



Student Services Council
Thursday, March 23, 2006
Meeting Notes

Present:

Eileen Bergeson, Pat Boerner, Margit Brumbaugh, Ernie Cadman, Carol Carlson, Kathy Carty, Twylla Corrie, DeJannel Davis, Tiahna Davis, Marisa Greear, Terrence Green, Wendy Hall, Joe Hobson, Betty Johnson, Jennifer Knapp, John Krause, Lynn Lawrence, Bunpa Lim, Ronda Manick, Marleen Musso, Sallie Parson, Darcy Smith, Jenny Smith, Bill Stahley, Sandie St. Onge, and Mary Harding, Chair

Not Present: Roxana Ahmadifard, Diane Armstead, Scott Dennis, Buzz Gorman, George Henderson, Jason Hosenev, Dan Johnson, Nadine Lemmons, Wes McGee, Therese Montoya, Faye Olason, Karla Rivers, Jim Roffler, Kirc Roland, Barbara Schoeffler, Betty Sjoblom, Mary Stone, ASLCC representative, and Kathy Wheeler

- **New Student Entry Process** – Mary Harding started off this discussion explaining how frightening and intimidating stepping onto a college campus can be for a prospective student who comes from a family that has never had a college student. The little voice inside tells them “you don’t belong in college.” It is vital for us to be friendly and welcoming. Be the first to speak. Greet them, ask if you can help them find someone, and stay with them until they are engaged and connected with the person they need. If only pro forma information is provided, they will be out the door (listening to that inner voice) and we will have missed our opportunity to provide our services to them. DeJannel Davis continued the discussion, explaining how important it is to walk all prospective students directly to the Entry Center to initiate their questions regarding application, financial aid, testing, advising and enrollment. She can schedule all Entry Services. Please don’t point prospective students towards the area they need. They can just as easily walk out the door as make it to that area. Walk them directly to the Entry Center, Financial Aid, or Registration Office. Be proactive and friendly! Campus signage was also discussed and is a real issue, as we have many entry points to our campus.
- **Student Services Directory** – Copies of our Student Services Directory were distributed. This is a quick and easy reference to use when you need to direct someone to one of our staff members. It provides general expertise, office location and telephone numbers for all permanent Student Services staff members. Please review your data and provide any updates to Sandie St. Onge at #2300 or sstonge@lcc.ctc.edu.
- **AED’s (Automated External Defibrillators)** – Sandi Brockway recently sent out an e-mail regarding automated external defibrillators (AED’s) and their locations on campus. Training will be available and you may call Sandi at #2261 to make arrangements to receive training, which is expected to be offered in June or July.
- **Committee Reports** - internal webpage - <http://lcc.ctc.edu/info/minutes>

- **Academic Standards Committee** – Mary Harding reported that this committee has not met recently.
- **Assessment Committee** - Wendy Hall reported that this committee has not met recently.
- **Curriculum Committee** – Pat Boerner provided a brief report. This is a catalog year and revisions are on-going in most departments.
- **Diversity Committee** – This committee has not met recently.
- **Financial Aid Committee** – Marisa Greear reported that all three students petitioning for reinstatement from financial probation were recently reinstated. The next meeting is scheduled for April 5.
- **Instructional Council** – Mary Harding reported that the current schedule format is being revisited for better use of classroom space and to correct class time overlap issues. A revision will be forthcoming. Mary, Laurel Williamson, Karla Rivers and Kristy Enser have all been working on possible alternatives to the current schedule.
- **Student Services ad hoc Social Committee** –John Krause had nothing new to report for this committee.

➤ **Around the Table**

- **Eileen Bergeson** – We will have sixteen visitors from Japan on our campus next week. Please make them feel welcome. The new website launch is scheduled for late April. Dave Mielcarek will be providing FlashFile training for website authors and editors. Document Imaging is moving forward. Problems are being worked out. Two staff members will be provided ADOBE acrobat training in May or June. Information will be out soon on the Spring Professional Development activities.
- **Margit Brumbaugh** – Spring quarter advising is keeping staff busy.
- **Ernie Cadman** – WBLTA is available for working students with children. This is a great option for students taking HDEV 075. There is a scheduling conflict for students taking INDV 085 with INDV 065, INDV 075 and/or sometimes MATH 070. Ernie is teaching a “hidden” MM section of INDV 085. Ed Planners, if the scheduling conflict is affecting your students, remember the MM section.
- **Carol Carlson** – Athletics is going strong! We are currently in a big recruiting push as tournaments are underway across the state. We will be hosting the NWAACC baseball tournament over Memorial Day weekend and volunteers are welcome.
- **Kathy Carty** – Kathy thanked staff for their interaction and discussed the confusion students have over quarterly, global and FAFSA PIN's.

