



Student Services Council
Thursday, November 17, 2005
Meeting Notes

Present:

Eileen Bergeson, Pat Boerner, Margit Brumbaugh, Kathy Carty, Twylla Corrie, Dee Davis, Buzz Gorman, Terrence Green, Wendy Hall, George Henderson, Joe Hobson, Jason Hosene, Betty Johnson, Dan Johnson, John Krause, Lynn Lawrence, Therese Montoya, Faye Olason, Barbara Schoeffler, Darcy Smith, Mary Stone, Sandie St. Onge, Kathy Wheeler, ASLCC representative, and Mary Harding, Chair

Not Present: Roxana Ahmadifard, Diane Armstead, Ernie Cadman, Carol Carlson, Tiahna Davis, Scott Dennis, Marisa Greear, Jennifer Knapp, Nadine Lemmons, Bunpa Lim, Ronda Manick, Wes McGee, Marleen Musso, Sallie Parson, Karla Rivers, Jim Roffler, Kirc Roland, Betty Sjoblom, Jenny Smith, Bill Stahley,

- **April performance/recruitment Event – “Battle of the Bands”/Dates/Advisory Committee Membership** – Mary Harding discussed the new music program, which is aimed at teaching Music and Mathematics skills to students while leading them toward competence in music recording and performance. An advisory committee is being formed and a date is being determined for a “Battle of the Bands” in April 2006. April 22 was supported by Student Services Council and volunteers for the advisory committee include Wendy, Faye and Margit.
- **Veterans’ Waivers** – Mary Harding provided information regarding letters that were sent out last week to Viet Nam and Persian Gulf Veterans who attended under their respective veterans’ waivers during the 2004-05 school year. Although the waivers have been eliminated by the SBCTC, the students are grandfathered for the waiver through spring 2005. Contact Lynn Lawrence or Betty Sjoblom if you have questions.
- **Upcoming Campus Closure Dates** – Mary Harding announced that LCC will be closed on December 23. Staff must provide a leave slip to cover their hours for that day. December 26 and January 2 are paid holidays. Be sure to use your Personal Holiday by December 30 or you will lose it.
- **Red Devil Bus** – Mary Harding reported that the bus used by our athletic teams for travel and for other campus transportation needs may be beyond repair.
- **Education Assistance Foundation** – Mary Harding provided information on the Education Assistance Foundation’s desire to fund institutional grants in southwest Washington, and the possibility of writing a grant proposal that would encourage middle school and high school students to think about the possibility of attending college and to take the right classes to be prepared for college. The proposal would mirror the Kelso High School testing program and include aspects of the transitions math project.

- **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 February 14.
 - **Assessment Committee** - Wendy Hall reported that this committee is wrestling with meeting and time options for faculty to complete their departmental assessments. Work is underway on the two-part Student Survey and faculty/staff assessment.
 - **Curriculum Committee** – Therese Montoya reported on the recent meeting of this committee. Revisions were approved for Music, Nursing and ICP courses.
 - **Diversity Committee** – Dan Johnson reported that subcommittees are working on committee goals prior to the next full committee meeting in December.
 - **Financial Aid Committee** – Buzz Gorman reported that December 8 will be the next meeting of this committee and they will be reviewing worker scholarship applications.
 - **Instructional Council** – Mary Stone reported that the Health Department is being consulted regarding a plan of action in case there is a flu outbreak. Laurel Williamson is envisioning changes to the Student Award program held each spring. Students are in favor of a more formal affair with hors d' oeuvres rather than strawberry shortcake.
 - **Student Services ad hoc Social Committee** – John Krause reported that the Apple/Pumpkin/Pie social was well attended and the committee will be meeting today to discuss a possible Christmas Party. A show of hands indicated that staff wanted to have a party on campus during the workday rather than an evening party off campus after hours.

