



Student Services Council
April 29, 2010
Meeting Notes

Present:

Andrea Leary, Arlene Lopes, Betty Hayes, Bunpa Lim, Carmilla Rollins, Carol Carlson, Chad Meadors, Christina Treviño, Dina Morris, Donna Walker, Jenny Smith, John Krause, Karla Rivers, Lynn Lawrence, Marisa Greear, Mary Stone, Mary Jane Melink, Meghan DeGallier, Ronda Manick, Sandie St. Onge, Selah Mitchell, Therese Montoya, Wendy Hall Wes McGee, William Ezell, and Mary Harding, Chair

Not Present: ASLCC representative, Barbara Schoeffler, Betty Sjoblom, Butch Henderson, Elena Wilkins, Jim Roffler, Josie Swim, Kirc Roland, Megan Jasurda, Pat Boerner, Roxana Ahmadifard, Sallie Parson, and Tamra Bell

➤ **Division Items**

- 2009 Fall Enrollment Report – Mary Harding provided a PowerPoint presentation from the State Board and compared our numbers to state averages. LCC is 150% above target enrollment this year, the highest percentage gain in the state. Our student population is 59% women, 38% men, and 17% students of color, and our Basic Skills enrollments are up by 44%. When the economy rises and most schools see enrollment declines, we may experience a reduced impact because we have continued to provide the basic skills instruction that many schools have cut.
- I-TRANS Video – Mary Harding provided a wonderful video highlighting the I-TRANS programs and students from Clark, Centralia, and LCC. It was very well done and quite informational.
- Upcoming Campus Facilities Projects – Mary Harding provided information on several facilities projects that are scheduled for this summer and the next few years including:

Upcoming Campus Facility Projects this summer include:

- Disability Services move to ADC, alternate office space will be identified for staff in the SSS wing during this project
- Gymnasium Floor replacement, this may become a fund-raising opportunity for Athletics
- Bookstore/Cafeteria – minor changes
- Possible reactivation of Gym Remodel initiative

Projected timelines for future projects:

- September 2010 – Campus Services expansion

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

- January 2011 – Health & Sciences Center construction begins, ready for use fall 2013
- Maple Terrace and Hutch House demolition, double check records retention rules for the archived records that will need to be relocated or shredded
- July 2011 – Fitness Center ADA upgrade, offices for Athletics staff, and Study Tables
 - Decision on future use of Physical Science
 - IOB demolition
 - CEO program location
- Organization Plans - Mary Harding shared planned organizational changes in our division including some office moves this summer as remodel projects begin.
- Changes in Instructional Programming – Mary Harding provided a handout and reported that an Evening Block Schedule is being planned and will be implemented fall 2010. She also reported that there will be an earlier deadline to enroll for self-paced INDV type classes. A two-year DTA class schedule is being developed and a three-year projected class offering schedule will be prepared.
- Track Purchases – Mary Harding requested managers to track their purchases and to let Sandie know when the correct items have been received. A master list will be provided to help you remember what was ordered and for whom. We have had so many technology upgrade purchases this year that in some cases the wrong equipment has been delivered. All items must be received by June 30 to be paid from 2009-10 funds.
- New Employees – We had two of our five new employees in attendance and supervisors introduced Andrea Leary and Jodi Dahlke, as well as two-year part-time employee Diane Dunivan who normally does not attend our meeting.

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

- **Academic Standards Committee** – Mary Harding reported that this committee is scheduled to meet on May 13 for their final meeting of the year. They will be reviewing for approval the updated Academic Standards Committee Operational Guidelines.
- **Assessment Committee** – Wendy Hall reported that Assessment reports are due no later than October 1, but should be done by the end of summer if at all possible. Our accreditation visit is scheduled for October 18-20.
- **Curriculum Committee** – Lynn Lawrence provided information on the last meeting, which for the most part was continued discussion and approval of Diversity Course List classes. Lynn and Therese were asked to talk with Kyle Hammon regarding clarification on the “learning experience” vs. evaluation requirement for the DTA. Program planner updates will follow.

- **Financial Aid Committee** – Marisa Greear reported that there have been a record number of students appealing their financial aid suspensions. Scholarship application review will start next month and notifications will be sent out beginning July 1.
- **Instructional Council** – Mary Stone provided a very quick review as most of the meeting dealt with items we had already discussed earlier in our meeting.

➤ **Around the Table**

- **Andrea Leary** – There are two newly approved ICP programs and three more are expected to be approved soon. The College Showcase topic on May 19 will be ICP.
- **Arlene Lopes** – Caps and gowns may be ordered through May 7. Watch for *Red Devil Days* activities May 24-28.
- **Betty Hayes** – Upcoming recruiting activities include the May 6 *Barnes Day* visitation of fourth graders, the May 18 *Steps to Success* program to increase our population of Latino students, and a tour of campus May 20 by Rainier Middle School 9th graders. Betty will start her Masters in Counseling internship with Mary Stone soon, as she continues with her studies at Multnomah University.
- **Bunpa Lim** – Bunpa and LCC will be hosting the May 20-21 Multicultural and Diversity Council. June 2-4 will be Intercultural Week this year, ending with the family friendly International Festival on June 5 from 10:00 am to 5:00 pm. with lots of vendors, performers and fun for all!
- **Carol Carlson** – Both the baseball and softball teams are headed for tournaments next month! LCC will once again be hosting the NWAACC tournament over the Memorial Day weekend.
- **Christina Treviño** – Christina has been accepted into the Portland State University Masters in Social Work degree program.
- **Dina Morris** – Dina provided a handout with information on the new transportation/traffic operator truck driver training program. ARRA eligible students may apply for the sessions which begin May 10 and May 31. Therese will forward Dina's e-mail to advisors.
- **John Krause** – John reported on the recent Business and Employers Roundtable that included 80 local employers. He will provide information to participants in hopes of creating a better prepared workforce.
- **Lynn Lawrence** – Summer enrollment begins Monday, May 3. The Data Integrity Group is working to assure that standardized SMS menus are provided to users on campus.

- **Marisa Greear** – LCC is one of many colleges moving to Direct Loan, which will cut out banks and lending institutions in student loans. Students will be required to attend an on-line entrance counseling and promissory notes session. The new FAM Student Portal will be wonderful for students as they will be able to access practically everything needed to apply for, track, and accept their financial awards on line.
- **Mary Harding** – Be very sure that all new items are making it to the monthly Operations Council report.
- **Mary Stone** – Fall quarter will include Career and Stress Management classes in the evening.
- **Sandie St. Onge** – While Sandie is out next week, all paperwork should still be routed as normal. Lynn will handle any Academic Reinstatement requests from academically suspended students wishing to enroll summer quarter and Mary Ellen Pietz will deal with airline reservations. It isn't too late to donate towards the May 13 Golf Tournament. Several of your co-workers will be driving, putting, and sweating through the 100-hole Foundation fund-raiser! Turn in your Operations Council reports in a timely fashion, please.
- **Selah Mitchell** – Applications for the twenty 2011 nursing cohort spaces are being accepted. Liz Engel will continue to advise pre-MEDA students for the next two years in group sessions. The nursing website has been updated to include all programs and applications. Check it out!
- **Therese Montoya** – The TRIO training that Therese and Bunpa recently participated in provided a great overview of SSS management and regulations that will be coming in very handy as they prepare to co-manage that program. Advising and Counseling Council participation helped Therese to realize that we are doing quite well compared to other campuses.
- **Wendy Hall** – Accreditation visit preparation is on the top of Wendy's list at the moment.

The next Student Services Council meeting is scheduled for May 27.