



Student Services Council
February 25, 2010
Meeting Notes

Present: Arlene Lopes, Greg Mares - ASLCC representative, Barbara Schoeffler, Betty Hayes, Butch Henderson, Carmilla Rollins, Chad Meadors, Christina Treviño, Elena Wilkins, John Krause, Josie Swim, Karla Rivers, Lynn Lawrence, Mary Stone, Meghan DeGallier, Pat Boerner, Roxana Ahmadifard, Sandie St. Onge, Tamra Bell, Therese Montoya, William Ezell, and Mary Harding, Chair

Not Present: Betty Sjoblom, Bunpa Lim, Carol Carlson, Dina Morris, Donna Walker, Jenny Smith, Jim Roffler, Kirc Roland, Laura Hammer, Marisa Greear, Mary Jane Melink, Megan Jasurda, Ronda Manick, Sallie Parson, Selah Mitchell, Wendy Hall, and Wes McGee

➤ **Division Items**

- **Expenditures** – Mary Harding discussed the one-time funds that are available this year because of our excess enrollment. If you are aware of an item that your department really needs, discuss that need with your supervisor. Any approved expenditures must be in Mary's hands before the April 9/April 16 expenditure cut-off.
- **Annual Priorities** – Mary Harding reviewed the current draft of our campus annual priorities. Priority items reflected in the Student Services division include an expanded ICP program, Workbase learning, electronic disbursement of financial aid funds, the Talent Search grant, the upcoming October accreditation visit, and the proposed multicultural center. If you have thoughts you would like to share, send them to Mary.
- **City University** – Therese Montoya reported that Ann Williamson and Kyle Hammon have created a Teacher Education program with City University that will be housed in the IOB area which previously housed WSU. Classes start July 6 and will be held on campus Tuesdays and Thursdays at 4:00 and some Saturdays. Math 121/122 is a prerequisite for the program. Certification will include elementary and special education, a very hire able combination. Tuition will be \$259 per credit for LCC students vs. \$294 for non-LCC students.
- **Variety of Registration and Data Issues** – Lynn Lawrence provided handouts on grade forgiveness, which is now available after an absence of three years; year/quarter codes (i.e. A903, B011, etc.); and fee pay status. Please do not change SMS data on students. There are very serious consequences related to

incorrect data changes made by non-Registration Office staff members.

- **Multicultural Center Proposal** – Mary Harding provided a brief report on the proposed multicultural center which will be supported financially by ASLCC to cover books, DVD's and speakers. Bunpa Lim will provide further information at our next meeting.
- **Expenditure Freeze – ESSB 2921** – Mary Harding discussed the ESSB 2921 Expenditure Freeze Provisions, which in general do not allow for new hires, personal service contracts, equipment purchases over \$5,000 or out-of-state travel or training effective March 17 if they use state funds. If you have travel schedule after March 17 using state funds, it will have to be cancelled. Additionally all higher education employee salaries are frozen effective February 15, 2010 through June 30, 2011 few exceptions.
- **Committee Reports** – (details at - <http://lowercolumbia.edu/internal/committees/>)
 - **Academic Standards Committee** – Mary Harding reported that the Operational Guidelines are being updated to reflect current Administrative Policy numbers.
 - **Assessment Committee** – Wendy Hall reported that outcome guides are being revised.
 - **Curriculum Committee** – Lynn Lawrence reported on several course number and credit changes, a course suspension, and a new course COLL 095 – Time Management. For complete information, check the internal committee site listed above.
 - **Financial Aid Committee** – Josie Swim reported that this committee has met three times already this quarter in an attempt to minimize the length of reinstatement meetings. The appeal packet is being revised as well so students are more prepared for the meetings. Scholarship applications are on STARS now, and FAFSAs for next year should be available on-line soon. Scholarships from outside groups are available in paper form in the FA office.
 - **Instructional Council** – Mary Stone reported on Capstone discussions, orientations for new adjunct faculty, the restructuring of Integrative Studies courses, and a program planner template.
- **Around the Table**
 - **ASLCC Representative** – Greg Mares reported on recent and upcoming ASLCC events, including special elections for a Vice President for Student Activities, the Cyber Café Social, discussions regarding a possible mentoring program for high

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school students, the March 8 Blood Drive, and Civics Week activities April 12-16.

