



Student Services Council
July 26, 2011
Meeting Notes

Present

Aaron McNabb, Anna Brodt, Arlene Lopes, Ashley Bemm, Bunpa Lim, Carmilla Rollins, Chad Meadors, Christina Jungers, Jodi Dahlke, Judith Chapar, Kanna Hudson, Marisa Greear, Megan Jasurda, Meghan Averette, Nichole Seroshek, Pat Boerner, Sandie St. Onge, Selah Mitchell, Tamra Bell, and Lisa Matye Edwards, Chair

Not Present

Amber Lemiere, ASLCC representative, Betty Hayes, Betty Sjoblom, Donna Walker, Jennifer Houge, Jenny Smith, Jim Roffler, Karla Rivers, Kirc Roland, Linda Wilson, Lynn Lawrence, Marisa Zylstra, Micah McKee, Ronda Manick, Roxana Ahmadifard, Steven Chapman, and Wyler Beterbide

➤ **Division Items**

- Pace of Progression – Marisa Greear provided great information and we had plenty of discussion on this hot topic. Check out the [financial aid handbook](#) on our website for specifics.
- DSS Info – Megan Jasurda provided information on immediate changes to disability and special services eligibility. Documentation requirements are more open and evaluation/diagnosis time limits have changed. Refer students to Megan for further information. Feel free to attend one of her weekly DSS information sessions that are scheduled for Tuesdays from 2:00 to 3:00 in the ADC Conference Room 144-B. Watch for announcements regarding depression screening on campus in October.
- Ice Breaker - Chad Meadors filled the time before Lisa arrived with some great trivia questions that got everyone participating in informational discussions and scored LCC t-shirts for participants.
- Board of Trustees/Cabinet updates – Lisa provided information on the following items:
 - Our **budget** was approved last week and there is now lots of clarification happening. LCC intends to maintain programs, services, and staff. It appears that early retirements over the past two years and the employment of part-time staff will help us to maintain our service levels during these tough fiscal times without any additional staffing cuts.

- **Work study** cuts across the state have hit LCC particularly hard, because we have been so very good at making use of work study funds. The general budget is back-filling some of the service hours needed with **student help** funding. Be sure to use [Higher Connection](#) to post job descriptions and remember to do evaluations with your staff and take corrective steps when needed. These are real resume/skill building jobs for our students and should be treated as such.
- **Running Start** changes just took effect and will require students to pay for credits over 15. Letters will be created and orientation sessions have been scheduled to delineate the changes and to provide current information to high school counselors, administrators, students, and parents.
- We have several **job opening** that are or will soon be listed on our [internal job site](#) to cover needed service areas and new grants. Challenges will include locating work spaces and acclimating all the new staff members, which will include:
 - Activities Office Assistant
 - Entry Center/Testing Office – part-time help
 - Financial Aid position
 - Recruiter/Outreach/Ed Planner
 - Running Start/Ed Planner
 - Softball Coach/Ed Planner
 - Talent Search – Director and Coordinators (HS, MS)
- An architect of record has been hired so we may begin to move forward with several **campus projects**, including upstairs in the Student Center, the front lobby of the Admissions Center, and ADA accessibility/offices in for a fitness center addition to the gymnasium.
- **CTC link**, the new name for the project formerly known as Enterprise Resource Planning, requires the development of similar state-wide business processes. We need to receive input through councils, commissions, and our own staff as to how we do what we do and what we need in order to move forward. Suggestions already on the table include a single student identification number, regardless of the institution being attended, and a longer address field...the truncated field is limiting our efficiencies. As this all needs to happen in the next 10-12 months, be patient, kind, and generous in spirit to your co-workers and colleagues. Some staff will be off at meetings. Everyone deserves to be treated with respect; even when you are saying “no”. Lisa has a two hour video you may watch for additional information on CTC link. Viewing dates will be scheduled.
- Watch for the weekly [campus updates](#) from Marie Wise and let her know if you have information that needs to be shared campus-wide.
- Our **incoming President** has been busy transitioning in, attending various activities and board workshops.

- Several **staff changes** have been announced recently, including the resignations of Jon Kerr (who moved to the SBCTC), Anthony Coleman, Jennifer Knapp (who is moving to Clark), and the reassignment of Maggie Stuart to the position formerly held by Jon Kerr. Watch for further announcements as we begin to fill our current job listings.

➤ **Around the Table**

- **Carmilla Rollins** – An enrollment report was handed out and will be provided monthly by Lynn Lawrence in an electronic format to save paper. Veteran codes are being updated to reflect new state reporting requirements.
- **Chad Meadors** – A *Compass to MyMath Translation Sheet* was handed out and will be made available electronically. We will accept scores from other institutions. If students have completed higher level classes, they are encouraged, but not required, to take the diagnostic test to receive more accurate class placement.
- **Meghan Averett** – Yes, this is the Meghan formerly known as Meghan DeGallier. Program planners are being updated. Check the website for current information. Summer grades are due August 23, rather than August 22 which was listed on many calendars across campus.

The next Student Services Council meeting is scheduled for Tuesday, August 23 in the Student Center Conference Room “A” at 9:00. Mark your calendars and watch for further announcements!