



Student Services Council
Thursday, September 22, 2005
Meeting Notes

Present:

Roxana Ahmadifard, Eileen Bergeson, Pat Boerner, Margit Brumbaugh, Ernie Cadman, Kathy Carty, Twylla Corrie, Tiahna Davis, Buzz Gorman, Marisa Greear, Terrence Green, Wendy Hall, George Henderson, Joe Hobson, Jason Hosene, Betty Johnson, Dan Johnson, Jennifer Knapp, John Krause, Lynn Lawrence, Therese Montoya, Sallie Parson, Karla Rivers, Barbara Schoeffler, Darcy Smith, Jenny Smith, Bill Stahley, Mary Stone, Sandie St. Onge, and Mary Harding, Chair

Not Present: Diane Armstead, Carol Carlson, Julie Dasso, Scott Dennis, Kay Koski, Nadine Lemmons, Bunpa Lim, Ronda Manick, Wes McGee, Marleen Musso, Faye Olason, Jim Roffler, Kirc Roland, Betty Sjoblom, Kathy Wheeler, and ASLCC representative

- **New Employees** - Mary Harding asked that our two newest employees be introduced and welcomed. Joe Hobson began working on Monday as our Worker Retraining/Technical/Professional Education Planner/Recruiter and Kathy Carty began working today as our Financial Aid Advisor. Welcome to Student Services!
- **Enrollment** - Mary Harding reported that our current FTE is 1874. This is looking much better than our summer numbers, which were down as much as 20%. Running Start enrollment is up 35%. We saw lots of last minute enrollments the Friday before classes started. Mary also mentioned our target markets for this year. If you have any interesting recruiting/outreach ideas, please share them with Mary or members of our recruiting staff. Our evening degree program will be revived for winter quarter.
- **Instructor-Initiated Withdrawal** - Mary Harding reported that procedures are being developed to put instructor-initiated withdrawal into place for winter quarter. Information will be forthcoming and will be included in the winter schedule.
- **Website Revision** – Mary Harding reported that we are currently looking at February for the roll out of our newly revised website. Sections have been identified and Maggie Kennedy will be coming around next week to provide training for writing, which must be completed by early October when she will be going to INTERACT. There is plenty to get done, so “with patience and grace we will pull this off!” The general process will be – Maggie provides training, your group will write as necessary, a group leader will maintain the site. Mary Harding will have final approval on your site content.
- **Accreditation** – Our accreditation visit is scheduled for November 8 & 9. Please review the draft report that Laurel Williamson sent earlier and notify her of any corrections.
- **Committee Reports** - internal webpage - <http://lcc.ctc.edu/info/minutes>

- **Academic Standards Committee** – Mary Harding reported that this committee has not had a fall meeting to date.
- **Assessment Committee** - Wendy Hall reported that this committee will be meeting next week. They will be discussing/assessing Gen Ed outcomes.
- **Curriculum Committee** – Therese Montoya reported that this committee will be meeting October 12.
- **Diversity Committee** – Dan Johnson reported that this committee had a great opening workshop during orientation week and has set several important goals for the coming year; including developing recruitment/hiring strategies, offering an orientation plan for new hires, supporting an education fair for our local Hispanic population, and supporting the offering of a quarterly course focusing on different cultures.
- **Financial Aid Committee** – Marisa Grear reported that this committee met on September 14 and 16, and reinstated 13 students and awarded three scholarships. They will be hearing appeals again on September 22.
- **Instructional Council** – Mary Stone reported that this council has not had a fall quarter meeting to date.
- **Student Services ad hoc Social Committee** –John Krause reported that Gita Makinster is the new chair for this committee and John will continue to report as the committee liaison.

➤ **Around the Table**

- **Roxana Ahmadifard** – We currently have 297 Running Start students. Ninety-two percent attended the big Running Start orientation just prior to the start of fall quarter.
- **Eileen Bergeson** – Our second year of Title III ends next week and our third year begins on October 1. The pilot offering of INDV 085 filled three classes, so a fourth class has been added. Maggie Kennedy, who is now an employee of INTERACT, is the Project Director of our Web Redesign. Please be cooperative when she comes to you with requests for web writing. Time is short and much needs to be accomplished. We have a new international student who would like to play soccer locally. Please let Eileen know if you are aware of a local team who would welcome another player.
- **Pat Boerner** – Student Support Services has now been a program at LCC for 26 years! All SSS students are now required to enroll in a special one credit class.
- **Margit Brumbaugh** – Margit thanked everyone who has stepped up and helped out during the past two weeks of intense student service. The retention program has three callers working. Margit and Mary Harding were requested to make a presentation on our retention program to the state Presidents' group next week.
- **Twylla Corrie** – Twylla is working with faculty members who have requested accommodations for students with special needs. Twylla must meet with the student and verify their disability and needs prior to making any arrangements.

