



Student Services Council
Thursday, October 28, 2010
Meeting Notes

Present:

Arlene Lopes, Betty Hayes, Betty Sjoblom, Carmilla Rollins, Carol Carlson, Chad Meadors, Christina Jungers, Jodi Dahlke, Judith Chapar, Marisa Greear, Mary Stone, Meghan DeGallier, Megan Jasurda, Nichole Seroshek, Ronda Manick, Sandie St. Onge, Selah Mitchell, Tamra Bell, and Lisa Matye Edwards, Chair

Not Present: Ashley Bemm, ASLCC representative, Bunpa Lim, Donna Walker, Janay Schutz, Jenny Smith, Jim Roffler, Karla Rivers, Kirc Roland, Lynn Lawrence, Marisa Zylstra, Pat Boerner, Roxana Ahmadifard and Wes McGee

Guests: Casey Tilton, Safety and Security Manager and Larry Parson, WorkSource Co-Lo

➤ **Division Items**

- Safety and Security – Casey Tilton provided information on campus safety, including the [Emergency Action Desk Reference](#). He suggested that everyone read through the management tools in the reference, including how to deal with a hostile person and the #2991 – Amber, Ruby, Fredrick procedures. Emergency notification procedures will be put into action when our new Voice Operated Internet Protocol (VOIP) is installed. An on-line incident report process is also coming. In the meantime, report any concerns to Casey at #2270 or ADC 141-B. Emergency Building Coordinators (EBS's) have been identified and training is underway. Two more AED (Automated External Defibrillator) units have been ordered. The first two units are located in the Student Center across from the Student Activities desk and as a mobile unit on one of our Security carts. The two new units will be placed in the gymnasium and the Rose Center. Rapid Response Mapping is underway with community emergency responders. Casey reminded us that first-aid kits need to be kept current and he will be checking them out.
- Accreditation Follow-up – Congratulations! Lisa reported that our self-study seemed to work as there were no big surprises as a result of our recent accreditation visit. The accreditation team realized how busy we are and how much we are doing to maintain services to our students and college staff. Their recommendations included several “soft fixes” to help us be even better. The team’s final written report will come sometime in the future for Dr. McLaughlin’s review before the official report is sent to the Commission.

- Budget Discussion - Lisa reported that we are still waiting for the final legislative budget to be announced to know exactly where we stand. We do know that an early separation bonus is being offered and that one-time-funds are available due to over-enrollment again this year. If you are aware of necessary upgrades to equipment, etc. please let your supervisor/Lisa know. At this point, we are still where we were last fiscal year – wages are frozen (this does not include step-raises), out-of-state travel is frozen (this does not include S & A or grant funded budgets), hiring is frozen (with very limited exceptions), and work study funds are minimal. Please remember the importance of prior approval for travel and visa purchases.
- Friday Morning Services in ADC – Lisa reported that this “work in progress” may eventually include the actual posting of building hours on our website and publications with closed doors from 8:00 a.m. to 10:00 a.m. on Fridays, but for the time being student employees should be providing services while regular staff use Friday mornings for in-service meetings and protected work time. High-demand times will always require full service coverage from all staff.
- Inclement Weather Procedures – Read through the information provided on our website regarding [inclement weather](#) and class/office/college closures. You may always call 442-2000 to check for a recorded message on closure information and you may dial 442-2999 to access your own telephone voice mail to leave an *out of office* message. It was suggested that departments develop *telephone trees* so managers may easily inform employees of office coverage/closures and staff know how to report in regarding their individual situations. Your safety should always be a consideration during periods of inclement weather.
- ADC Remodel Update – Lisa reported that office doors for the un-named remodeled ADC area are expected to arrive on November 3 and staff *may* all be moved in by November 12. The LCC website map has been updated slightly to show office changes for that area. A meeting is planned for later this week to develop priorities for the use and booking of the conference room in that area. New furniture will be ordered, as needed, after all the staff have moved in and have had a chance to use the space for a few weeks.
- Campus Holiday Party - A staff holiday party is being planned for December 10 from 6:00 p.m. – 8:30 p.m. in the Student Center. Watch for further announcements or contact Roxana Ahmadifard or Renee Carney to offer your assistance!
- All Staff – Lisa reminded us that All Staff has been moved from November 23 (the week of Thanksgiving) to November 9. Please assure that office coverage and services are maintained.