- **Barbara Schoeffler** – John Krause provided the following report for Barbara. The annual ICP Employers Recognition Breakfast is scheduled for April 14. Career & Employment Services staff members have worked with IT staff to change the STAMP log-in from one computer to all computers in the Career Center. This will allow us to capture Professional-Technical student information to fulfill grant reporting requirements, as well as capture which services students most often use in the career center.
- **Betty Hayes** – Outreach presentations to ninth and tenth grade classes two to three times a week on STEM are reaping some unforeseen benefits in increased interest from high school counselors and faculty to have LCC presence in their schools.
- **Chad Meadors** – Chad provided an enthusiastic “pitch” for New Student Orientation tour guides. He will gladly provide a script and training for anyone interested in joining the potential tour guide pool. The next NSO is April 1 and guides only need to allow one hour from their day for this very fulfilling activity. Chad also reported that the women’s basketball team finished second in their league and will be going to the NWAACC tournament in Kennewick next week. A quick Mentoring program report indicates that mentees are averaging a 3.28 GPA!
- **Christina Treviño** – The Southwest WorkForce Development Council’s Opportunity Partnership Program received a mentor program grant. They held a “speed mentoring” event recently where prospective mentees had an opportunity to meet with several prospective business partner mentors. Elevator pitches were developed so the mentees could quickly provide their skills. The student to professional program is slowly moving forward.
- **John Krause** – The Sophomore Career Fair is scheduled for next week at Clark County Fairgrounds. A business employer event is scheduled for April 21 to discuss hiring needs and employee requirements. We are close to hiring the Director for Workbased Learning. Several staff members will be attending a Tech Prep Conference next week. An Industry Engagement meeting is scheduled for March 1. Efforts continue for targeted hiring through the ARRA program.
- **Josie Swim** – FAFSA for 2010-11 will be coming to our website as soon as a few issues with the system are worked out. A scholarship orientation is planned for tomorrow and again in late March.

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- **Lynn Lawrence** – Evening services last Tuesday allowed Transitional Studies students a chance to experience the registration process first hand, which will help them to better understand the registration process as they transition into regular college classes. Priority enrollment begins next Monday for spring quarter classes.
- **Mary Harding** – Mary briefly discussed the 2010-11 budget process and advised supervisors to work with their staff for recommendations and requests. Budget requests that reach Mary by April 12 will be taken to Cabinet for further discussion. Mary reported that enrollment is currently 3,438 which is 26% ahead of last year and is our largest enrollment ever at LCC. The much anticipated summer work schedule notifications will be coming from Human Resources soon. Four ten-hour days, Monday through Thursday will be allowed from June 21 to September 3.
- **Mary Stone** – The March 4 College Showcase is Computer Science with Don Derkacht.
- **Pat Boerner** – Pat reported on several recent or upcoming Student Support Services activities, including the TRIO day celebration, a scholarship workshop, an upcoming Dinner and Play evening for SSS staff and students, our very positive Jack Kent Cooke scholarship applicant Alina Nestjorkina, Hall of Honor nominations, and Standard One wrap-ups.
- **Roxana Ahmadifard** – Roxana reported that we have 258 new high school students interested in the Running Start program. She is busy with information sessions and current student registrations for spring quarter.
- **Sandie St. Onge** – Sandie reported that she has been busy updating the Academic Standards Committee's Operational Guidelines, processing "one-time funds" purchases paperwork, and working with students who are just realizing they are on academic suspension as they begin their process for spring quarter enrollment.
- **Selah Mitchell** – The April application deadline for the LP2RN program is bringing in lots of potential students. Forty students will be included in the next cohort out of the 140 applications received to date. Prospective Medical Assisting students should apply as soon as possible.
- **Tamra Bell** – Orientation sessions for Worker Retraining will be changing soon to accommodate the large number of incoming students.
- **Therese Montoya** – Educational Planner/Entry Advisors are very busy working with incoming students.

- **Wendy Hall** – The Community College Survey of Student Engagement (CCSSE) is being administered in 43 randomly selected academic, professional/technical and basic skills classes in winter quarter. Results from the CCSSE will allow LCC to benchmark itself against other community colleges around the nation.
- **William Ezell** – Recruiting is underway for a target group of displaced/dislocated/ unemployed workers to participate in a newly funded ARRA Transportation/Traffic Operator Training program. Prospective students should be sent to William.

The next Student Services Council meeting is scheduled for **April 29**.