



Student Services Council
Thursday, May 26, 2005
Meeting Notes

Present:

Roxana Ahmadifard, Diane Armstead, Eileen Bergeson, Pat Boerner, Margit Brumbaugh, Ernie Cadman, Twylla Corrie, Julie Dasso, Tiahna Davis, Buzz Gorman, Marisa Greear, Terrence Green, Wendy Hall, George Henderson, Betty Johnson, Dan Johnson, Ilona Kerby, Jennifer Knapp, John Krause, Lynn Lawrence, Bunpa Lim, Wes McGee, Therese Montoya, Sallie Parson, Barbara Schoeffler, Darcy Smith, Mary Stone, Sandie St. Onge, Shelley Ylen (ASLCC representative), and Mary Harding, Chair

Not Present: Carol Carlson, Scott Dennis, Jason Hosenev, Kay Koski, Nadine Lemmons, Ronda Manick, Marleen Musso, Faye Olason, Karla Rivers, Jim Roffler, Kirc Roland, Betty Sjoblom, Jenny Smith, Kathy Wheeler,

➤ **Division Items**

- Laptop for Check out – Mary announced that we have a laptop computer available for staff to use for work related needs, over the weekend, at home or away at meetings, for three to five days at a time. Contact Sandie to check it out. Student Support Services also has a few laptops that can be checked out by their students.
- Tuition/Fees & Fee Waivers – 2005-05 – Mary provided a handout explaining the tuition and fee waivers that were approved by our Board of Trustees on May 18. Of special interest is the change in rates for qualified veterans. Veterans should be directed to Betty Sjoblom to determine their eligibility and staff questions should be directed to Mary, Buzz or Lynn. Mary also provided a tuition and fee chart which will go into effect fall 2005. The most current and updated version of tuition and fees is now available on-line.
- Web Project Update – Mary has now termed our upcoming trilogy of technological improvements as “The Perfect Storm”. Website updates, document imaging and rehosting are all expected to be implemented during summer/fall quarters.
 - 1) Our website is being designed to accommodate the thought process of our users, rather than reflecting our organizational structure. It will look different and will have more hands-on update permissions and responsibilities assigned to individual staff members.
 - 2) Document Imaging is like an electronic file cabinet, which will eventually reduce the number of documents we file and search for in our physical office file cabinets, file bins and desk tops. Documents will be scanned, filed electronically, and readily accessible to authorized offices. Financial Aid, Registration, and Advising &

Testing/the Vice President's Office will all have scanning stations by the third week in June.

- 3) The CIS, which owns our data, will be rehosting (implementing our new data system) sometime during fall quarter. Once again, screens will look somewhat different after rehosting, but data will be more readily accessible by authorized offices. Financial Aid and Registration will be most affected by this change.

- Work Study - Mary announced that the HEC Board unexpectedly provided us with an additional \$50,000 in work study allocations after giving us gloom & doom "funds are tight, don't over project" reports throughout fall and winter quarters. These funds MUST be used by June 30. If you have complaints, talk to Mary.

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

- **Academic Standards Committee** - Mary Harding reported that this committee met recently and discussed the Student Academic Grievance process and suggested changes to the process that will be discussed at the next meeting this fall. Also discussed was the process for dealing with WAOL grade change requests. All WAOL requests and questions should be forwarded to Carmen Robinson, until a replacement is named for Michael Gabriel.
- **Assessment Committee** - Wendy Hall reported that faculty members are recommending and requesting more a structured/ designated time to deal with faculty assessment, such as a portion of an in-service day. A document delineating guidelines for assessment is in the works. If your area is due for assessment this year, the end of June is your deadline.
- **Curriculum Committee** - Therese Montoya provided a hand out of the most recent Curriculum Committee meeting and asked Patrick Boerner to provide a report. The minutes are available on our internal website. Curriculum changes discussed include: CIS; SPAN; AH/Health Occupations; MFG; IMEL, MAMT, and IMIN to IMT; PULP, and Capstone.
- **Diversity Committee** - Sandie St. Onge reported that this committee is having a difficult time finding a meeting time that suits all members. Only a small core group has been able to attend the majority of our meetings this year. It has been recommended that either several small groups be assigned specific goals to work on independent of the full group or that an extended late afternoon/early evening meeting be tried, with food provided, to get all the members together with sufficient time to review the Diversity in Hiring video and implement work towards our stated goals.
- **Financial Aid Committee** - Marissa Greear reported that 38 more scholarships were recently granted. The next meeting is scheduled for June 8. Two new scholarship sources were announced. Kaiser has provided funding for several scholarships for students in healthcare fields who are Washington residents. Longview Fibre has provided funding for scholarships in the Chemical Engineering field. Applications are available on our website and are due prior to the June 8 meeting.
- **Instructional Council** - Mary Stone reported that several "major ready" programs require a five credit SPCH 101 course. LCC offers only three credit SPCH 101 course. It is the

recommendation of the Student Services Council that we implement changes to make SPCH 101 a five credit course. Mary also reported that the prerequisite for ENGL 102 enrollment is now completion of ENGL 101 with a grade of C rather than a C-. The Honors Program is getting off the ground. Students who want more information may contact Anne Bartlett or the Entry Center. Applications for this program should be taken to Joyce Niemi in Laurel Williamson's office. Mary also announced that \$12,500 Second Start funding is now available to help students complete high school.

- **Student Services ad hoc Social Committee** -John Krause reported that Carol McNair's retirement/recognition party was well attended yesterday. June 9 from 11:30 to 1:00 in ADC 143 will be the next Student Services & friends party. We will be celebrating spring quarter birthdays and recognizing the efforts of our student workers. Get your student workers' names to Teresa Huhta. Bring sufficient food quantities and variety to feed the staff in your area.