- Ethics – As discussed by managers at the October 11 Operations Council meeting, Lisa reminded us that staff members need to review annually and uphold all campus ethics policies. Policies are available for your review on our internal website under [Human Resources](#).
- **Committee Reports** – Individual committee meeting details may be found on our internal website at - <http://lowercolumbia.edu/internal/committees/>
 - **Academic Standards Committee** – Lisa reported that this committee dealt with a Student Academic Grievance on October 15 and will follow that up with a regular committee meeting in November to start their annual Operational Guidelines review process.
 - **Curriculum Committee** – Mary Stone reported that information is posted on our internal website regarding the recent meeting held by this committee.
 - **Financial Aid Committee** – Marisa Greear reported that this committee has not met recently.
 - **Instructional Council** – Mary Stone reported that discussion was held on the proposed WP and WF grade options that are currently used at only three of our thirty-four state community colleges. If you have any input you wish to share, please provide it to a faculty member for further discussion.
- **Around the Table**
 - **Arlene Lopes** – Harvest Fest, a family-friendly event, will be held in the Student Center from 6:00 -9:00 p.m. on Friday with fun, food, and games for all students and their children.
 - **Betty Hayes** – The Talent Search team is moving forward. Family Night was well attended and provided lots of great information, including presentations by several department chairs and student clubs. Financial Aid sessions are underway at several local high schools.
 - **Carol Carlson** – Check out the [athletics website](#) for an event calendar. Several scrimmages and alumni events are planned in the near future, including the Spaghetti Feed and Red & White scrimmage on November 16 and the Annual Athletic Auction on January 14. A 100 inning fund-raiser will be underway this weekend to help raise funds for our baseball team. Our volleyball team is winning and will have home matches on the next two Wednesdays.
 - **Christina Jungers** – We just received approval for a two-year Opportunity Grant Program (OGP) that will cover 10-15 students from LCC and another 10-15 students from Clark. There are still a few openings in the OGP. See the

[website](#) for eligibility requirements and contact Christina for further information.

- **Jodi Dahlke** – The Transfer Club will be taking a van trip to WSU and EWU with ten students later this week. Judith Chapar will join Jodi on this trip and will cover much of the expenses through the SSS budget.
- **Larry Parson** – Mentors are available through the STEM grant.
- **Lisa Matye Edwards** – If you are aware of discipline issues with students, follow your gut instincts, document the issues, and contact Casey Tilton. The Calendar Committee is looking at the possibility of moving the start date for summer quarter to July 1 or later. Provide Lisa with arguments, efficiencies, thoughts, and considerations regarding the later start date.
- **Marisa Greear** – Beginning January 30, students may find their FAFSA turnaround time is greatly reduced by a new link of FAFSA and IRS. Students who e-file may have FAFSA results in as little as one week as their IRS data will download automatically. Financial Aid has been awarding for winter quarter now for some time. Students should be encouraged to check the [Financial Aid website](#) for information, deadlines, and the status of their financial aid. Students who hope to receive an Administrative Hold must have all their paperwork turned in no later than December 20. The new part-time financial aid Program Assistant should be hired by the end of November.
- **Mary Stone** – Mary provided a handout on the November 9 Healthcare Professions Degree Showcase. She also announced that an *Absent Fathers* webinar will be shown on November 16 from 10 to noon. Contact Mary for further information. For those who don't already know, Mary has announced her plans to retire effective January 7, 2011.
- **Meghan DeGallier** – Fall quarter graduation applications are due. Students should be encouraged to apply for graduation at least 45 days prior to the end of the quarter that they intend to graduate and to work closely with their advisors prior to that point.
- **Megan Jasurda** – A new campus American Sign Language club has been approved and Megan will be the club advisor. There will be two students using service animals on campus this coming quarter.
- **Nichole Seroshek** – With the help of Lisa and Karla, a mail-merged e-mail was recently sent to 2,400 students by Chad informing them of their assigned advisor and their priority registration designation.

- **Sandie St. Onge** – Timeliness is imperative for Operations Council reports, visa receipts and prior approval for travel. Watch your e-mail this afternoon for several forms Sandie will be sending out which relate to travel and visa purchases.
- **Selah Mitchell** – Information sessions are being planned for health professions. The MEDA cohort is full through fall 2012.
- **Tamra Bell** – Tamra introduced WorkSource Co-Lo, Larry Parson. He and Maranda Erhardt alternate workdays and the services they provide include: WorkSource information, Career services, financial aid and FAFSA help, Worker Retraining completion aid and resources, and workshops for new students and graduates on building resumes and portfolios. A new truck driver training program will begin in January. Dates for this new program will be announced soon.

The next Student Services Council meeting is scheduled for November 25, which is a holiday, so watch for announcements.