      ▪ The overall fall to fall persistence rate at Lower Columbia College of SSS eligible not served students is 47% (information provided from LCC Institutional Research Office/2016-2020 TRiO SSS grant proposal)
      ▪ TRiO Student Support Services is required to attain 60% persistence among our 220 students served each academic year. In 2014-2015, we achieved 76% persistence.
    ▪ Good Academic Standing (GPA of 2.0 and above):
      ▪ 77.1% of LCC’s SSS eligible but not served student body has a GPA of 2.0 or above.
      ▪ TRiO Student Support Services is required to meet the objective of 80% of our 220 students being considered in good academic standing. In 2014-2015, 90% of our students achieved this benchmark.
    ▪ Associate’s Degree or Certificate Attainment
      ▪ The overall graduation rate of LCC SSS eligible but not served students is 28.9%.
      ▪ TRiO Student Support Services is required to meet the objective of 35% of our students graduating with an Associate’s degree or certificate within a
three year period from time of enrollment. In 2014-2015, 41% of our students met this goal.

- Associates Degree or Certificate Attainment and Transfer from a 2-year to 4-year Institution
  - LCC has a 16.6% transfer rate from a 2-year to 4-year institution for SSS eligible but not served students.
  - TRiO Student Support Services is required to meet the objective of 25% of our students graduating and transferring within three academic years. In 2014-2015, TRiO Student Support Services had a graduation and transfer rate of 25%.

- The Advising and Testing team is working collaboratively in developing a “pilot” placement project with the Language and Literature Department with the goal of a having an assessment solution when “Compass” goes away next year.

CORE THEME IV: INSTITUTIONAL EXCELLENCE
- TRiO Student Support Services students put in a collective 100 hours of volunteer work during fall quarter. Our students helped with Longview school gardens as well as laying the groundwork and foundations for an LCC food pantry.

TOPICS OF INTEREST

ENROLLMENT
- Fall Running Start – 354
- 76% of TRiO SSS students persisted from fall 2014 to fall 2015.

RECOGNITION/PERSO
- Lisa Kay, Loan/VA/Work Study Coordinator has been hired as Program Coordinator in the Financial Aid Office. Lisa has worked in the financial aid office since 2011 beginning at a work study student and progressed to part time staff. She is busy learning all about VA and implementing new procedures to better assist VA students.
- Tim Howey has accepted the fulltime Program Assistant position in the Registration Office.

STUDENT ACTIVITIES/ATHLETICS
- Harvest Fest was held in the Student Center on Thursday, October 29th. This year it was a closed event, open to children and their families that are in the Early Learning Center and Head Start programs. Overall the event was a huge success with the largest crowd ASLCC has ever had at the event, between 500 and 600 people. Food, crafts, games and other family fun was provided. LCC Food Services catered the event. The LCC women’s basketball team, players from the baseball team and students from several clubs and organizations volunteered to make it a success in conjunction with the ASLCC Student Government officers.
- Five students and one staff member attended the National Association for Campus Activities Conference in Spokane, WA from November 12th to November 15th. The conference allowed officers to meet student leaders from across the western United States. It also provides an opportunity for growth while going to seminars and breakout sessions to learn how to market, plan, coordinate and implement events on campus. The students also got to see a multitude of various performers to possibly bring to campus in the future.
- The first mailing of an on-going monthly birthday card project will go out at the end of November for December birthdays for currently enrolled students. A huge part of ASLCC Student Government’s focus this year is to reach out to a wider population other than those simply attending the annual events. From that grew this project which is to mail every student a birthday letter with a complimentary voucher to either the coffee shop or cafeteria. Each quarter a list is created by registration of the students with a birthday during each month of the quarter and an
ASLCC officer mails the birthday letter and voucher on behalf of student government. The hope is this will be a simple yet impactful way of connecting with students.

- TRiO Student Support Services will take a group of 18 students to view the Nutcracker Ballet at the Columbia Theatre for the Performing Arts on December 13.