➤ **Around the Table**

- **Eileen Bergeson** – Work is underway for Title III's annual federal report. Website development is continuing and content is currently on paper.
- **Pat Boerner** – LCC has three applicants for the Jack Kent Cooke scholarship.
- **Margit Brumbaugh** – Running Start advising and retention calling are keeping Advising and Testing areas busy. Clark College is looking to copy our retention calling program.
- **Kathy Carty** – Kathy can provide assistance to students looking for ways to finance their college education. Please refer students to Kathy. Appointments can be scheduled through the Entry Center. Kathy is putting together a PowerPoint presentation to use at Kelso High School in January.
- **Twylla Corrie** – Twylla is busy organizing our 10th annual Career and Employment Fair. She will be turning this over to Joe Hobson next year. With our purchase of our HireConnections program, we received Live Event Central, which will allow prospective employers to register and pay on-line. It will also allow job seekers to find out which businesses are registered and to link directly to their websites. We will be able to notify students registered through our

HireConnections program of the upcoming Career and Employment Fair. We will also be providing information to students on how to prepare, dress, etc., to get the most out of this event.

- **DeJanelle Davis** - Welcome to our newest Student Services Council member! Please notify Dee of any events you know about that might be bringing visitors or telephone calls to our campus. As the person staffing our Information/Entry Center desk, she receives the majority of the incoming campus questions. It really helps if she has been informed of scheduled activities, events and speakers before she starts receiving calls.
- **Buzz Gorman** – Thanks to the Tech Fee Committee for funding a printer that will be available for students doing on-line financial aid applications. If you advise students, please inform them that they must apply for financial aid every year. Worksheets for the 2006-07 FAFSA will be available in January. Buzz informed us that 80% of all FAFSA applications are now completed on-line. Students may apply as soon as their federal tax returns have been completed for 2005.
- **Terrence Green** – There will be a van trip to the University of Washington December 8, the day after finals, to avoid class conflicts.
- **Wendy Hall** – Tiahna is on maternity leave.
- **Mary Harding** – The outcome of our recent accreditation visit was very positive. We are doing well and no issues of concern were found. Now we need to continue the good work until our five year visit!
- **Joe Hobson** – A new Worker Retraining brochure will be coming out soon and will be distributed throughout our local area. Concepts for the brochure were borrowed from Highline Community College. Joe is working to establish consistent written policies and procedures for easy reference in his area. He is also working on a PowerPoint presentation for our Trades programs that will be presented to RAL and Kelso this winter.
- **Jason Hosenev** – Student Support Services intends to incorporate ANGEL into their daily work, with the hope that all of Student Services will soon join them for threaded discussions as a way to become familiar with the technology that our students are using for their on-line and hybrid classes.
- **Betty Johnson** – Flu shot clinics are coming. Students may get the shots for free; staff will be charged \$20. The flu shot schedule will be on COW (College On the Web) calendar on our internal website at: <http://lcc.ctc.edu/internal/scheduling.xtm>
- **Lynn Lawrence** – Priority registration begins the Monday after our Thanksgiving holiday.
- **Faye Olason** – Revisions are being made to the INDV 085 format. A request will be addressed by the Tech Fee Committee at their next meeting for smartboards in classrooms. Web training will soon be scheduled for staff members. You will be contacted when you need to be involved.

- **Barbara Schoeffler** – HireConnections now has 12-16 pages of students registered and ready to apply for jobs. Messages have gone out to local human resources managers regarding HireConnections and some are already responding. Welding students came in to learn about HireConnections last week and Diesel students are scheduled for next week.
- **Darcy Smith** – Scholarship Night is scheduled for January 24.
- **Mary Stone** – Medical and health related occupations were showcased during fall quarter. Medical Assisting and Pulp & Paper will be showcased winter quarter.
- **Sandie St. Onge** – Our annual holiday party is scheduled for December 9 at Don Renato's. Tickets will go on sale November 23 for \$20 per person. Raffle tickets will also go on sale at that time. Dinner confirmations and requests for vegetarian meals must be received by December 1. Contact Sandie #2300 or Joyce #2500 for further information and tickets.
- **ASLCC Representative, Shelly Ylen** – Thanksgiving Baskets for HOFL families will be going out soon. They could still use a few more turkeys. The ASLCC officers who attended the conference in San Diego last month are now certified student leaders.

Our December 22 Student Services Council meeting has been cancelled. This will allow time for divisional cookies and punch prior to our four-day Christmas holiday weekend.