



Student Services Council
Thursday, February 23, 2006
Meeting Notes

Present:

Eileen Bergeson, Pat Boerner, Kathy Carty, DeJanelle Davis, Marisa Greear, Wendy Hall, Joe Hobson, Jason Hoseney, Betty Johnson, Dan Johnson, John Krause, Lynn Lawrence, Bunpa Lim, Ronda Manick, Therese Montoya, Faye Olason, Sallie Parson, Karla Rivers, Barbara Schoeffler, Darcy Smith, Jenny Smith, Bill Stahley, Mary Stone, Sandie St. Onge, and Mary Harding, Chair

Not Present: Roxana Ahmadifard, Diane Armstead, Margit Brumbaugh, Ernie Cadman, Carol Carlson, Twylla Corrie, Tiahna Davis, Scott Dennis, Buzz Gorman, Terrence Green, George Henderson, Jennifer Knapp, Nadine Lemmons, Wes McGee, Marleen Musso, Jim Roffler, Kirc Roland, Betty Sjoblom, Kathy Wheeler, and ASLCC representative,

Guest – George Dennis

➤ **Presentations**

- **Evening Degree Program** – George Dennis provided two handouts and an overview of the Three Year Evening College Degree Program in Associates in Arts (AA-DTA), the planned core courses and the normally available LCC distance education and WAOL courses. Issues that were raised and discussed include: evening services and the location for those services, evening class start times, support required to move forward, light/over enrollment, and Math.

➤ **Division Items**

- **Institutional Priorities** – Mary Harding provided a handout regarding institutional priorities for 2006-07. She informed us that these will still be refined by the Board of Trustees and asked that the priorities be discussed in your areas and that suggestions for changes be forwarded to Mary.
- **New Evening Hours** – Lynn Lawrence announced that evening service hours are being changed due to data collected on actual service activity. The week prior to classes beginning and the first week of classes, the Cashier, Registration, Financial Aid, Career, and Advising Offices will be open until 6:00 p.m., Monday through Thursday. They will be open until 7:00 p.m. on the deferment due date, which is March 28 for spring quarter.

- **Budget Development Process** – Mary Harding provided a handout developed by Ellen Peres and the budget development team for the 2006-07 budget development process. Student Services has a process that fits into this flow. She expects staff in all her departments to discuss their needs and to forward them to her through departmental supervisors by March 7, with priorities noted. Do consider reallocating funds that are not being put to the best usage. Do not anticipate receiving any extra funding or personnel. It is important that you articulate your needs and how you would use any reallocated funds. Final reallocation and priority decisions will be made by the Cabinet.
- **Academic Calendar** – Mary Harding announced that the Academic Calendar for 2006-2008 has been approved and is available on our website. Quarterly calendars will be made available at a later date. Summer quarter dates, which are not listed on the academic calendar, are June 26 – August 18, 2006 and June 25 - August 17, 2007.
- **Work Study Allocation** – Mary Harding announced that we have received an additional allocation of work study funds. Please submit your requests for additional funds to Mary by the end of the day.
- **Committee Reports** - internal webpage - <http://lcc.ctc.edu/info/minutes>
 - **Academic Standards Committee** – Mary Harding reported that the last meeting of this committee was cancelled.
 - **Assessment Committee** – Wendy Hall reported that assessments should be done in a timely and thoughtful manner. Assessments are being scheduled and institutionalized.
 - **Curriculum Committee** – Patrick Boerner reported that Student Support Services students will be able to earn credits for participating in the SSS activities now that a new course has been approved. Other changes discussed at the most recent Curriculum Committee meeting includes changes to MATH prerequisites, changes to the MEDA program and approval of the new MATH/MUSC connection.
 - **Diversity Committee** – Dan Johnson reported that he is trying to schedule another meeting of the Diversity Committee, but that members’ schedules are making the process difficult. Subcommittee work has been continuing.
 - **Financial Aid Committee** – Marissa Greear reported that this committee is scheduled to meet again on March 16.
 - **Instructional Council** – Mary Stone reported on recent Instructional Council discussion of the Three Year Evening College Degree Program, issues with the