UPCOMING EVENTS AND IMPORTANT DATES

- December 1 – Winter quarter admission application deadline for new degree/certificate seeking students
- December 4 – College and Career Workshop at RA Long
- December 8 – Kelso HS Family Info (Essay Writing)
- December 11 – College and Career Workshop at Mark Morris HS
- December 14 – Last day for administrative holds – winter
- December 14 – Grades DUE 2:00 p.m.
- December 15 – Grades available on-line
- December 22 – Tuition Due – winter
- December 23-29 – Efficiency closure
- December 31 – Waitlist – deadline to be added to a waitlist
- January 1 – Holiday
- January 4 – Classes begin – winter
- January 6 – Waitlist – deadline to be enrolled from the waitlist
- January 6 – On-line adding and dropping ends
- January 8 – 100% refund cutoff
- January 11 – Academic Early Warning begins
- January 15 – Last day to withdraw and avoid a “W” on transcript
- January 18 – Holiday
- January 22 – 50% refund cutoff
- January 27 – Graduation application deadline for winter quarter

Other Events:

- New Student Orientations are scheduled as follows for incoming winter quarter students. Contact the Entry Center for availability and to register:
  - 12/2 11-1  AA 108
  - 12/3 1-3   AA 109E
  - 12/7 2-4   AA 105
  - 12/8 10-12 AA108
  - 12/9 5:30-7:30 AA 108
  - 12/11 1-3   AA 105
  - 12/14 2-4   AA 105
  - 12/15 10-12 AA 105
  - 12/16 2-4   AA 105
  - 12/17 1-3   AA105
  - 12/28 1-3   AA 105
  - 12/29 10-12 AA 105
  - 12/30 2-4   AA 105
  - 12/30 2-4   AA 108
  - 12/31 10-12 AA 105
  - 12/31 10/12 AA 108
- **Light Up a Student’s Life**
  This is an annual project that gives back to students in need and spreads some holiday cheer. Student government officers purchase ten trees, lights, tree toppers, ornaments and stands. They are decorated and put up around campus for the month of November. LCC Staff and Faculty members can nominate students they would like to see receive one of the trees. A committee of ASLCC Student Government officers meets to go through the applications and recipients can pick the trees up the week of Fall Quarter finals.

- **Blood Drive**
  Twice a year ASLCC Student Government hosts a blood drive on campus. The fall drive through Bloodworks Northwest and was held on Tuesday, December 1st and Wednesday, December 2nd from 9am to 3pm in the conference rooms, downstairs in the Student Center.

- **Holiday BINGO**
  This event was be held the week before finals on Thursday, December 3rd from 10am to 2pm in Student Center commons area. It was meant to help students relax, enjoy the holiday season and take a break from studying. Coffee, tea and cookies were be provided, music was played and prizes were distributed, as sponsored by ASLCC Student Government, for BINGO winners.

- **Blacklight Dodgeball Tournament**
  The students created this fun and interactive tournament to add another dimension to the current events that ASLCC puts on each year. Blacklight Dodgeball will be held in the Gym on Wednesday, January 20th at 7pm. LCC students, staff and faculty are encouraged to make teams of 6-10 people. Teams can sign up ahead of time or the day-of. Music will be playing and prizes, sponsored by ASLCC Student Government, will be given out to the winners.

- **CCOC Winter Fair**
  The CCOC Winter Fair will be held on Tuesday, January 12th and Wednesday, January 13th from 9am to 1pm. At the CCOC Fall Quarterly Social, most of the people in attendance wanted an opportunity each quarter to advertise their group and get more involvement and participation. From these requests, we created the idea of a quarterly fair where all of the extra-curricular groups can table, advertise and hopefully expand their memberships.

- **CCOC Winter Social**
  The winter CCOC social will be held on Tuesday, January 26th from 3-5p in the Student Center Clubs & Orgs Room. Attendance will be required by at least one representative from each club. Students and advisors will have an opportunity to share upcoming events and activities they’re planning and ask for any help they may need.

- **Comedian Evan Wecksell**
  Evan will be performing his act during lunch time on Thursday, January 28th from 12-1pm in the Student Center Commons. He’s touring with Comedy Central and VH1and has been compared to Adam Sandler with his blend of comedy, music and improvisation. This event is open to LCC students, staff and faculty to attend.