



Student Services Council
Thursday, May 25, 2006
Meeting Notes

Present:

Roxana Ahmadifard, Eileen Bergeson, Pat Boerner, Margit Brumbaugh, Ernie Cadman, Twylla Corrie, DeJannel Davis, Tiahna Davis, Buzz Gorman, Marisa Greear, Terrence Green, Wendy Hall, George Henderson, Jason Hosenev, Betty Johnson, Dan Johnson, John Krause, Lynn Lawrence, Ronda Manick, Therese Montoya, Faye Olason, Sallie Parson, Darcy Smith, Bill Stahley, Mary Stone, Sandie St. Onge, ASLCC representative, Beau Mills and Mary Harding, Chair

Not Present: Diane Armstead, Carol Carlson, Kathy Carty, Scott Dennis, Joe Hobson, Jennifer Knapp, Nadine Lemmons, Bunpa Lim, Wes McGee, Marleen Musso, Karla Rivers, Jim Roffler, Kirc Roland, Barbara Schoeffler, Betty Sjoblom, Jenny Smith, Kathy Wheeler,

➤ **Division Items**

- Catalogs – We will be delaying the publication on new catalogs until Common Course Numbering is done and incorporated. In the meantime, see the website for updated information as it become available.
- Commencement – Friday, June 16 at 7:00 p.m. in the Myklebust Gymnasium is our annual commencement ceremony. A reception will follow directly after the ceremony in the Student Center. This year our speaker will be Earl Hale, former SBCTC director.
- Common Course Numbering (CCN) – Lynn Lawrence is the contact/coordinator for CCN at Lower Columbia College. Fifty-five courses have been identified for the initial push to receive common numbers statewide. CCN is mandatory and will eventually make evaluations much easier for student records where more than one community college in Washington has been attended.
- Enrollment – We are currently at 2,020 FTES for spring quarter. We are very close to the 96% enrollment band goal that would help us avoid a recovery year.
- Evening Degree Program- A handout was provided showing the course schedule planned for students who want to earn their two-year transfer degree in three years by taking ten credits of evening courses each quarter. The Evening Degree Program begins fall quarter 2006. The classes will be hybrid (50% on-line/50% in class) and will be guaranteed, regardless of enrollment. Advising should be done very carefully to avoid substituting classes that will throw the student off schedule. Darcy was asked to coordinate the dissemination of flyers off campus. Ed Planners were asked to send all summer advisees away with a copy of the program for

further public dissemination of this revised program.

- NWAACC Tournament – Consider volunteering an hour or two to help support our fantastic baseball team during the tournament scheduled for Thursday, May 25 – Monday, May 29. Weather will definitely be an issue. If all goes well, LCC will be playing in the final game at 7:30 p.m. on the last day of the tournament.
- Summer Construction Projects – The Fine Arts Building is now in a second bid process. We hope to know by the end of June what our construction timeline will look like. The Student Center Activities office will see some minor changes as the student ID process is moved back downstairs. Our future Health & Science Building is now on the list of state approved construction. We are about 6-7 years out for the start of this process.
- Summer Work Schedules – Public service areas must have coverage during all our summer hours (7:00 a.m. to 6:00 p.m., Monday through Thursday) June 19 – September 1. Staff work schedules must include 40 work (or vacation) hours between those hours of service. All summer flex work schedules must be approved by department supervisors and then be forwarded to Mary Harding for final approval.
- Carol McNair - Faculty Emeritus status – Mary Stone proposed emeritus status for Carol McNair, which was approved and will be awarded at the June 2 spring reception.

➤ **Committee Reports** - internal webpage - <http://lcc.ctc.edu/info/minutes>

- Academic Standards Committee – Mary Harding reported that this committee has not met.
- Assessment Committee – Wendy Hall reported that this committee is piloting a new format for assessment plans. The Gen Ed assessment committee will be meeting this afternoon.
- Curriculum Committee – Therese Montoya provided considerable information from the last Curriculum Committee meeting. Departments going through restructuring include – CIS, CDC, INDV, BTEC, LERN, HDEV, SPCH and CHEM. Revisions can be found on-line.
- Diversity Committee – Dan Johnson reported that this committee will be meeting on June 7. One new goal for the committee is to provide an orientation to new faculty during the fall orientation week.
- Financial Aid Committee – Marissa Greear reported that this committee will be meeting on June 15 to select scholarship recipients. To date about ½ of the scholarships have been matched to applicants. Students are notified if they have been selected, they must then send an acceptance/thank you letter to the donor (through the Financial Aid Office) within one month of being notified. If this

process is not followed, an alternate student is notified and the acceptance process starts again.

