



Student Services Council
Tuesday, September 26, 2006
Meeting Notes

Present:

Eileen Bergeson, Pat Boerner, Margit Brumbaugh, Ernie Cadman, Kathy Carty, Twylla Corrie, Marisa Greear, Terrence Green, Wendy Hall, George Henderson, Joe Hobson, Jason Hosene, Dan Johnson, Lynn Lawrence, Ronda Manick, Wes McGee, Therese Montoya, Faye Olason, Barbara Schoeffler, Betty Sjoblom, Darcy Smith, Jenny Smith, Mary Stone, Sandie St. Onge, and Mary Harding, Chair

Not Present:

Roxana Ahmadifard, Diane Armstead, Carol Carlson, DeJannel Davis, Tiahna Davis, Scott Dennis, Buzz Gorman, Betty Johnson, Jennifer Knapp, John Krause, Nadine Lemmons, Marleen Musso, Bunpa Lim, Sallie Parson, Karla Rivers, Jim Roffler, Kirc Roland, Bill Stahley, Kathy Wheeler, and ASLCC representative

➤ **Division Items**

- **Use of Publications in Promotion** – Darcy provided us with a plethora of great current publications, posters, view books, and inserts customized to specific recruiting needs which have been designed to reach desired student groups. The blue program insert cards can be changed easily and are printed on campus. Contact Darcy, Janelle or JoAnne (after the new website goes live) if you have content concerns or need new inserts developed. De has all the current fliers and post cards on file if you need to send out quick notes or information regarding one of our programs.
- **Student Persistence Task Force** – Mary and Laurel are forming a task force of faculty and staff to brainstorm ways to increase student “persistence” (new buzz word for “retention”.) Of the anticipated 50+ ideas, they hope to move forward with three or four doable ideas. The first meeting will be held in late October. E-mail Mary if you are interested in serving on this task force.
- **Last Day to Withdraw** – (eighth week) November 9 – Mary reminded us that the last day to withdraw has been changed from the end of the seventh week of instruction to the end of the eighth week of instruction and that November 9 is the cut off for fall quarter 2006. Some early documents were published with the wrong date listed. Students needing to withdraw after the last day to withdraw, must complete the necessary withdraw form and an Academic Standards Committee Petition to explain why they were unable to withdraw by the published last day to withdraw. Those forms need to be delivered to Sandie St. Onge in ADC 158. Students on financial aid should always be directed to the Financial Aid office before they completely withdraw, to help them avoid costly pay-back situations.
- **AZORUS** – Mary provided information on this great customer relations management system that we intend to purchase. A show and tell on this system is scheduled for

October 3. Please let Mary know if you are interested in attending. This is an externally hosted site that provides interest driven messages to students through individual portals, which we hope will provide improved outreach services as well as increased student persistence.

- **Website launch** – Our new website is scheduled to go live at the end of this week. The internal pages for staff will not be included in this initial launch. Contact your supervisor to determine who updates data for your area or program. When the new site is launched, we will go from “lcc.ctc.edu” to “lowercolumbia.edu”. The old address will continue to connect to the new site for an unspecified length of time.
- **Upcoming dates and events** – Dates for upcoming Student Services division events were shared at such a fast pace, that the note taker was unable to catch them all! Sandie would appreciate receiving e-mails regarding any events planned by the Student Services division so they may be shared with our staff in a timely fashion. Also, please be sure to let De know at the Entry Center whenever you have scheduled a campus event, so she may provide current and correct information to the many inquiries she receives daily.

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

- Academic Standards Committee – There has been no meeting to date.
- Assessment Committee – Scheduled to meet next week.
- Curriculum Committee – There has been no meeting to date.
- Diversity Committee – Met during Orientation Week and plan to get information out and be more active on campus.
- Financial Aid Committee – Met September 14, 15, and 21 and reinstated 15 of 16 petitioning students. This committee will meeting on October 5 to award ten new and/or late scholarships. The deadline for most is September 29. According to data provided by Marisa, students reinstated at ½ and ¾ time have a better success rate than students reinstated at full time. Buzz is off for the next three weeks, assisting his wife who had surgery earlier this week. Marissa is managing the office in his absence.
- Instructional Council – There has been no meeting to date.
- Student Services ad hoc Social Committee – Scheduled to meet this Thursday. The September 6 fall social was cancelled and rescheduling plans are underway.

