



Student Services Council
March 24, 2011
Meeting Notes

Present:

Arlene Lopes, Betty Hayes, Bunpa Lim, Carol Carlson, Chad Meadors, Christina Jungers, Donna Walker, Jennifer Schapman, Jenny Smith, Jodi Dahlke, Judith Chapar, Karla Rivers, Kirc Roland, Linda Wilson, Lynn Lawrence (Chair for the Day!! ☺), Marisa Greear, Marisa Zylstra, Nichole Seroshek, Pat Boerner, Roxana Ahmadifard, Sandie St. Onge, and Lisa Matye Edwards, Chair

Not Present: Aaron McNabb, Ashley Bemm, ASLCC representative, Betty Sjoblom, Carmilla Rollins, Janay Schutz, Jennifer Houge, Jim Roffler, Meghan DeGallier, Megan Jasurda, Micah McKee, Ronda Manick, Selah Mitchell, Stacey Yuman, Tamra Bell, Wyler Beterbide, and Lisa Matye Edwards

Guest: Casey Tilton, Safety & Security Manager and Renee Carney, eLearning Manager

➤ **Division Items**

- Professional Development – Since we were snowed out for our February meeting, we had two departments providing professional development information this month, plus we are starting a monthly “tech tip” presentation from Renee Carney!

- Tech Tips – Renee Carney provided information on Symbaloo.com, which is a bookmarking tool for those of you who are multi-technology users. Her quick video tutorial is included in the following embedded message.



lcc- tech tip
directions.msg

- Running Start – Roxana Ahmadifard provided a brief overview of Running Start eligibility and enrollment numbers. She provided a handout which is also available on-line at <http://lcc.ctc.edu/info/webresources/RunningStart/RS-StudentHandbook.pdf> Prospective Running Start students must be enrolled in a local high school and they must place at college-level reading and writing to be eligible to participate.
- Athletics – Kirc Roland, who announced this was his first Student Services Council meeting in 11 years due to his “other job”, provided a

quick recap of our athletic programs and coaches. We have six sports teams – basketball for men and women, baseball, softball, volleyball and soccer. We are compliant with Title IX regulations with the breakdown of our men’s and women’s sports participants and our athletes continue to meet very high academic expectations. Our teams are more often than not league finalists because our coaches are really top notch! He also gave kudos to Carol Carlson, who is widely known as the *primo* assistant in the Northwest Athletic Association of Community Colleges (NWAACC). Kirc is on the NWAACC executive committee this year and will be included in the selection committee for a new director.

- Campus Closures/Emergencies – Casey Tilton provided a recap of the events that recently resulted in our campus lockdown. He announced that a flier has been developed explaining lockdown procedures and it will soon be posted on all classroom doors. Emergency building coordinators have gone through additional training and every building/work group should be having discussions on how to proceed in the event of another lockdown or emergency event, such as an earthquake. He did let us know that during events such as the recent lockdown he is NOT in his office, he is out doing his job. Therefore, do not call his office; call Kaylyn Smith at #2261. Casey also reminded us that a campus-wide Crisis Intervention Training opportunity is scheduled for April 29 in the Center Theatre of the Rose Center. Lisa and Nolan are hoping to provide lunch to the day-long workshop attendees that afternoon. Watch for further information and be prepared to RSVP when the workshop announcement comes out. Services should be covered, if possible, but we may need to close services to students that day to allow for full participation of our staff.
- Lift & Shift – Lynn Lawrence announced that our current system will be changing during Memorial Day weekend. We can expect the new system will be up and running when we return on May 31, but because there may be issues we should be prepared to manage our services without SMS, FMS, PPMS, etc. If all goes as planned, all we need to do is enter our new passwords to access all of our usual system packages. Lynn indicated that Ray Lindsey provided directions for creating your own passwords in an e-mail message dated March 3. I couldn’t embed that message and make it work, so it will be included in the e-mail with these meeting notes.
- Efficiencies Work Team – Lynn Lawrence has been working with other SBCTC and WACTC staff members state-wide to develop efficiency plans that will be reviewed on May 1, 2011 for implementation. Requested implementation suggestions include the following items for all state institutions:
 - *One-stop shopping for –*
 - *Transcripts*
 - *Evaluations*
 - *Registration*

- *Records access*
- *Student PIN's*
- *Standardized forms*
- *Semester based systems (rather than quarterly based systems)*
- *Common start and end dates*
- *A single SID for each student, regardless of the number of campus they attend*

➤ **Around the Table**

- **Betty Hayes** – We have 150-200 high school juniors on campus today for the Washington Council College Planning day. Tomorrow is the Sophomore Career Fair. New Student Orientation for spring quarter is scheduled for March 30.
- **Christina Jungers** – Twelve new students will start spring quarter under the Opportunity Grant. The enrollment capacity for *Success by your Design* has been increased from 25 to 40, to accommodate additional WEA eligible students spring quarter. Janay Schutz will be sharing teaching duties for this course with Christina.
- **Judith Chapar** – Recent numbers show that Student Support Services has more than reached its goals for the year!

<u>Goal</u>	<u>Actual</u>	
80%	89%	Good Academic Standing
67%	75%	Retention Rate
40%	40%	Graduation Rate
- **Kirc Roland** – The annual NWAACC baseball tournament will be held at Lower Columbia College over the Memorial Day weekend. Kirc would love to put LCC volunteers to work starting Thursday, May 26. In the past, Student Services staff members have been allowed to spend as many volunteer hours during work time (Thursday and Friday scheduled work hours) as they volunteer during non-work hours (Thursday/Friday evenings, Saturday, Sunday, and Monday). Talk with your supervisor and then call Kirc to volunteer in the ticket booth, concession stand, or various other posts throughout the tournament.
- **Linda Wilson** – Students receiving scholarships or opportunity grant funds are not eligible for WorkFirst.
- **Lynn Lawrence** – Registration staff will be busy next week processing grades and academic probation/suspension notifications.
- **Marisa Greear** – Financial Aid staff will be busy next week reviewing grades and FA eligibility. Downtime is anticipated due to the coming Lift and Shift

changes.

- **Marisa Zylstra** – A financial aid appeals committee has been formed to intervene and pre-review appeal packages for completion and content. Financial Aid appeals are scheduled for March 24 and April 4. A college scholarship review committee is being managed by Margit Brumbaugh and the foundation. Both of these newly established committees report to Lisa Matye Edwards. STARS closes on April 29.
- **Nichole Seroshek** – The spring transfer fair is schedule for May 25 from 9:00 am to 1:00 pm in the Student Center.
- **Sandie St. Onge** – We have three new staff members to welcome!
 - **Jennifer Schapman** is a part-time Office Assistant helping Roxana with Running Start. She just started this week.
 - **Steven Chapman & Kanna Hudson** are part-time Career Specialists and will cover Career Center duties. They are scheduled to start April 11.

The next Student Services Council meeting is scheduled for April 28, 2011. Our brief professional development highlight will be Financial Aid and Renee has promised to cover [*Illuminate*](#).