



Student Services Council
Thursday, January 19, 2006
Meeting Notes

Present:

Eileen Bergeson, Pat Boerner, Carol Carlson, Kathy Carty, Twylla Corrie, DeJanelle Davis, Buzz Gorman, Marisa Greear, Wendy Hall, George Henderson, Joe Hobson, Betty Johnson, Jennifer Knapp, Lynn Lawrence, Bunpa Lim, Barbara Schoeffler, Darcy Smith, Jenny Smith, Sandie St. Onge, and Mary Harding, Chair

Not Present: Roxana Ahmadifard, Diane Armstead, Margit Brumbaugh, Ernie Cadman, Tiahna Davis, Scott Dennis, Terrence Green, Jason Hosney, Dan Johnson, John Krause, Nadine Lemmons, Ronda Manick, Wes McGee, Therese Montoya, Marleen Musso, Faye Olason, Sallie Parson, Karla Rivers, Jim Roffler, Kirc Roland, Betty Sjoblom, Bill Stahley, Mary Stone, Kathy Wheeler, and ASLCC representative

Guests: Maggie Kennedy and David Mielcarek

- **Course Reciprocity** – Lynn Lawrence reported that all community colleges in Washington are now accepting transfer courses and honoring the distribution area they were listed under at the issuing college for DTA degrees. Students must provide catalog course and distribution area descriptions. Tell transfer students about this statewide course reciprocity policy.
- **Security Codes** – Mary Harding provided information regarding the “Violence in the Workplace” information Sandi Brockway sent out on January 12 via campus e-mail. The appropriate applications of *Amber*, *Ruby*, and *Fredrick* codes to be used when making campus calls to communicate a need for assistance/backup help were discussed. Please notify Mary anytime you deal with an intimidating or irate student, staff or public member, rather than after several incidents. Disciplinary warnings and measures can not be initiated until students have received warnings. For further information on policies regarding Conduct, Rights, and Responsibilities, please refer to the Student Handbook.
- **Visa Card Changes** – Sandie St. Onge briefly explained the changes that have occurred with our campus procurement and travel visa cards, and the reasons behind those changes. Before you request a personal visa card rather than checking out an available departmental card, it is important to understand that there is an annual fee charged to your budget if you do not make regular purchases and “under use” your visa card. Please clearly mark the forms used for routing your visa purchase receipts as either good and services (E) or travel (G) expenses.
- **EAF Grant** – Mary Harding explained that we were approached last year by EAF to put forward a letter of intent for a grant. They are very interested in funding grants in Southwest Washington that will either encourage middle school students to continue on to high school and take college track coursework, or encourage college students to continue on to baccalaureate institutions. They were very pleased with our letter of intent and encouraged us to proceed with writing a grant proposal. Our intention is to move forward with a proposal that would include workshops for middle school parents, math tutors for middle school students and trips to baccalaureate institutions. Kelso and Castle Rock school districts have agreed to participate.

- **Annual Priorities** – Mary Harding provided copies of the first draft of our Annual Priorities for 2006-07 for review and questions. She asked all work groups to review this draft and to make suggestions for changes to your supervisor for discussion with Mary to take back to Cabinet, Operations Council, Management Council, Governance Council and eventually our Board of Trustees for adoption/approval. Be sure to reflect on Annual Priorities as you plan activities, prepare agendas, and develop your divisional and personal goals for 2006-07. They should all arguably relate to the stated Annual Priorities of our campus.
- **Committee Reports** - internal webpage - <http://lcc.ctc.edu/info/minutes>
 - **Academic Standards Committee** – Mary Harding reported that this group is not scheduled to meet again until February 14 at 3:45 in ADC 141.
 - **Assessment Committee** - Wendy Hall reported that this group will meet on March 24 to map General Education outcomes at various colleges. Assessment is being institutionalized on campus.
 - **Curriculum Committee** – No report was provided for this committee.
 - **Diversity Committee** – No report was provided for this committee, but look for the winter quarter film festival flier for a schedule of diversity movies and forums being supported by our Multicultural Services and Diversity club.
 - **Financial Aid Committee** – Marisa Greear reported that seven of eight students petitioning for financial reinstatement were approved on January 3 and four of six students petitioning for financial reinstatement were approved on January 5. There will be financial reinstatement hearings scheduled the last week of winter quarter and again the first week of spring quarter for students hoping to enroll for spring 2006.
 - **Instructional Council** – No report was provided for this committee.
 - **Student Services ad hoc Social Committee** – No report was provided for this committee.
- **Around the Table**
 - **Eileen Bergeson** – Title III is currently working on on-line advising formats using ANGEL. INDV 085 changes this past quarter included fewer instructors and more integration with INDV 065 and INDV 075. Clock hours are being offered for attendance and participation in the March 13 presentation by Dr. Krauss on the importance science.
 - **Pat Boerner** – Pat is submitting two student applications for the Cooke scholarships, which amounts to \$30,000 each in a national competition.
 - **Carol Carlson** – We had a great athletic fund raising event last Friday. Our “new” bus is in use thanks to funds from our ASLCC, our Foundation, the college, and individuals on and off campus. It will be available for non-athletic use, after athletic needs are met. Come out and cheer for our teams. We are #1 in the NWAACC. You can also watch our home games on KLTV or listen to them virtually anywhere in the world through KLOG web streaming.

