



Student Services Council
Thursday, April 28, 2005
Meeting Notes

Present:

Eileen Bergeson, Pat Boerner, Margit Brumbaugh, Ernie Cadman, Carol Carlson, Tiahna Davis, Buzz Gorman, Marisa Greear, Wendy Hall, Jason Hoseney, Betty Johnson, Dan Johnson, Jennifer Knapp, John Krause, Lynn Lawrence, Therese Montoya, Faye Olason, Barbara Schoeffler, Darcy Smith, Jenny Smith, Mary Stone, Sandie St. Onge, Kathy Wheeler, and Mary Harding, Chair

Not Present: Roxana Ahmadifard, Diane Armstead, Twylla Corrie, Julie Dasso, Scott Dennis, Terrence Green, George Henderson, Ilona Kerby, Kay Koski, Nadine Lemmons, Bunpa Lim, Ronda Manick, Wes McGee, Marleen Musso, Sallie Parson, Karla Rivers, Jim Roffler, Kirc Roland, Betty Sjoblom, and ASLCC representative

➤ **Division Items**

- **FERPA/Student Record Confidentiality** – Lynn Lawrence provided a handout and scenarios were discussed regarding compliance with FERPA regulations. In a nutshell, do not release any information regarding our students unless you have received a judicial Subpoena Duces Tecum and have reviewed it with Lynn, Mary Harding or Sandie or a signed release from the student specifically allowing the release of their educational records. If you have any questions, please contact Lynn, Mary or Sandie. When asked for personal references on past student employees, get a release from the student. We have *Student Reference Request* and *FERPA Release* forms available in the Office for Student Success. Use extreme caution about providing negative references, written or verbal. It is best to respond “I am not able to answer your questions.”
- **Budget Update** – Budget workshops were provided last week and are required before you will be allowed access to your 2005-06 budgets. See Dennis Farland or Ellen Peres to arrange for training and access if you missed the sessions. Budget managers need to review their proposed budgets and notify Mary no later than May 9 if they approve their budgets or what changes they would like to make.
- **Enrollment** – Mary reported that enrollment is the ocean that floats our boat. We need to reach 98% of our biennium FTEs (2324) or face budget reductions in the next fiscal period. Classes will be offered for employees in May and June in areas such as Excel, Word, Outlook and SMS this fall with Karla Rivers. Enroll and attend all classes that are appropriate to improve your work skills.

➤ **Committee Reports** - internal webpage - <http://lcc.ctc.edu/info/minutes>

- **Academic Standards Committee** – Mary Harding reported that this committee is scheduled to meet again in May. Student petitions are regularly reviewed by the ASC chairperson and responses are normally sent to students within a week of receiving their petition.

- **Assessment Committee** - Wendy Hall reported that our assessment process is being assessed. Program review is underway in an effort to reduce duplication of efforts. Guidelines are being drafted for planning and assessment. Those departments due for assessment this year have until the end of June to allow sufficient preparation time for our October accreditation visit.
- **Curriculum Committee** – Therese Montoya reported that course description updates were approved for MATH 70 through MATH 112.
- **Diversity Committee** – Dan Johnson reported that this committee has not met in the past month. Attendance problems continue to plague this committee. An alternate meeting time has been suggested and is being explored to bring the committee together for four or more consecutive hours in one session. It might be necessary to schedule a late lunch or early dinner meeting to accommodate the availability of committee members.
- **Financial Aid Committee** – Marissa Greear reported that two art scholarships have been awarded. The next meeting is scheduled for May 4 and the committee will be meeting weekly there after. Mary Harding recommended that regular summer quarter meetings also be scheduled to accommodate student enrollment dates throughout summer and to keep our enrollment level positive.
- **Instructional Council** – Mary Stone reported that all new faculty members will be required to be involved in a mentoring program. Plagiarism detection is on the increase. Student orientation has strengthened the message on plagiarism, faculty are being encouraged to use the same statement in their class syllabus that is provided in the student handbook, and some faculty are requesting that students be required to sign a statement in class the first day that they understand what plagiarism is and that they will not plagiarize.
- **Student Services ad hoc Social Committee** –John Krause reported that this committee will be meeting later this quarter. He indicated that one retirement party is being planned. More information will be provided as plans are made.

➤ **Around the Table**

- **Eileen Bergeson** – It was announced that Eileen became a grandmother two weeks ago. Her granddaughter, Eva, and her daughter, Kylie, are both doing well.
- **Pat Boerner** – The departmental outstanding student award recipient had been chosen. The Transfer Center will be making two van trips next month – May 10 to WSU-Vancouver and May 13 to Portland State University. Interested students should be directed to Pat or Terrence for further information.
- **Margit Brumbaugh** – Terrence, Margit and Roxana have been providing workshops at Kelso High School this week on how to afford college, how to apply for financial aid & scholarships, and why MATH is so important. Margit provided a retention presentation at the Washington State Student Services Commission spring conference last week.
- **Ernie Cadman** – Fifteen to eighteen new TANF work study students were enrolled this past term. That is 15-18 students who wouldn't otherwise be taking college courses. Please refer

folks with questions to Ernie. INDV 50, 51, and 52 (MATH 50) instruction is being transferred from the Learning Lab to the ABE lab and will now be available on Tuesdays.