- **Twylla Corrie** – Our tenth annual Career and Employment Fair brought about 600 attendees to campus, despite the snow that day. Mock interviews and resume critique workshops were well attended. A representative from the Red Lion reported that they received 550 applications for the 15 job openings they advertised. Camp Moxie is scheduled for June 19-22 and will include the Vancouver Ropes course. Fliers for the Journeys class – HDEV 075, would be a great addition to our Welcome Session packets.
- **Marisa Greear** – Buzz is still out, but getting better. Next week will be very busy. Thanks to Wendy Hall for providing Tiahna Davis with more hours in the Financial Aid Office next week!
- **Terrence Green** – There is a van trip scheduled for Central Washington University on April 20-21.
- **Mary Harding** – Go check out the Hope and Justice displays for domestic violence in the Student Center lobby today. Our enrollment is a serious issue. Please take the time to meet, greet, and walk prospective students to the Entry Center. Budget discussions for 2006-07 have begun. The following Student Services priorities are being presented to the Cabinet for consideration: Additional COMPASS testing units for Advising and Testing, a halftime Financial Aid advisor, travel for Financial Aid, Office Assistant for Financial Aid, a new gymnasium floor, and a halftime Job Developer for Career and Employment Services. Nominations for the Crystal Apple Award, sponsored by the Kelso Longview Chamber of Commerce, are due by April 14. An award is provided to one administrator, one staff member and one teacher. Nominees will be evaluated on education in the local community, excellence of service to students, and creation of unique, significant education programs in the local community. Our own Therese Montoya was one of the recipients last year.
- **Joe Hobson** – Joe is busy focusing on coding. He is very glad to be able to refer his clients to Kathy Carty for assistance in locating funding for their education. The Rapid Response team is busy dealing with the recent layoffs at Sinnett's Marketplace.
- **Betty Johnson** – A busy spring activity schedule will be out soon.
- **Jennifer Knapp** – High school sophomores will be on campus next Wednesday for a career fair. Each student will have a map and schedule, but if you encounter someone who looks lost please help them.
- **John Krause** – John is busy working on the Tech Prep grant.
- **Lynn Lawrence** – Winter quarter grades are due on Monday.
- **Bunpa Lim** – In honor of the April 13-15 Cambodian New Year, the LCC Multicultural Club will be presenting Traditional Cambodian Dances in the Student Center on April 4 from noon to 1:30. Come see the traditional dances and learn about the culture and origin of the dances.
- **Ronda Manick** – The Financial Aid Office needs a bookcase if anyone has an unused bookcase in their area.

- **Marleen Musso** – Spring graduation applications are keeping Marleen busy.

- **Faye Olason** – Reasonable interest is being shown form MATH 092/INDV 109, but there is very little interest in BIOL 100/INDV 099. These would both be good candidates to include in the Welcome Session package. Faye came back from the League for Innovations conference full of ideas and was pleased to see how far advanced LCC is in many areas over much larger institutions.

- **Sallie Parson** – Jason is recruiting in Alaska this week.

- **Darcy Smith** – There will be a Spring Tour on campus next Monday, with about 15 high schools and 300 junior and seniors attending. Information Night is scheduled for May 4.

- **Jenny Smith** – Wes has provided about 200 COMPASS tests to Castle Rock High School students this past week.

- **Sandie St. Onge** – Sandie is busy working on web pages for International students and also Graduation/Commencement. She also now has access to Document Imaging. She has attended several budget development sessions and can help those who manage budgets and need to prepare budget initiatives for 2006-07 or who have questions on how to get more detail in fewer pages on FMS Query. There is a typewriter available for any Student Services office that can use it.

NOTE: The April Student Services Council meeting is cancelled.