



Student Services Council
Thursday, July 28, 2005
Meeting Notes

Present:

Ernie Cadman, Twylla Corrie, Julie Dasso, Tiahna Davis, Buzz Gorman, Terrence Green, Wendy Hall, Jason Hosoney, Betty Johnson, Dan Johnson, Jennifer Knapp, John Krause, Lynn Lawrence, Bunpa Lim, Faye Olason, Sallie Parson, Barbara Schoeffler, Jenny Smith, Sandie St. Onge, Kathy Wheeler, and Mary Harding, Chair

Not Present: Roxana Ahmadifard, Diane Armstead, Eileen Bergeson, Pat Boerner, Margit Brumbaugh, Carol Carlson, Scott Dennis, Marisa Greear, George Henderson, Kay Koski, Nadine Lemmons, Ronda Manick, Wes McGee, Marleen Musso, Karla Rivers, Jim Roffler, Kirc Roland, Betty Sjoblom, Darcy Smith, Mary Stone, Therese Montoya, and ASLCC representative,

➤ **Division Items**

- **Hire Connections Overview – What will it do for Work Study Employers?**
John and Barbara provided information and a handout on our *Hire Connections* on-line job posting and resume searching service, which will hopefully be in regular use by September 1. All Student Services staff members who hire students were asked to logon and get a feel for the process. Questions should be directed to John, Barbara, Betty and Jennifer. NOTE: Student Assistant = Student Help for our purposes.
- **OCR Visit Report**
John reported that our July 26-27 Office for Civil Rights compliance visit from the SBCTC was completed with no citations. We were commended for our programs, preparation and organization, and we will be used as a model for other school visitations. An official follow-up report should be received from OCR in the next week. One possible concern voiced was the fact that we have several picnic tables on campus and none of them are handicap accessible.
- **Enrollment Report**
Mary reported that FTEs are down statewide with few exceptions. Our summer FTEs are down 9% compared to last summer and our fall FTEs are down 17-18% compared to last fall. Although our student headcount remains stable, our students are taking fewer credits. Tuition hikes, lower unemployment and fewer worker retraining students on campus are all contributing causes for the decline in our FTEs.
- **Upcoming Events – August through October**
Mary asked that we regularly report to all our Student Services staff members any planned campus events that might bring the public to campus. The following events are planned for September and October:

- **September**
14 – High School Counselor Workshop
20-22 – Back to School Week – 21 - BBQ & 22 - Drive-in Movie
- **October**
4 – Salmon Bake/Campus Tour
11-12 – Information Night/Information Day
12 – Rod Paige rescheduled
20-21 – Accreditation Visit

○ **Annual Priorities, Divisional Goals, and Focus Areas**

Mary announced that Student Services Managers will be meeting soon to develop departmental goals for 2005-06. All goals should relate to our campus Annual Priorities and our divisional Focus Areas, which have already been developed. If you have ideas for divisional/departmental goals or activities, please let your supervisor know in the next few weeks.

- **Annual Priorities 2005-06**

- Focus on Learning

- Support a Seamless System of College Services

- Foster a Spirit of Inclusiveness for All

- Create & Maintain Effective Partnerships in our Community

- Seek Opportunities to Increase Enrollment

- Seek Opportunities to Pursue Institutional Excellence

- **Focus Areas for Student Services**

- Increase Enrollment

- Implement Technology

- Help Students Find Funding for Their Education

○ **We are all recruiters - Promote LCC in the Community**

Mary announced that marketing efforts this year are including more recruiting positions. In an effort to make sure that we are effectively covering all of our bases, but not doubling-up our efforts, monthly recruiting meetings will be implemented. We want to especially connect with the local 20-29 age group. Other areas receiving increased marketing efforts include our Woodland presence, our Evening Degree program, and the nursing LERN (LPN-Entry RN) and NAC (Nursing Assistant Certification) programs. We are all recruiters! Wear your nametags on and off campus. Carry your business cards. Identify yourself as an LCC employee and promote LCC in the community.

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

- **Academic Standards Committee** – Mary Harding reported that this committee is not scheduled to meet again until fall quarter. Routine action is being taken on academic reinstatement requests and other Academic Standards Committee (ASC) petitions as necessary by the Office for Student Success and ASC Chair, Don Correll respectively. All ASC petitions should be routed through Sandie St. Onge for action. Mary also reminded staff that refund requests are not acted on by the ASC and should not be placed on ASC petition forms. Refund timelines are specifically stated in our publications as prescribed by State laws. Do not encourage students to request refunds

because they simply missed the refund withdraw deadline. Doing so only builds false hope, which is then dashed when Mary has to say “No”. Mary can only approve refunds beyond State deadlines only if the student has had extenuating circumstances that can be documented; for example – the student was in a coma and couldn’t use the hospital telephone to call Registration and request a withdraw from their classes.

- **Assessment Committee** - Wendy Hall reported that this committee doesn’t meet during the summer quarter. A designated meeting time is being sought to provide more institutionalized assessment discussion. Next March, Wendy hopes to bring to campus the speaker from an outcomes training session that she and Maggie Stuart attended this summer.
- **Curriculum Committee** – Therese Montoya was not present to report, but this committee has not met this summer.
- **Diversity Committee** – Dan Johnson reported that the kick-off meeting for this committee will be held during orientation week on September 14 from noon to 4:00. Meeting times have been an issue over the past year and it is hoped that the designated four-hour meeting time, free of possible schedule conflicts, will be just what is needed to get this committee moving forward again.
- **Financial Aid Committee** – Buzz Gorman reported that the next meeting of this committee is scheduled for the first week of September.
- **Instructional Council** – Mary Stone was not present to report, but this committee has not met this summer.
- **Student Services ad hoc Social Committee** –John Krause reported that a *Super Summer Salad and SUN Day* (or is that *Sundae*?) activity is being discussed.

➤ **Around the Table**

- **Twylla Corrie** – Twylla’s new office is IOB 101 and her new phone number is #2341.
- **Buzz Gorman** – Work Study allocations will be out shortly. The Work Study pay rate will go up on September 1 to approximately \$9.57 per hour, so plan your student work hours accordingly.
- **Wendy Hall** – Wendy will be in New Orleans attending a conference next week.
- **Jason Hosenev** – Americorps interview are on-going. Additional Work Study funds are available for SSS students through the KHS grant program. SSS is looking for 40-50 prospective new students. Send candidates to Jason.
- **Betty Johnson** – Student ID card photos are being taken Monday – Thursday 8-11, Tuesday/Wednesday 11-3, and Monday/Thursday 12-3. Check out the new draperies and paint in the Student Center stage area. The new video system in STC “A” is also ready. Dan or Betty can give you a short training session.

- **Faye Olason** – Beginning and Intermediate ANGEL courses are being provided to faculty this summer. Also available is a session on the Multiple Intelligence Learning process. Adjunct faculty will be receiving an orientation from Title III on August 24. If you have any ideas for this or more items for the year of Math and Science, contact Faye. Scott Dennis will be working part-time with Distance Education beginning fall quarter.
- **Barbara Schoeffler** – A new fee for Co-Op and ICP students will go into effect fall quarter, if approved by the Board of Trustees. The expected \$12 charge will cover their internship liability insurance.

The next Student Services Council meeting is scheduled for August 25, 2005.