- Instructional Council – Mary Stone reported that changes have been initiated that would allow a student only two tries in a two year period to complete the high-demand BIOL 120 and 221 classes. Pandemic Issue plans are underway, so if the campus needs to be closed due to a pandemic we could rely on our on-line services to continue instruction, etc.
- Student Services ad hoc Social Committee – John Krause reported that attendance was somewhat low at the May 18 spring quarter event. An event for summer will be planned.

➤ Around the Table

- **Roxana Ahmadifard** – Running Start enrollment is good, with 232 students already registered for fall 2006.
- **Eileen Bergeson** – Our new website is under construction; training is underway for content entry/editing. There will be a soft-launch the week of June 5 for on-campus review, only. The public launch will come by fall quarter.
- **Pat Boerner** – Pat was thanked for his part of helping Tadd Wheeler to prepare for the Jack Kent Cooke award.
- **Margit Brumbaugh** – Retention is at 88%, which is great!
- **Twylla Corrie** – Camp Moxie, a summer “camp” program for middle school girls, is scheduled for June 19 -22 this year.
- **Buzz Gorman** – Don’t answer questions regarding financial aid, but rather send students to the Financial Aid Office. Although the PELL is awarded equivalent to enrollment in 3 full quarters, students may use it for 4 quarters at a three-quarter enrollment level.
- **Terrence Green** – On-line advising is up and running; check it out! A van trip is planned to WSU on June 18.
- **Mary Harding** – Mary completed 100 holes of golf on May 18. A record amount of donations was raised through this event this year.
- **Jason Hosney** – Student Support Services is still recruiting applicants. Their current graduates will be honored at a special by-invitation-only event on June 16 prior to Commencement.
- **Betty Johnson** – Late measurements for caps and gowns are still coming in.
- **Dan Johnson** – International Week will be celebrated next week, including a day of vendors, dancers, and food on Saturday, June 3. Applications are due by this

Friday for several open ASLCC positions. In an effort to start a Women's Club, two students are being sent to a conference in Boston later this month.

- **John Krause** – To support interoffice communication, eight staff members are taking ANGEL training. Grant work continues.
- **Lynn Lawrence** – Registration staff are busy.
- **Therese Montoya** – Therese is planning changes for the New Student Orientations, to include all the required workshops on the day of orientation rather than throughout the quarter. Mary suggested that some brown-bag sessions be offered during the quarter, as most First Year Experience data shows that continued contact through the first quarter is necessary to retain students successfully.
- **Faye Olason** – Faye is/has been busy with Active training and her NWADE presentation.
- **Sallie Parson** – Advising is keeping Sallie busy.
- **Darcy Smith** – Darcy will be meeting with seniors at Kalama this week. Graduate lists for summer telephone calls are coming in. Students who have not completed their LCC degrees and have been gone for three years will be receiving cards and telephone calls from Darcy and Bill Stahley. Twenty-three student out of thirty responded to a recent on-line survey.
- **Bill Stahley** – The Transfer Club dunk tank raised about \$300 for CASA.
- **Mary Stone** – Second Start funding is still available from a 2005-06 Foundation grant.
- **Sandie St. Onge** – Sandie circulated a flyer for the July 1 art walk that she and three other members of the Lower Columbia Leadership Academy organized as their group project this year. She will be graduating from the program on June 16. Sandie also stressed the importance of turning in your VISA purchase receipts as soon as possible after making visa purchases. Delays not only cause extra work and wasted time for Sandie; they also cause the College to be charged late fees, which will be shifted to your departmental budgets when incurred.
- **ASLCC Rep, Beau Mills** - Beau reported that the new ASLCC officers for 2006-07 are Mike Leeper, Zach Parson, and Megan Kaliloa. He also reported that ASLCC has discussed Financial Aid, the need for more faculty evaluations by students and they are working with the City Council on traffic safety issues.

The next Student Services Council meeting is scheduled for June 22, 2006.