- **Carol Carlson** – Our softball and baseball teams are ranked #1 this year. Come out and watch some fast action play. Check the Athletics website <http://lcc.ctc.edu/athletics/> for play schedules and information on our players of the month. There will be a tournament held at LCC over the Memorial Day weekend.
- **Wendy Hall** – It is survey season! We had an 81% response on our in-class CCSEQ survey. The Student Services survey will be out May 9 on-line and in a hard copy version as well. Watch for yellow fliers. Results to this survey will help us to assess our services and to provide better services.
- **Mary Harding** – We are making an effort to be noticed and available to all local junior and high schools, to improve the educational level and affect a change in the local climate. The Kelso Project is a great first step in this process. Thanks to the efforts of Roxana and our Educational Planners, there has been a step-up in Running Start information sessions.
- **Jason Hosoney** – Student Support Services is now interviewing students for their program. Students must be first generation college students, low income, or require disability services to be eligible. They must also be ready for ENGL 100 and MATH 092 level coursework, be able to complete their program in three years, and be in a transfer-track program.
- **Dan Johnson** – There will a concert today in the Student Center at 11:00 provided by an acoustic guitarist. Red Devil Days will kick-off with a drive-in movie on Friday, May 13. Several activities have been planned for the following week, including a BBQ on Wednesday, May 18 and ASLCC elections on Tuesday & Wednesday, May 17-18. The annual Outstanding Student Award presentation will be May 24 in the Student Center, with strawberry shortcake being served at 5:45. Watch for a schedule of events being planned for Intercultural Week, May 31 through June 2. The International Festival will culminate the week with food, vendors and dancing presentations on Saturday, June 4 in the Student Center. Dr. Rod Page, former Secretary of Education, will provide a community lecture on Wednesday, May 11 at 6:30 in the Student Center. He will discuss education, accountability, and the *No Child Left Behind Act of 2001*, which he shepherded through Congress and then implemented. These events are funded by the ASLCC, Multicultural Services and the Multicultural Club.
- **John Krause** – Pulp and Paper will be the topic of the May 12 Technology Works presentation, which will include a tour of Georgia Pacific. Mary and Butch have been busy with the Kelso High Project this week providing career education information.
- **Lynn Lawrence** – Summer enrollment begins May 9, mid-quarter grades are due May 10 and warning letters will be mailed to student on May 13. Fall class schedules will be available on May 16.
- **Therese Montoya** – Internet COMPASS is being tested on five computers at LCC and is ready to be used on twenty computers at Kelso High School. It is also being readied for use at our Woodland site next week. Chere Weiss and Wes have been working to get this set up. There are currently two LCC students enrolled at WSUV as Co-Admission students. Pat and Terrence

have been going into classrooms with brochures regarding the advantages of Co-Admission, which include no application fee and a guaranteed eight-year program competition window. Students who are at the 40-60 earned credit level at LCC are eligible for Co-Admission and will be receiving a letter by mail. The application is available on-line. Please encourage eligible students to apply. They are not “locked in”, so they may change their mind and transfer to a school other than WSUV.

- **Faye Olason** – Professional Development courses on AGNEL will be offered for staff beginning fall, with credits attached. It is helpful to understand the program and what your students are experiencing. An adjunct faculty survey will soon be provided to determine what services they need. Adam Wolfer is leaving Title III to return to full-time teaching.
- **Barbara Schoeffler** – Barbara reported on the ICP Employer Appreciation Breakfast that was held yesterday morning. She will be attending a meeting on Career and Employment Services legal issues next week. The “Hire Connections” network is getting ready for release to employers and prospective employees.
- **Darcy Smith** – Information Night will be held in the Student Center at 6:00 on May 3.
- **Jenny Smith** – Wes has been busy with testing at Kelso High School for fall enrollment.
- **Mary Stone** – Honors program classes will be starting fall quarter. Mary is working with Margit and Ann Bartlett to determine an application process and the possibility of priority enrollment. She will provide further information at the next Student Services Council meeting. Honors classes are more in-depth and intense than regular classes and will be noted on transcripts.
- **Sandie St. Onge** – Student Services staff members who traveled to Tacoma last week for the Washington State Student Services Commission spring conference were reminded to turn in their travel expense vouchers as soon as possible. Student Services Managers were asked to turn in their May Operations Council and Board Reports by noon today, as Sandie will be attending an AWISSA meeting in Auburn tomorrow for an update on her International Student Admissions responsibilities.
- **Merlene York** – Merlene provided the following information prior to the meeting and asked that it be shared in her absence:
 - The Exceptional Faculty committee has met and approved \$43,870 in grant requests. Award letters will be out by next week.
 - LCC Grants committee has made their decisions, which will need to be approved at their May 23 Board meeting. Letters will go out after that meeting.
 - Volunteers are needed for the Friday, July 15 Chili Cook-off. Call Merlene at 2131 if you are interested in working on this fun event.

The next Student Services Council meeting is scheduled for Thursday, May 26, 2005.