- **Twylla Corrie** – Displaced homemakers will once again be able to enroll for HDEV 085, “Journeys”, which deals with gender equity issues and non-traditional education. It will start on April 18 to allow for credit recovery. The Career and Employment Fair (Job Fair) information is now available on-line. Links will be available through HireConnections to a PowerPoint presentation to help students prepare for and get the most out of the job fair. It was suggested that information be placed in the lunchtime presentations provided to students in the Student Center.
- **DeJanelle Davis** – De recently coordinated the mailing of 11,000 pieces of recruiting information!
- **Buzz Gorman** – Scholarship applications for 2006-07 are now available on-line. They are interactive. Handwritten scholarships are now history! Students may access the application on computers at the Financial Aid counter and the ICP lab if they do not have home computer service.
- **Marisa Greear** – Fliers regarding several “outside” scholarships are available in the Financial Aid office.
- **Wendy Hall** – Two student surveys will be going out soon and students may win bookstore certificates for signing up to participate in the surveys.
- **Mary Harding** – Please encourage students to apply for scholarships. The new easier to apply on-line form will provide uniformity and readability to all campus scholarship applications. ASLCC has taken on the project of pursuing a traffic light for the 15th avenue cross walk. Please notify Rich Hamilton if you witness or are aware of any accidents or near-misses at these cross-walks. Documentation will help to strengthen the request for lights. Requests for necessary technology updates that might not be covered by your individual budgets may be covered by available funds in the early spring. It is important to get together all the necessary data and have a PR ready to go, so if Mary finds there are divisional or institutional funds available she can send your request to the front of the request line. We must use “due diligence” in trying to collect student Social Security numbers. There is a possibility of being fined \$50 for each SS# we have not collected. If students refuse to provide us with their SS#, they may be fined \$50 by IRS.
- **George Henderson** – Part of “promoting excellence” is providing current updated technology for both our staff and students.
- **Joe Hobson** – Worker Retraining funding requests are coming in and the numbers are increasing in the area of displaced homemakers. Brochures are now available at CAP, WorkSource and Community House.
- **Betty Johnson** – Winterfest activities are being scheduled for the week of January 30. This year we will have an adult evening dinner/movie, a student talent show, and an afternoon of Karaoke.
- **Jennifer Knapp** – We are just finalizing a Tech Prep articulation with Rainier.
- **Lynn Lawrence** – Lynn reported that of the 30 students reported by faculty for Instructor Initiated Withdraw at the end of the first week of winter quarter, many had already withdrawn themselves. She ended up withdrawing 12 students. Several students who didn’t understand the Math Lab sign-in procedures and were withdrawn have been reenrolled.
- **Bunpa Lim** – Recruiting team visitations are underway with CEO, ABE and ESL classes.

- **Barbara Schoeffler** – Barbara will be involved in a professional development workshop on February 24 on the topic “How to Become an Approved L & I Training Site.” The workshop will cover acceptable practices. There is a \$40 fee and lunch is included.
- **Darcy Smith** – Scholarship Night is January 24 at 6:00 in the Student Center.
- **Website DVD** – At 10:00, we viewed the DVD which is required viewing for those who will be updating departmental information on our new website. Maggie Kennedy and David Mielcarek were present to answer questions and to provide a couple of updates since the DVD was created. Maggie is available on Wednesdays and Fridays in the Administration Building Training Room if you need assistance with the content management system once you have received a user name, password and your computer has been configured. Staff present at various times during the showing were:

Barbara Schoeffler
 Betty Sjoblom
 Bunpa Lim
 Butch Henderson
 Buzz Gorman
 Carol Carlson
 De Davis

Eileen Bergeson
 Jennifer Knapp
 Jenny Smith
 Joe Hobson
 Kathy Carty
 Lynn Lawrence
 Marisa Greear

Mary Harding
 Sandie St. Onge
 Therese Montoya
 Twylla Corrie
 Wendy Hall

The next Student Services Council meeting is scheduled for Thursday, February 23.