➤ **Around the Table**

- **Roxana Ahmadifard** - Running Start is going great! We have 218 new applications and 186 of those are already enrolled. Fifty-nine juniors are returning fall quarter, for a total of 245 Running Start students enrolled for fall at this time.
- **Diane Armstead** - The Career and Employment Services lab will be open during summer quarter and between quarters for students and the general public to research the job market and to explore careers.
- **Eileen Bergeson** - The impact of Title III is being discussed across campus. Assessment will be furthered next week with an all staff survey. Mini-grants that address Title III objectives are being made available with the hopes that faculty will take the training they have received through Title III into their classrooms. Scott Dennis and Kathy Mauser are currently attending ANGEL training in Indianapolis to increase their effectiveness in assisting faculty and students using the ANGEL system and to enhance their contributions to the new Distance Education Department.
- **Pat Boerner** - Student Support Services students were recently treated to a Mariners game in Seattle. SSS is getting geared up to recognize their 40 program graduates. SSS students will be required to enroll in a credit course through SSS beginning fall quarter.
- **Margit Brumbaugh** - Summer and fall advising is in full swing!
- **Ernie Cadman** -INDV 085, College Readiness, will be piloted fall quarter. The course is mandatory for first-quarter students who test into INDV 065 or INDV 075. 2005-06 WBLTA funding is assumed to be 50% of prior years. Students are signing tentative agreements for summer and payment will be distributed after July 1.

- **Twylla Corrie** – Camp Moxie will be held June 20-23. We have very interesting female role-models this year, including a pharmacist, a fire fighter, a flight instructor and a veterinarian.
- **Julie Dasso** – Thank you for providing information to the Entry Center. Even if you have just called a couple dozen people and have asked for return calls, it is helpful if Julie is notified so she knows what folks may be requesting information about and whom they are trying to reach.
- **Buzz Gorman** – The Foundation recently approved funding for departmental scholarships and a worker’s scholarship which requires the student to be working 30-40 hours a week, be taking 5-8 credits and be 21-29 years of age. The CSEM (Computer, Engineering, and Mathematics) scholarship may get an extension through summer quarter.
- **Terrence Green** – Due to a recent Co-Admission recruiting effort, we have gone from 2 to 41 students in the program.
- **Wendy Hall** – Wendy received a whopping 450 responses to the recent Student Services Survey! The report will be in manager’s mail today. Lingering student letters will no longer be sent to students in the 65% category and the 85% letter is being revised to be more congratulatory and less threatening.
- **Mary Harding** – Support our teams! There is a NWAACC baseball tournament being held on our campus today through Monday. Congratulations to our Women’s Softball team for taking 5th in the NWAACC.
- **George Henderson** – Thank you Title III for your “strategic future” college success experience which is now available through a computer program.
- **Betty Johnson** – The all-campus picnic will be held on June 13. Volunteers to cook will be readily accepted. Of the 150 cap and gown orders Betty received for commencement, half came in after the deadline. Creative ideas to get more timely orders are being sought. A \$10 late fee was suggested.
- **Ilona Kerby** – Ilona reported that she missed our last meeting because of a wonderful Disability Services conference that she attended.
- **Jennifer Knapp** – Tech/Prep meetings are keeping Jennifer busy right now. She is taking lots of applications. Articulations meetings are continuing with local Oregon high schools.
- **John Krause** – The Technology Works – *Focus on Pulp and Paper Manufacturing* event last week was great. Twenty participants from LCC and local high schools visited the Georgia-Pacific mill in Wauna to hear supervisors and workers alike pound home the message that to stay competitive in a global economy, the industry has to have workers in possession of high caliber math, science, and communication skills. The visit culminated with a tour of the high tech workplace at the Georgia Pacific mill which had “huge machines and a few

people running tons of computers.”

- **Lynn Lawrence** – The last day to withdraw from spring quarter classes is Friday, May 27. Fall priority enrollment begins Tuesday, May 31 and open registration begins June 13. Fall tuition must be paid or deferments arranged by August 4.
- **Bunpa Lim** – Multicultural Club students are sponsoring Intercultural Week diversity activities next week with performances Tuesday through Thursday and a food fair on Wednesday. Saturday will be the annual International Festival on campus which is co-sponsored by the Multicultural Club.
- **Therese Montoya** – Lots of applicants are being tested. There seems to be a run on health cards!
- **Barbara Schoeffler** – The Foundation recently approved funding for the ICP Employer Recognition Breakfast. College Central Network is still being tested. After the June 1 upgrade is incorporated, it should be ready to unveil. A live “event central” will be promoted free at our job fair next year. Liability issues are being discussed in co-op connection meetings.
- **Darcy Smith** – Senior visitations are on-going. Kelso High School is planning an End of Year event. The senior calling project will once again be in process the last two weeks of June with the approval of local high schools.
- **Mary Stone** – The College Degree Showcase today is English with Joe Green.
- **Sandie St. Onge** – International enrollment is looking up for fall quarter. Two new applicants are already lined up and several more are looking very sure of choosing LCC. Sandie will be attending an International NAFSA conference in Seattle during the next week to gain new insight into international rules, regulations, recruiting and enrollment. Eileen Bergeson will join her during the last few days.
- **Shelly Ylen, ASLCC Rep.** – Student election results were recently announced – Donn Kirkwood is the new ASLCC President and Shelly is the new Vice President for Activities. Also approved was a student referendum to fund a gymnasium remodel.

The next Student Services Council meeting is scheduled for July 28, 2005.