- **Tiahna Davis** – The Financial Aid office has been busy!
- **Buzz Gorman** – Student loan checks have been delayed by the DHL strike. The Finance Office will begin issuing vouchers so students may purchase books. Questions should be directed to the Financial Aid Office.
- **Terrence Green** – We will be holding a College Transfer Fair on campus the night of October 11, which will be preceded by a Financial Aid workshop that evening. The Transfer Fair will also be offered the following day. A van trip is scheduled for Washington State University – Pullman October 23-25. This trip will also include training for transfer advisors. We currently have 55 students enrolled in the co-admit program with Washington State University – Vancouver.
- **Wendy Hall** – Wendy is working on a survey for Laurel Williamson regarding class options. The *Fact Book* will be on our website in October under a new name, *Institutional Portfolio*. Assessment is underway on a proposed new music program that would include a recording facility in our new Fine Arts building.
- **Mary Harding** – The LCC Salmon Bake will be held October 4. This is a great opportunity to showcase LCC to our community. We are anticipating well over 3,000 attendees. Please consider volunteering an hour or two to support this tasty, fun, and informative event. Souvenir tee-shirts and aprons will be sold to help support this event. (Note: October 4 was our original Rehosting date!) Thanks to everyone for your amazing service over the past few busy weeks!
- **George Henderson** – The INDV 085 course is bringing new challenges to staff and students.
- **Joe Hobson** – Thanks for the challenges and new role with LCC.
- **Jason Hosenev** – Student Support Services is still recruiting students. They have 220 openings and only 210 students currently enrolled in their program. If you have transfer students who meet the SSS eligibility requirements - first generation college student, low income, or a student with a disability, please send them to Jason. SSS students receive one-on-one tutoring and financial assistance.
- **Betty Johnson** – Classrooms in the Student Center is a new challenge being faced this quarter! There will be a “drive-in” tonight in the 20th avenue parking lot. Although the movie is free, donations are encouraged and will be used to somehow assist hurricane victims. The volleyball team is undefeated and the soccer team is currently first in league games.
- **Dan Johnson** – Constitution Day was acknowledged on September 19 with a reading of the preamble. We have six new executive council members, bringing the total to 18. The ASLCC Vice President position is open and an all campus election will be held soon. There will be Health Awareness events held October 17-19, including a Meth forum/panel. Proceeds from the October 23 drive-in movie, “Because of Winn-Dixie”, will be disbursed in some manner to hurricane victims. An appropriate agency or perhaps a college in the affected hurricane area will be identified soon. Rod Paige is scheduled to speak on October 12 at 6:30 in the Student Center. We expect considerable public interaction, as Mr. Paige authored the “No Child Left Behind” Act which was signed by President George W. Bush on January 8, 2002.
- **John Krause** – Faculty workshops on HireConnections conflicted with the Title III open house during orientation week, but vocational faculty have made a special effort to become informed. Tech

Prep enrollments are now at 608, compared to 134 four years ago. Good Job, Jennifer! Joe Hobson will be working with high school seniors to inform them about our Technical and Professional program opportunities in an effort to increase our senior to freshman rate.

- **Lynn Lawrence** – On-line enrollment and Waitlisting ended last night. Instructor permission is now required to enroll in most classes. Next week students will also need the Vice President's permission to enroll.
- **Therese Montoya** – New Student Orientation was well attended. There will be one more session offered this evening. Fifty students are expected to attend. Revisions to the math placement scores are expected for winter quarter.
- **Karla Rivers** – Karla has found room scheduling particularly challenging this quarter, with the loss of Fine Arts building class rooms.
- **Barbara Schoeffler** – Two hundred LCC students are now actively participating in job searches through HireConnections. Employers will be sent postcards by Joanne Booth and Janelle Runyon in an attempt to receive testimonials on the service provided by HireConnections. Mary Harding announced that the liability insurance fee for ICP students was approved by the Board of Trustees last night.
- **Darcy Smith** – Darcy is working with a group of staff member to identify new recruiting activities. Get in touch with her if you have ideas. The recent Washington Council meeting held at LCC brought in 92 of high school counselors and college representatives. This was one of ten statewide meetings organized by Darcy.
- **Jenny Smith** – Admissions testing and community education enrollments have been keeping Jenny busy.
- **Bill Stahley** – Bill has been busy recruiting and has already developed a unique coping-skill. He focuses on his wonderful new pen and worries just disappear! (Most of us could have used that pen this past week, Bill!)
- **Mary Stone** – Summer advising was busy. The next College Degree Showcase will be healthcare with Kit Wilson.
- **Sandie St. Onge** – Sandie will be providing updated travel forms and division directories to all Student Services staff members. We have three new international students this quarter, bringing our total to five full time students, plus an au pair who is also enrolled in a few classes. The students represent Japan, Mauritius, Viet Nam, the Czech Republic and China/Botswana.

The next Student Services Council meeting is scheduled for October 27, 2005.