



Student Services Council
January 27, 2011
Meeting Notes

Present:

Arlene Lopes, Ashley Bemm, Betty Hayes, Carmilla Rollins, Carol Carlson, Chad Meadors, Christina Jungers, Donna Walker, Janay Schutz, Jenny Smith, Karla Rivers, Linda Wilson, Marisa Greear, Marisa Zylstra, Meghan DeGallier, Nichole Seroshek, Sandie St. Onge, Selah Mitchell, Tamra Bell, Wyler Beterbide, and Lisa Matye Edwards, Chair

Not Present: ASLCC representative, Betty Sjoblom, Bunpa Lim, Jennifer Houge, Jim Roffler, Jodi Dahlke, Judith Chapar, Kirc Roland, Lynn Lawrence, Megan Jasurda, Micah McKee, Pat Boerner, Ronda Manick, Roxana Ahmadifard, and Stacey Yuman

Guest: Renee Carney and Andrea Leary

➤ **Division Items**

- Student Portal – Renee provided a repeat introduction to the Student Portal and some usage statistics. She indicated that a task force has been assigned to get the word out on Student Portal. Members of the task force are Renee, Vikki Carter, Chad Meadors, and Kim Johnston. Lisa asked that a communications staff member also be included. Lisa reminded us to be patient with IT staff as they are working short-staffed and dealing with system overuse & upgrade issues.
- Professional Development –Advising and Testing department staff provided information on their services with a PowerPoint presentation and handouts on advising resources and mentor applications. Contact Ashley for further information on [mentoring](#), Selah regarding the pre-[nursing program](#), Nichole regarding [transfer](#), Janay regarding Talent Search and Success by Your Design, Chad to assign student advisors, and Jenny for all GED, WorkKeys, Food Handler, and Placement [testing](#).
- WSSSC Conference – Twenty staff members have been identified to attend the spring conference April 20-22 in Wenatchee, where lots of networking opportunities, training sessions, and state council meetings will occur.
- Update on Budget/State Issues – Final budget decisions are still being made at State level. LCC has pre-planned for the significant cutbacks and will deal with

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the finalized budget when it is announced.

- Efficiency Closure – Lisa announced that the *proposed* December 2011 closure will run from Wednesday, December 21 to Wednesday, December 28 to provide for services before the start of winter quarter 2012. An announcement will be made when dates have been finalized.
 - Calendar Update – LCC and most other state institutions are moving to post-July starts for summer quarter 2011 to accommodate new federal requirements on the release of student aid and to keep faculty pay periods in the correct fiscal year. Additionally, one “buffer day” will be inserted prior to the start of each quarter so students do not miss that very important first day of class while they stand in line to process paperwork.
 - Lift and Shift – Lisa spoke about the system change over, which is currently scheduled for May 20-22 and will affect all state systems. “Train the Trainer” sessions will be provided to help us through the transition. For a sneak peak, check out the state timeline and PowerPoint attached to these minutes.
- **Around the Table** – Due to the length of this meeting, “around the table” was cancelled. The following items were shared quickly before we adjourned:
- **Lisa Matye Edwards** – Jennifer Houge, our new part-time counselor, is scheduled to work 1:00 – 3:00 daily. You may e-mail her anytime and schedule appointments through the Entry Center. Always call Security – 2911, if you feel you are facing immediate challenges with safety or security issues.
- Marisa Zylstra** – 2011-12 scholarship applications will be available on STARS beginning February 11. Check out the website for current scholarship availability. The priority deadline to apply for financial aid will be March 1.
- **Sandie St. Onge** – Please use and regularly review your Outlook messages and calendars. Meeting “invitations” and “reporting deadlines” are now being sent to you electronically where they post to your Outlook calendars and include meeting materials, agendas, and reporting templates. Prospective WSSSC conference attendees were sent the list of conference breakout sessions and have been asked to let Sandie know their three session choices as well as if they are members of state councils or commissions that will be meeting so conference registrations and transportation plans may be completed by January 31.
 - **Tamra Bell** – Carrie Thompson is doing FAFSA advising and Jennifer Knapp is the new Tech Prep Manager.

The next Student Services Council meeting is scheduled for February 24, 2011.