



Student Services Council
November 20, 2008
Meeting Notes

Present:

Betty Hayes, Bunpa Lim, Butch Henderson, Buzz Gorman, Christina Treviño, Dan Johnson, Eileen Bergeson, Jason Hosenev, Jenny Smith, Josie Swim, Karla Rivers, Kay Koski, Kirc Roland, Laura Hammer, Lynn Lawrence, Marisa Greear, Mary Jane Melink, Pat Boerner, Roxana Ahmadifard, Sandie St. Onge, Selah Mitchell, Twylla Corrie, Wendy Hall, Wes McGee, and Mary Harding, Chair

Not Present: ASLCC representative, Barbara Schoeffler, Betty Sjoblom, Carol Carlson, Chad Meadors, Darcy Smith, Diane Armstead, Donna Walker, Elena Wilkins, Jim Roffler, John Krause, Mary Stone, Maxine Babb, Meghan DeGallier, Raeleene Akin, Ronda Manick, Sallie Parson, Sheri Akesson, Tamra Bell, and Therese Montoya

Guest: Richard Hamilton

➤ **Division Items**

- Safety Plan Update/Emergency Building Coordinators - Richard Hamilton provided information in the newly printed and distributed safety plan. It contains some revisions and three new sections on Emergency Building Coordinators, Pandemic Flu, and Shooters on Campus. A meeting will be scheduled soon to train emergency building coordinators. First aid training may also be scheduled for those who are interested. Read the manual and ask questions. With the upcoming holiday season, be sure to keep “items of interest” such as cell phones, purses, etc. out of site and protected.
- Student Code of Conduct – Mary Harding provided a copy of this policy to everyone present. Read it and be aware of the information provided. Do not put up with bad behavior, report it to Mary. She has three staff members identified for initial discipline and Mary is available for student appeals.
- Student Services' Annual Priorities – This item was postponed to next month.
- Christmas Closure Days – Campus will be closed December 24 and 26. Staff members need to provide leave slips for those two days or they need to notify their supervisor if they intend to work so alternate work can be arranged. Staff members who are in Leave Without Pay status December 24 will not receive

Distributed by e-mail on 12/1/08

Also available at: <http://www.lowercolumbia.edu/internal/committees/student-services>

holiday pay for December 25.

- Winter Holiday Party – Sandie St. Onge reported on the December 12 party which will be held on campus from 3:00 to 4:30. Hearty munchies and beverages will be provided. Staff members are requested to bring in a dessert item. More information will be coming out in early December.
 - College Credit Card Usage – Mary Harding provided a handout on credit card usage. Be sure to provide a supervisor approved receipt to Sandie immediately after making your pre-approved purchase. Individuals who make unauthorized or inappropriate purchases will be liable for the expenditure.
 - Enrollment Report – Mary Harding reported that our current enrollment is at an all-time high. Although all areas have seen an increase, the Worker Retraining area is especially busy.
 - Budget Cuts – Mary Harding announced that the State has requested all state agencies, except K-12 and prisons, to prepare for a 20% budget cut scenario for the next two years. We are waiting for further direction from the State. If you have any money saving ideas, pass them on to your supervisor or Mary.
 - Student Services Potluck to benefit Foster Youth – We would like to plan a winter potluck for Student Services members for a Friday in December. It was previously suggested that we bring in gifts or gift cards for our 40 foster youth. A list of suggested gifts will be compiled.
- **Committee Reports** – (details at - <http://lowercolumbia.edu/internal/committees/>)
- **Academic Standards Committee** – **Mary Harding**
A student academic grievance meeting is scheduled for this afternoon.
 - **Assessment Committee** – **Wendy Hall**
The 2007-08 reporting year is being wrapped up. The Gen Ed committee is formulating recommendations.
 - **Curriculum Committee** – **Pat Boerner**
There was lots of activity at the last meeting. Items reported include: course renumbering for ABE and ESL, a new on-line Library course, four new degrees in the Nursing program, changes to the machine trades program, a new dance class that will be considered humanities, and a new transfer program with Portland State.
 - **Financial Aid Committee** – **Buzz Gorman**
Reinstatement petitions will be heard on December 2.

Distributed by e-mail on 12/1/08

Also available at: <http://www.lowercolumbia.edu/internal/committees/student-services>

- **Instructional Council – Butch Henderson**
Graduation requirements are being reviewed.

➤ **Around the Table**

- **Betty Hayes** – Several outreach activities are scheduled, including another Latino event, Barnes College Day, presentations for Youth & Family Link, and the creation of some 2-3 minute videos showing various programs in action.
- **Bunpa Lim** – There are currently 15 active multicultural club members. Student Support Services participants will be attending dinner and a play this evening. Student Support Services is still taking referrals.
- **Buzz Gorman** – Financial Aid staff are transitioning into using the new FAM (Financial Aid Management) system.
- **Christina Treviño** – Opportunity Grant participation has hit our target. The success by design course Christina is teaching with Pacific Institute tools is going well.
- **Dan Johnson** – ASLCC is sponsoring their *Harvestfest* on November 25 from 4:00 to 7:00. This is a family friendly event and staff members are welcome to participate. There are some positions open in ASLCC. Contact Dan for further information. Dan offered a sincere “Thanks for all the well wishes and support” during his recent absence from campus.
- **Jason Hoseney** – The book loan program is working great, but new students will probably be required to participate in the program for a quarter in the future. The APR is due December 1.
- **Jenny Smith** – There was a great story in the Daily News regarding our Better Bones and Balance class!
- **Karla Rivers** – Priority registration has gone smoothly. One-line registration begins December 1.
- **Mary Harding** – Colleges state-wide are experiencing slow computers. Possibly due to the implementation of FAM. The new degree audit program should be up and running by the end of this academic year.
- **Pat Boerner** – Pat has received 13 applications for the Jack Kent Cooke scholarship.
- **Roxana Ahmadifard** – Running Start registration is still underway. A recent career fair at Ilwaco was well attended and included students from Naselle and Grays River.

- **Selah Mitchell** – Welcome to Student Services! Selah has been busy training with Therese and nursing department representatives. Send pre-nursing and allied health students to Selah.
- **Twylla Corrie** – Training on the “Do It” program, which transitions students from high school to college is scheduled. Contact Twylla for more information. The 13th annual Career and Employment Fair is scheduled for March 5.
- **Wendy Hall** – The Employee Survey will be available on-line for one more week. The new *Fact Book* is now on-line. Curriculum review process is looking at both capstone and diversity courses. Standards committee assistance is keeping the Research Office very busy. Cycle 10 of the monitoring reports is underway.

The next Student Services Council meeting is scheduled for December 18, 2008.