



Student Services Council  
Thursday, October 25, 2007  
Meeting Notes

**Present:** Barbara Schoeffler, Betty Sjoblom, Bunpa Lim, Buzz Gorman, Christina Treviño, Darcy Smith, Eileen Bergeson, Faye Olason, George Henderson, Joe Hobson, John Krause, Karla Rivers, Laura Hammer, Maxine Babb, Marisa Greear, Marleen Musso, Mary Stone, Nicole Taylor, Ning Fisher, Pat Boerner, Roxana Ahmadifard, Sallie Parson, Tamra Bell (recorder for this meeting), Wendy Hall, and Mary Harding, Chair

**Not Present:** ASLCC representative, Betty Johnson, Dan Johnson, Carol Carlson, Chad Meadors, Diane Armstead, Jason Hosney, Jennifer Knapp, Jenny Smith, Jim Roffler, Kathy Carty, Kay Koski, Kirc Roland, Lynn Lawrence, Raeleene Akin, Ronda Manick, , Sandie St. Onge, Sarah Watkins, Scott Dennis, Sheri Akesson, Therese Montoya, Twylla Corrie, and Wes McGee

**Guests:** Nolan Wheeler and Janelle Runyon

➤ **Division Items**

- **Welcome and Introductions:** Mary welcomed everyone and asked each individual at the table to briefly introduce themselves. New to the group are Tamra Bell, Tech Prep Program Assistant and Christi Wardak, Title III Program Assistant.
- **Service Pins:** Mary awarded Service Pins to Marleen Musso for 20 years of employment and Betty Sjoblom for 25 years of employment. Kirk Roland was not present to receive his pin. Also, Mary asked everyone to take a moment to remember Sherri Fittro.
- **Flexible Spending Accounts:** Nolan Wheeler gave a presentation on flexible spending accounts. To combat the rising cost of healthcare, Nolan suggested that individuals consider participating in a flexible spending plan which allows employees to put \$240-\$2,400 per year into a flexible spending account that must be spent within 12 months (15 months with the grace period) toward designated eligible expenses. Nolan strongly recommended carefully looking at the eligible expenses prior to choosing a yearly amount, since if you don't use all funds within year/15 months you will lose them. He also said you need to keep all receipts, which must list specifics of the procedure or eligible item purchased, in order to be reimbursed. For detailed information please go to [www.asiflex.com](http://www.asiflex.com). Open enrollment begins October 29<sup>th</sup> and ends November 30<sup>th</sup>.

- **Wellness Presentation:** Nolan also gave a brief presentation on employee wellness. He encouraged each of us to go to [www.wellness.wa.gov/](http://www.wellness.wa.gov/) and take an individual health risk assessment. Mary also encouraged us to participate in this survey as LCC will be in “competition” with nearby colleges. Performing the health risk assessment is another way to reduce the rising cost of health insurance. Mary said that we will hear from the Wellness Committee soon.
- **Web Updates:** Janelle Runyon informed the group that the new Web Coordinator would begin employment November 26<sup>th</sup>. Janelle said that they are currently updating the web pages and if anyone is in need of changes to specific pages please contact Hannah Burleson whose greatest availability is on Fridays. Publications hopes to launch the new internal site this quarter. Janelle distributed handouts and asked for feedback on the proposed new main LCC home page design. She also asked for feedback on the State Website URL’s, provided in an additional handout.
- **Higher Education Administration Program** – Mary wanted to make everyone aware of the Higher Education Administration Program promoted by Washington State University. The program is designed for those who would like to prepare for a future career in Administration of higher education.
- **Information for Marketing** – Janelle informed members that Publications is creating a focus plan in the form of an activities spreadsheet for this year. She also asked for input regarding good sites to place display racks with LCC information. Thirty second radio spots will air with the intent of boosting Professional/Technical enrollment. Instead of putting schedule inserts in the Daily News, a “direct mailing” will go out November 7-14. Janelle also said that the LCC 07-09 Catalog recently won a bronze medal.
- **Local Industry Layoffs** – Recently there have been a number of local industry layoffs with talk of more to come. Mary informed the group that the Business Office is working on a payment plan for students. This should help struggling unemployed workers and their families begin college. No LCC employee can extend the credit of the state. Therefore, payment plans will be made through a vendor who will provide short term loans in which interest and service charges may apply. Mary asked the group for input on how LCC can prepare to provide exceptional service and support to assist families. Suggestions included: talking to HOFL and Headstart to provide more childcare, increased emphasis on Individual Certificate Programs, not only refer people to the Career Center, but walk them to their individual destinations to provide that extra support, increase intra-campus communication, ensure Entry Center Training, encourage unemployed workers returning to school to apply for financial aid early, create a brochure with all related information for families facing a layoff, because we have no visitor parking; provide bus passes, have staff available to

assist those who lack computer skills, provide additional information on ALL programs, and have a Work Source employee in the LCC career center.

