



Student Services Council
October 2, 2008
Meeting Notes

Present:

Barbara Schoeffler, Betty Hayes, Buzz Gorman, Christina Treviño, Eileen Bergeson, Elena Wilkins, Butch Henderson, Jenny Smith, John Krause, Josie Swim, Karla Rivers, Lynn Lawrence, Mary Stone, Mary Jane Melink, Pat Boerner, Raeleene Akin, Sallie Parson, Sandie St. Onge, Sarah Watkins, Tamra Bell, Therese Montoya, Twylla Corrie, Wendy Hall, and Mary Harding, Chair

Not Present: ASLCC representative, Betty Sjoblom, Bunpa Lim, Carol Carlson, Chad Meadors, Dan Johnson, Darcy Smith, Diane Armstead, Donna Walker, Jason Hosene, Jim Roffler, Kay Koski, Kirc Roland, Laura Hammer, Marisa Greear, Maxine Babb, Megan DeGallier, Ronda Manick, Roxana Ahmadifard, Sheri Akesson, and Wes McGee

Guest: Sue Groth

- **Division Welcome** - Mary Harding opened the meeting with a welcome to our guest Sue Groth, Director of College Relations and Marketing. Mary thanked everyone for their amazing service to students during the past month as late enrollees poured into our area. She also welcomed our three newest Student Services employees, Josie Swim, Elena Wilkins and Betty Hayes and had their supervisors introduce them; followed by quick introductions around the table by all the Student Services employees present. Mary also circulated a get well card for Dan Johnson.
- **Division Items**
 - Public Information Opportunities – Sue Groth indicated that she would love to hear our observations, ideas, and input as to who our students are and how to best reach them. What programs or services should be featured in the schedule and other media? Mary and Sue reminded us that although we may be the first line of contact for media inquiries, all questions should be directed to Sue.
 - E-learning Report – Mary Harding, Lynn Lawrence and Sarah Watkins provided information on how are we doing with enrollment and services for our totally on-line students. It is important that they be provided access to the same services as other students.

- State Budget – Mary Harding indicated that although a 1% budget cut has been mandated by the State, a 2% reduction was being anticipated. LCC has identified 2% in potential cuts.
- Enrollment – Mary Harding reported that enrollment is up about 17% over last year. This past summer our enrollment was the fourth highest in the history of LCC. Our current enrollment is up in almost all areas across the board. We anticipate exceeding our worker retraining enrollment by 45.
- Credit Card Procedures – Sandie St. Onge and Mary Harding discussed credit card procedures and the need to not only receive prior approval for credit card purchases, but to also route receipts promptly. A credit card purchase request/prior approval/receipt routing form was sent to all Student Services staff members for review and comment. The final form will be sent out so you may “save as” and have it available as needed. Watch your e-mail or contact Sandie.

➤ **Committee Reports** – (details at - <http://lowercolumbia.edu/internal/committees/>)

- **Academic Standards Committee** – Mary Harding reported that a regular meeting has been scheduled for November and that a student academic grievance is currently underway.
- **Assessment Committee** – Wendy Hall reported that the 2007-08 assessment reports are due on October 15. Two Gen Ed workshops were provided for faculty during orientation week and the topics chosen for next year are numeracy and citizenship.
- **Curriculum Committee** – Lynn Lawrence reported that this committee will be meeting next Wednesday.
- **Financial Aid Committee** – Buzz Gorman reported that this committee met September 18, 19 and 23 and heard 38 student appeals with 32 students being approved for reinstatement. The next meeting is scheduled for December 2.
- **Instructional Council** – Butch Henderson didn't have a report for Instructional Council, but he did encourage everyone to visit the Learning Commons and the new café outside the Learning Commons.

➤ **Around the Table**

- **Barbara Schoeffler** – BPA is taking applications through October 30. Contact Barbara for specifics.

- **Buzz Gorman** – Financial Aid as well as the Business Office and other areas of campus are currently undergoing a State audit. The annual Scholarship Social is scheduled for the Student Center on October 14.
- **Christina Treviño** – We currently have 71 students in the Opportunity Grant Program and we expect about 17 to complete the program at the end of fall quarter. To be eligible, OGP applicants must be residents of Washington, must complete a FAFSA, and must pursue one of the eligible career fields. Students must maintain a 2.00 GPA and they must complete a minimum of 50% of the credits they attempt to maintain eligibility. The application and list of career fields can be obtained in the Career Center. Ten students have enrolled for a new pilot class – “Success by your Design”.
- **Eileen Bergeson** – The Title III grant has ended, but wrap up paperwork is ongoing. Title III provided LCC with sustainable and amazing changes in our campus and classroom technology.
- **John Krause** – Kuder training for high school and college staff is scheduled for October 14-15. A *Foster Care to College* workshop is scheduled for October 7. Therese, Butch and Buzz will be participating. Although the State anticipated as many as 30 qualifying foster care students across the state, we have 39 identified at LCC with 18 enrolled. We discussed the possibility of choosing these students to be the recipients of our Christmas giving program this year with bookstore gift certificates being among the possibilities.
- **Mary Stone** – The College Degree Showcase for November will be our Digital Music program with Dale Groff. It will be scheduled in the Rose Center and will hopefully include bus loads of high school students.
- **Mary Jane Melink** – Mary Jane Melink is on the Red Hat Thrift Store board and she mentioned that *Foster Care to College* students just starting out on their own with little in the way of household goods could find help with inexpensive starting items at the store.
- **Pat Boerner** – The application process for the Jack Kent Cooke scholarship starts next week. This is a prestigious award that follows the student as far as they choose to pursue their studies. Our past LCC recipient has used it for his BA, MA, and intends to pursue a PhD, all paid for by the Jack Kent Cooke scholarship. Staff members are still waiting to learn the SSS grant application guidelines for the coming year.
- **Roxana Ahmadifard** – Winter quarter priority enrollment for Running Start students is just around the corner. There are currently 301 Running Start students enrolled.

- **Sarah Watkins** – Contact Sarah for further information on all the following items - Transfer Center van trips; the College Fair October 28 and 29; Science, Math, and “FrankenFoods”; and the Science Olympiad on Saturday, March 17.
- **Tamra Bell** – Although the program is currently waiting for additional funds, Worker Retraining is taking applications. The Pulp and Paper program is looking to recruit 20 students for next fall. Those accepted can earn \$10,000 doing a summer internship while training locally to complete for global positions.
- **Wendy Hall** – The *Fact Book* will be out by the end of the month. Check out the weekly *Community Conversations* guest speakers at noon in the Rose Center Auditorium through November 20.
- **Mary Harding** – The CIS, as it was, has been dissolved and now reports to the State Board. The Financial Aid and Degree Audit programs are both moving forward. There will be a *Hiring Fair* scheduled in October to create a list of qualified and available adjunct faculty. After decades of service to LCC, Buzz Gorman will be retiring in early 2009. The job opening will be announced this weekend.

The next Student Services Council meeting is scheduled for October 16, 2008.