class free “hour”, and block scheduling questions. Mary Harding reported that she and Laurel Williamson will be meeting on February 28 to discuss block scheduling issues. She has considerable history and research that lead to the block schedule and class free hour. If you have any suggestions, she encourages input on the class schedule development by the first week of March. As the final proposal will be a negotiated solution, models are welcome. Many classrooms sit unused/wasted during large blocks of the day, so space usage is an obvious issue, as is overlapping class times.

- **Student Services ad hoc Social Committee** – John Krause reported that another event will be planned for next quarter. The participation in our “Biggest Looser” program is wonderful. Mary Harding will provide a report to Pathways 2020 regarding our “Biggest Looser” program and progress.

➤ **Around the Table**

- **Eileen Bergeson** – We will be hosting visitors from Montgomery College, Texas on Monday. Classroom technology is being installed. Lawrence Krause will be speaking on March 3 at 6:00 p.m.
- **Pat Boerner** – A Transfer Center Newsletter was handed out. Students can earn credits for participating in upcoming van trips to baccalaureate institutions.
- **Marisa Greear** – The Financial Aid staff are busy with “scholarship season”. Send students to the Financial Aid Office to apply on the lobby computers. Scholarship workshops are coming.
- **Joe Hobson** – Joe reports that he has applied for one hundred COMPASS assessment vouchers for Worker Retraining students through the Foundation. The Worker Retraining guidelines are completed, including a flow chart and glossary. He has been making visits to high schools identifying Tech Prep students interested in the trades and industry.
- **Jason Hosenev** – The recent TRIO awareness event was very well attended and increased the awareness of student needs. His women’s basketball team is tied for first place with Centralia and is bound for the NWAACC tournament in Pasco.
- **Dan Johnson** – Tomorrow night will be the ASLCC dinner/dance/movie featuring “Kiss Kiss, Bang Bang!” Three new student clubs have been approved – Chemistry Club, Biological Society, and Transfer Club. ASLCC representatives and Dan will be addressing the Longview City Council tonight regarding 15th Avenue crosswalk safety issues. “Crash” will be shown again on March 2 at 6:00 p.m.

- **John Krause** – John is working on the Tech Prep grant. He and Jennifer will be traveling to Pasco next week to make a presentation on our HireConnections site.
- **Lynn Lawrence** – Spring quarter priority registration begins on March 6. Open registration begins on March 13.
- **Bunpa Lim** – Multicultural Club students will be working the dinner/dance/movie tomorrow night and the Celebration of Literacy on February 26. Planning is underway for the International Festival on June 3.
- **Barbara Schoeffler** – The Career and Employment Fair is scheduled for March 9. An employer panel will be offered on March 2. A workshop to prepare students for the Career and Employment Fair will be offered on February 28. Employers who will be attending the Career and Employment Fair will be profiled on our HireConnections website.
- **Darcy Smith** – The Spring Tour is coming. Sandie St. Onge will be filling in for Darcy on February 27 when we host the Knowledge Bowl. We had another great turnout for the Barnes College Day. Parents of Castle Rock 8th graders will be on campus for a presentation March 7.
- **Jenny Smith** – Running Start testing is keeping Testing Office staff members busy. Castle Rock students will soon be able to take the COMPASS assessment at their high school, with Wes McGee as a proctor. Senior Studies needs a new title. Mary Harding suggested a contest to come up with something new.
- **Bill Stahley** – The newly installed plasma screen TV will be showing college videos in the Transfer Center. Other uses are still being developed. Thank you ASLCC for funding the screen and the new Transfer Club.
- **Mary Stone** – Mary will be attending the Marine Corp tour next week. There will be a goal clarification workshop today at 2:00.

The next Student Services Council meeting is scheduled for March 23, 2006.