➤ **Around the Table**

- **Barbara Schoeffler** – Bonneville Power Administration apprenticeship applications are due November 16<sup>th</sup>. Eligibility criteria: veteran, enrolled in a LCC program, or current federal employee.
- **Betty Sjoblom** – Additional work-study jobs are needed. Please let Betty know if anyone needs assistance with any projects.
- **Bunpa Lim** – Multicultural Club has two upcoming events. Harvest Fest will be Friday, October 26<sup>th</sup> from 5-8 pm. Day of the Dead will be celebrated November 1<sup>st</sup>-2<sup>nd</sup>.
- **Buzz Gorman** – New students frequently ask about paper FAFSA applications and how often they need apply. Buzz said that students need only apply once per year. As of the 08-09 year, students will need to request paper FAFSA applications individually; however the FAFSA on the web worksheet will be available after January 1<sup>st</sup>. Other updates: Opportunity Grant has 68 students, and there are no remaining State Need Grant or supplemental funds for this year.
- **Darcy Smith** – WorkFirst Financial Aid (formerly WBLTA) will put out a flyer listing the eligibility requirements. There will be a study hall in the LCC Library from 1-3 pm daily for WorkFirst students.
- **Eileen Bergeson** – Eileen introduced Christi Wardak as new Title III Program Assistant and said they would start their annual report in November.
- **Joe Hobson** – In light of the recent layoffs, Joe has made visits to various union halls. Joe stressed the importance of getting information out early and talked about creating a postcard to mail to the unemployed workers outlining their options.
- **John Krause** – To add to the work that Joe has been doing regarding recent layoffs, John informed the group of the upcoming “services” fair for unemployed workers titled Career Transitions. The emphasis of this fair will be to focus on job searches, available education & training programs, and providing community mental health services.
- **Marisa Greear** – Marisa said that Financial Aid has scholarship applications for 2008-2009 and will work with JoAnne Booth to update the scholarship cards. Scholarships will be available electronically on the Web beginning January. Students will apply for scholarships online through the STARS software.

- **Mary Stone** – Mary has money available for books for students who have had items stolen. Thus far one student has taken advantage of these funds. Mary said that she is nearly out of scholarship money. The remaining amount is small and should go to a needy student(s) who do not receive full pell grant.
- **Maxine Babb** - Cashiering noticed a significant improvement in Fall Quarter payments due to the change in procedures with loan checks. Fall Quarter 2006: 153 students were invoiced and of those 153, 44 were for outstanding tuition and fees and 109 for fees and other charges (29%). Fall Quarter 2007: 141 students were invoiced and of those 141, 17 were for outstanding tuition and fees and 124 for fees and other charges (12%).
- **Nicole Taylor** – Nicole wanted everyone to be aware of Parent’s Night Wednesday November 7<sup>th</sup>. Post cards were sent out to all high school students who released their addresses.
- **Pat Boerner** – The new curriculum committee proposal form is on the internal page. If you need help please contact Pat. Nominations for the Jack Kent Cooke scholarship close this Friday.
- **Roxana Ahmadifard** – Roxana informed the group of the high school counselor luncheon to be held this afternoon. At the luncheon, updates on Running Start and Tech Prep will be given to the high school counselors. Running Start registration begins November 5<sup>th</sup>.
- **Sallie Parson** – Student Support Services has been very busy with intakes and preparation of their annual report, which is due at the end of December. The cultural event for the quarter will be Don Correll’s play.
- **Tamra Bell** – The Tech Prep report should be ready for distribution by the end of November. This year the Cowlitz-Wahkiakum Tech Prep Consortium saw a decrease in the overall number of students earning tech prep credits. Other consortia have noticed a similar decrease. Current research into the reasons for this drop have pointed toward fewer students taking CTE courses because of WASL prep as well as several new high school teachers not submitting grades in the online system. Tamra will continue high school visits through November and December.
- **Wendy Hall** – Wendy informed the group that 36 out of 37 Assessment reports were turned in, which is a significant improvement from previous years.

The next Student Services Council meeting is scheduled for Thursday, November 29.