



Student Services Council
Thursday, March 22, 2007
Meeting Notes

Present:

Eileen Bergeson, Margit Brumbaugh, Ernie Cadman, Kathy Carty, Twylla Corrie, Buzz Gorman, Marisa Greear, Terrence Green, Wendy Hall, George Henderson, Joe Hobson, Jason Hosene, Dan Johnson, John Krause, Lynn Lawrence, Bunpa Lim, Ronda Manick, Therese Montoya, Marleen Musso, Faye Olason, Sallie Parson, Barbara Schoeffler, Betty Sjoblom, Bill Stahley, Mary Stone, Sandie St. Onge, and Mary Harding, Chair

Not Present: Roxana Ahmadifard, Diane Armstead, Pat Boerner, Carol Carlson, DeJannel Davis, Scott Dennis, Betty Johnson, Jennifer Knapp, Nadine Lemmons, Wes McGee, Karla Rivers, Jim Roffler, Kirc Roland, Darcy Smith, Jenny Smith, and ASLCC representative

➤ **Division Items**

- **Proposed Release of Personally Identifiable Records Policy** – Lynn Lawrence provided a handout dealing with the release of personally identifiable records, which requires a change in how we define “directory information”. It was moved, seconded and approved that we support this change and the proposed policy will now go forward through the steps for campus policy review.
- **Spring & Summer Telephone Campaign** – Therese Montoya reviewed the various retention projects that are scheduled for the coming quarters. Graduating high school seniors will be contacted and encouraged to enroll during the first weeks of summer quarter. First quarter students on academic probation will be called and asked to meet with an Entry Advisor/Ed Planner to develop action plans for future academic success. Retention calls will be made to new students every quarter, including summer, but no evening calls will be scheduled for summer.
- **Recruiting Plans** – Mary Harding reported that Darcy Smith has been hired as our new WorkFirst Manager. Her previous recruiting job description is being revised and the job opening will be publicized soon. Therese Montoya is making arrangements to cover the various recruiting events scheduled by Darcy with her Entry Advisors and Ed Planners.
- **2-1-1 United Way Services** – Mary Harding reported that resource referrals are now available by calling 2-1-1. The State call center, which is funded by United

Way, makes referrals based on the caller's zip code. There are also other materials available locally, including a "Handbook of the Streets" to assist the homeless and a community resource handbook. Margit Brumbaugh has further information on each of these handbooks. Wendy Hall can also provide information through her association with the United Way.

- **Budget Expenditure Deadlines** – Sandie St. Onge reported that April 13 is the deadline for purchases and expenditures for Student Services. After that date, Mary Harding, Ellen Peres and/or Dr. McLaughlin will need to review all proposed purchases for approval. If your budget will not cover necessary items, prepare "wish list" purchase requisitions for consideration. Mary will review the remaining Student Services funds to determine if "wish list" items can be purchased by combining the remaining amounts from several budgets to cover the costs.

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

- **Academic Standards Committee** – Mary Harding reported that this committee is not scheduled to meet until late spring quarter.
- **Assessment Committee** – Wendy Hall reported that this committee will not be meeting in March. Gen Ed assessment will continue on the first Thursday in April.
- **Curriculum Committee** – Therese Montoya reported that catalog updates are due mid-May. The Registrar, Lynn Lawrence, has been added to the Curriculum Committee membership. Common Course Numbering is moving ahead and CCN courses will be in the schedule with their CCN numbers. A list will need to be prepared to help staff understand how the classes are now identified vs. how they were identified. Check the on-line minutes to catch up on all the course and program updates, including DRAM 100, PHIL 120, and revisions to BTEC, ENGR and MATH. Major Ready Programs have been approved. Discussion continues on the validity of retaining Capstone courses and requirements.
- **Diversity Committee** – Dan Johnson reported that this committee had nothing new to report.
- **Financial Aid Committee** – Marisa Greear reported that seven of ten petitioning students were reinstated on March 19. April 16 is the deadline to apply for scholarships. Eighty-six percent of students who applied for scholarships last year received at least one scholarship. Encourage students to apply!
- **Instructional Council** – Butch Henderson reported that several faculty received tenure at the Board of Trustees meeting last night, but he did not have

anything new to report from the Instructional Council.

- **Student Services ad hoc Social Committee** – Twylla Corrie reported that this committee will be meeting soon to set up a “Spring Fling”.

➤ **Around the Table**

- **Eileen Bergeson** – A new media server is ready for pilot testing by Nursing. It will allow for video and pod-streaming interaction with ANGEL.
- **Kathy Carty** – Kathy has a full schedule helping those students who really need one-on-one help to fill in their FAFSA and find financial assistance.
- **Twylla Corrie** – The grant proposal for Displaced Homemakers is keeping Twylla busy. Spaces are still available in HDEV 075 – Journeys – Workshop for Women.
- **Buzz Gorman** – Encourage students to apply now for financial aid, don’t delay. Dan and Buzz will work together to get some scholarship and financial aid application dates on the reader board.
- **Marisa Greear** – The 2007-08 financial aid and scholarship forms are all on our website and are also available in paper form at the Financial Aid Office. On-line submission will be coming at some point in the future. Right now students need to print out the forms and carry or mail them in.
- **Terrence Green** – The Transfer Fair will be held from 9:00 to 1:00 on April 24 in the Student Center.
- **Mary Harding** – There are currently three open positions in Student Services areas: Registration, Financial Aid/Institutional Research, and Recruiting.
- **George Henderson** – The Main building will be undergoing remodeling from June 1 through summer quarter.
- **Joe Hobson** – The Career and Employment Fair was very productive. It is now being evaluated and there is some discussion regarding having three smaller annual events focused on particular fields, such as Health Care or Industrial job markets.
- **Jason Hosenev** – SSS is now recruiting for the 2007-08 cohort. First generation, disabled, and/or low income students who are transfer bound are encouraged to contact his office for further information and applications.
- **Dan Johnson** – The budget deadlines discussed earlier in this meeting also apply to student funds.

- **John Krause** – The *KUDER* mock up is ready for review.
- **Lynn Lawrence** – Grades are due on Monday at 2:00.
- **Bunpa Lim** – Bunpa, Dan and several students will be attending the Students of Color conference in Yakima on April 12-14.
- **Ronda Manick** – Financial Aid will be busy posting winter quarter grade results to their student records next week to determine financial aid eligibility for spring quarter.
- **Faye Olason** – Faye provided a handout listing the various spring professional development opportunities available through Title III. Although they may appear to be directed towards faculty only, the sessions are actually open to all staff. Mary Leach is available to provide class assistance for any class. She is replacing Kathy Demarest as lead in the Learning Center.
- **Bill Stahley** – The Spring College Tour will be on our campus Monday. Training is scheduled on April 16 for *MyLCC*. Bugs are being work out. Call Bill if you have any issues with the program.
- **Mary Stone** – HDEV 110 is now a required core class for Kam Todd's MASP program and BTEC. They are particularly interested in the job finding skills portion. Community Health Care has partnered with LCC and Dr. Dennis O'Connor to provide one free dental cleaning to any student without dental coverage. This offer is limited to the first 100 students and ends on June 30. Students should be directed to call 636-3900 for an appointment. They will need to provide LCC ID cards.
- **Sandie St. Onge** – Sandie has a card for Laurel's farewell reception and gift. Please come by to sign the card and/or make a donation. The reception is scheduled for April 6 from 2:30 to 4:30 in the Student Center.

The next Student Services Council meeting is scheduled for April 26, 2007.