➤ **Around the Table**

- **Eileen Bergeson** – The third year of our Title III grant will be ending at the end of this month. There were 2,038 active ANGEL accounts at the beginning of fall quarter! Scott Dennis has moved to the LRC and his telephone number is now 2521.

- **Pat Boerner** – The application deadline is quickly approaching for the Jack Kent Cooke scholarship and he is hopeful that another LCC student will be a recipient. Work is underway to establish a student “Hall of Fame” display.
- **Ernie Cadman** – Students retesting after taking the Title III supported and linked INDV 65/75/85 classes are showing improvement.
- **Kathy Carty** – Of the 69 students Kathy worked with since August to locate educational funding, 37 have enrolled.
- **Marisa Greear** – The Financial Aid Office is working diligently to finalize awards for the remaining 30-40 students with completed fall financial aid applications. If you have concerned students, please send them to Marisa, Ronda or Betty.
- **Terrence Green** – Handouts were circulated for the October 18 Transfer Fair and 2006-27 van trips. Check out the Transfer web page for current information.
- **Wendy Hall** – The new *Fact Book* should be out the third week of October.
- **Mary Harding** – Today’s enrollment is 6% ahead of last fall. Only eight community colleges have reported 5% better and eight have reported 5% worse enrollment that last year. The rest remain “flat lined”. Dr. McLaughlin is on his second week of sabbatical and seems to be very busy reading.
- **George Henderson** – “Welcome back, Butch!” Referrals are keeping him busy in his office.
- **Joe Hobson** – A Worker Retraining Orientation is scheduled for October 17. John and Jennifer will begin meetings with high school advisors soon to discuss Tech Prep. A Career and Employment Fairs is scheduled for March. Contact Joe for further information.
- **Jason Hosenev** – The deadline for recruiting students for the Student Support Services program is October 1. Send interested students to Jason. A wonderful cultural event for Student Support Services students is coming up, which will include Colin Powel and motivational speaker, Zig Ziglar.
- **Dan Johnson** – Twenty reserved parking spaces for students will be auctioned off on Friday at noon. Winning students will need to provide their license plate number and \$25 @ quarter or \$50 for the year.
- **Lynn Lawrence** – Thanks to Kathy Carty for working the Cashier’s line on the first day of classes to direct students to the correct place to pick up their financial aid checks. We will have visitors on campus this Thursday, as Grays Harbor and Peninsula College staff come to learn more about Document Imaging.
- **Wes McGee** – The Testing Office will be closed on September 29 while new computers are being installed.

- **Therese Montoya** – A virtual tour of the Franklin University distance degree (BA program) will be available on October 11. Therese has further information for this free session.
- **Faye Olason** – A webinar being held on September 27 will be taped and re-played on October 4 for those interested. Check out their library for other “self help” training tapes. The Math Outcomes Assessment Lab started this week. There will be an orientation on October 2 from 3-4. Please send ideas for the “book of the quarter” to Faye or Maggie Stuart.
- **Barbara Schoeffler** – The recruiter for Bonneville Power Administration that normally provides an apprentice application orientation each year at LCC has gone to Iraq. Anyone who wants information may go to Clark College for a presentation on October 2 from 8:30 to 10:30 in Geiser Hall.
- **Betty Sjoblom** – Work Study timesheets are due Thursday by 10:00 a.m. Remember that student work referrals must have the signature of approval from the supervisor, administrator and Vice President before students may begin working!
- **Darcy Smith** – Parent’s Night is scheduled for October 16 and High School College Night is October 17.
- **Mary Stone** – Mary will be attending a “Dependable Strengths” training October 16-20 and will return ready to share the training with us. Eastern Washington University will be our College Showcase on October 17.
- **Sandie St. Onge** – We have two new international students this quarter; bringing our current international population to four. Our current students are from Viet Nam, China/Botswana, Japan and Holland. We are expecting another student from Holland winter quarter and a returning student from Japan spring quarter. A student from Sweden will be here later this week to find out more about LCC and to possibly apply for winter quarter.

The next Student Services Council meeting is scheduled for **October 26**.