



Student Services Council  
March 27, 2012  
Meeting Notes

**Present:**

Amber Lemiere, Ashley Bemm, Bunpa Lim, Carmilla Rollins, Chad Meadors, Donna Walker, Geonna Joy, Jenny Smith, Jodi Dahlke, Judith Chapar, Kelly Johnsen, Marcy Gilchrist, Megan Jasurda, Megan Wiggins, Nichole Seroshek, Roxana Ahmadifard, Sandie St. Onge, Selah Mitchell, Stephanie Peerboom, Tamra Bell, Traci Fuller, Traci Hilligoss, and Lisa Matye Edwards, Chair

**Not Present:** Aaron McNabb, Anna Brodt, ASLCC representative, Betty Hayes, Betty Sjoblom, Breanne Tomalin, Brian Isbell, Carrie Thompson, Christina Jungers, Evinn Hickey, Grady Tweit, Harlan Crusier, Heidi Hamer, Jennifer Houge, Jim Roffler, Kami Bair, Kara McElroy, Karla Rivers, Kelly Smith, Kirc Roland, Linda Wilson, Lynn Lawrence, Marisa Greear, Marisa Zylstra, Meghan Averette, Pat Boerner, Ronda Manick, Shannon Wachob, Steven Chapman, Trista Mobbs, and Wylter Beterbide

**Guests:** Renee Carney, eLearning Manager; Kanna Hudson, Institutional Research; Stephanie Bunn, Work First

- New Learning Management System (LMS) Canvas Demonstration - Renee Carney provided information on Canvas, which was selected by the State later in the week as the official LMS. Because we had already contracted for this new system, we will benefit from a lower contracted rate on their services. Canvas is up and running on our campus already and full migration from Angel will occur fall 2012. Training will be coming through HR soon and there will be staff opportunities for Canvas Boot Camp this summer.
- Update on Construction – Lisa Matye Edwards provided information on construction progress in the Admissions Center and Student Center. The Admissions Center may be ready for new data and phone lines by May 1. Staff will not be moved on May 25, but they may be moved before or after May 25 as timing allows. The Student Center open house will be April 3 & 4 from 11:00 to 1:00. Signage will come later. Since the Fitness Center has been delayed and is now is over-budget, revised plans are being considered. Weight training options are being considered in the meantime and some classes, such as dance, are being moved to the Rose Center temporarily, so construction may begin as soon as plans are approved. The Health and Sciences building is currently off the State budget again.
- Budget Updates – The State budget is not approved as of today and the special legislative session continues. It appears there will be tuition increases for students, again. State Need Grants are still included, as are classified staff cuts in the amount of 5.2 hours per month from July 2012 through September 2013. Work Study was reallocated late in the current budget and needs to be used or returned to the State. Consider projects to maximize student usage of those funds.
- Sub-Group Assignments – As we move forward with various technical updates, several sub-groups are being formed. Thank you for your assistance if you are on one of these groups. Training will be available as we move forward with Canvas, Achieving the Dream, and migration to Windows 7, Office 2012, and ADP Pro. Additionally, several more faculty/staff positions are being filled and will require interview committees.
- “Spring Break” – Our staff are very busy serving students, processing grades, determining pace of progression, athletic eligibility, and working on both academic and financial aid probation/suspension. Help students sort out the difference between academic and financial aid issues and terminology at this time in the quarter by referring to the LCC catalog.
- ADP – Chad provided a brief overview of the Advisor Portal, answered questions, and everyone who hasn't reviewed the portal yet was asked to do so and to take any issues to either himself or Lisa. We are currently on ADP Lite. When we migrate to ADP Pro, we will have access to placement scores, comments, e-mail addresses, and degree boost, which is degree audit system that compares possible programs to the student's completed

courses.

➤ Around the Table Updates & sharing

- **Amber Lemiere** – Testing staff are scheduled for training today and the Testing Center will be closed from 1:00 to 5:00.
- **Ashley Bemm** – Workshops are coming to the Transfer Center. There will be a New Student Orientation tomorrow.
- **Bunpa Lim** – SSS activities are being planned for spring quarter. The June 2 International Festival will be held in the Gymnasium this year.
- **Carmilla Rollins** – Spread the word, the wrong date is listed on-line for the start of spring quarter. It should indicate April 3, not April 4.
- **Chad Meadors** – The New Student Orientation will be going to YouTube soon. Three LCC basketball players were named NWAACC All Academic.
- **Donna Walker** – Lots of advising appointments are being scheduled.
- **Geonna Joy** – The book exchange program for Running Start students is active.
- **Jenny Smith** – The dependable strengths program has been added to WOIS as of this morning. It can be previewed at <http://www.wois.org/>.
- **Judith Chapar** – SSS is still recruiting, although they have reached their target level. Planning is underway for the SSS graduation ceremony that takes place just prior to commencement in June.
- **Kanna Hudson** – This is a planning year for Achieving the Dream. Barriers and achievement gaps are being identified. The three initiatives are – Faculty/Student engagement, Advising, and 1<sup>st</sup> year Experience.
- **Kelly Johnsen** – There are now officially 350 students registered for the Educational Talent Search program.
- **Lisa Matye Edwards** – The retention/baseball coach position is being finalized. The executive assistant position that reports to Laura Brener was just posted. Be creative with work study positions, we want to use our full allocation if possible. LCC will be hosting a Washington State Student Services Commission meeting on campus May 3 and 4. We will be seeing lots of visitors on campus this Friday for the SW Music presentations. Financial Aid checks will be mailed on March 29. Line concierge volunteers are being recruited for student assistance in the Student Center on April 3 and 4.
- **Marcy Gilchrist** – April 20 is the deadline for Running Start testing. Parents/guardians are now required to attend the Orientation and Information sessions with their prospective Running Start students.
- **Megan Jasurda** – Weekly session on Disability Support Services are provided every Tuesday from 2:00 to 3:00 in the ADC Conference Room – ADC 144-B. Current documentation is required for accommodations. Work Study positions are available from 10:00 to 1:00 for note takers. Closed captioning can be added to your videos, using [Overstream](#).
- **Megan Wiggins** – A commencement survey through SurveyMonkey will be available soon for students to order their caps, gowns, and tickets.
- **Roxana Ahmadifard** – ASLCC is getting ready to offer a fitness program called the *Insanity Challenge*. The orientation will be provided on April 11 from 5:30 p.m. to 7:30 p.m. in the Student Center. Participants will meet on Monday mornings at 5:00 A.M.

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

- **Sandie St. Onge** – Operations Council and Board of Trustees reports for April are due tomorrow, March 28. Credit card receipts should be routed immediately after a transaction has been completed. Route your original receipt as follows - all athletic expenditure receipts go to Traci Hilligoss, all student activity expenditure receipts go to Megan Wiggins, and all other expenditure receipts go to Sandie St. Onge. If you are in travel status, remember to attach a *copy* of your visa receipts to your travel expense voucher when you complete your reimbursement paperwork.
- **Stefanee Bunn** – TANF funds are available. Supervised study times and weekly attendance reports are part of the currently required procedures.
- **Tamra Bell** – Remember to post your work study positions to [Hire Connections](#) through College Central and encourage students to look for job openings there as well. Career Center staff can help you get started. The Career Specialist position has been posted.
- **Traci Fuller** – Entry advising is active. The softball team has won five of six competitions so far.

The next Student Services Council meeting is scheduled for April 24, 2012 at 9:00 a.m.in the Heritage Room.