



Student Services Council  
April 24, 2012  
Meeting Notes

**Present:**

Aaron McNabb, Amber Lemiere, Brian Isbell, Bunpa Lim, Carmilla Rollins, Chad Meadors, Donna Walker, Geonna Joy, Jenny Smith, Jodi Dahlke, Karla Rivers, Kelly Johnsen, Lynn Lawrence, Marcy Gilchrist, Marisa Greear, Megan Wiggins, Meghan Averette, Nichole Seroshek, Pat Boerner, Ronda Manick, Roxana Ahmadifard, Sandie St. Onge, Selah Mitchell, Traci Fuller, Trista Mobbs, and Lisa Matye Edwards, Chair

**Not Present:** Anna Brodt, Ashley Bemm, ASLCC representative, Betty Hayes, Betty Sjoblom, Breanne Tomalin, Carrie Thompson, Christina Jungers, Evinn Hickey, Grady Tweit, Harlan Cruser, Heidi Hamer, Jennifer Houge, Jim Roffler, Judith Chapar, Kami Bair, Kara McElroy, Kelly Smith, Kirc Roland, Linda Wilson, Marisa Zylstra, Megan Jasurda, Shannon Wachob, Stephanie Peerboom, Steven Chapman, Tamra Bell, Traci Hilligoss, and Wyler Beterbide

**Guests:** Kanna Hudson

➤ **Division Items**

- **Mapping Processes** – Staff members were divided into five groups and were given 20 minutes to map out a process, identifying barriers, and were then critiqued by the remaining groups. Students do not do “optional” so we need to anticipate needs, identify barriers, and communicate improvements.
- **Move Plan Updates** – During the upcoming carpet installation, only back door access will be available to the Advising/Testing wing. When concrete is poured later, access to the Career/Counseling wing will be through the lobby – watch your step and assist folks trying to find Career/Counseling services. Furniture is expected to be installed May 15-18. IT will be moving computers, printers, networks May 19 - 21. Services will be closed for the move on May 21 through noon on May 22. An open-house will be scheduled for May 23 in the afternoon.
- **Budget Updates** – Legislature has approved the State budget.
- **Retention Plans** – In line with our Achieving the Dream grant, LCC is hoping to push summer classes to four-year institution students who are home for their summer breaks. Our tuition is roughly 20% less than WSU-V summer class tuition.

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- **Fiscal Year End** – End-of-year spending is upon us. The last day for Purchase Requisitions is May 18. Because of all the campus activities the week of May 18, be sure your PR has arrived in Lisa’s hands no later than May 17 so they may be processed and delivered to the Business Office on time. Late PR’s and goods not received by the end of June will be applied to 2012-13 budgets. Small items may be purchased at the Book Store through June 15, but they will be closed May 29-30 for inventory. All purchases after June 15 will be applied to 2012-13 budgets.
- **Professional Development Opportunity** – Join the training on May 18 with Ellis Amdur on “Grace Under Fire: De-escalating Potentially Aggressive Individuals”. This is a day-long event, 9:00 to 4:30 in the Rose Center for the Arts. Lunch will be provided. [Register](#) no later than May 9 to be included in the lunch count. Mr. Amdur will have books available for purchase. His outline for the day was provided last month.

➤ **Around the Table**

- **Aaron McNabb** – Results show that students who were reinstated from academic suspension with a requirement to meet with a counselor are doing better, overall, the next quarter.
- **Amber Lemiere** – Running Start testing is being done until June. Clarifications are being made and will soon be published on-line regarding GED and ability to benefit. Encourage students to complete their GED tests soon, as test prices and procedures will be changing in the near future with the purchase of the GED testing system by a new provider.
- **Bunpa Lim** – SSS is planning their graduation celebration, which is scheduled to occur just prior to Commencement on June 15. The Multicultural Club is organizing an Asian Pacific Celebration event on May 31.
- **Chad Meadors** – ADP Pro is getting close! Contact Chad with any issues or if you don’t have access yet. Several Foundation grants have been submitted, including shirts for the Student Ambassador program, remodeling the Transfer Center, and iPads for staff service/technology upgrades.
- **Jenny Smith** – Contact Jenny with work study openings and she will post them to College Central. GED testing will be moving to Fridays, soon.
- **Jodi Dahlke** – Upcoming van trips include Central Washington University, the University of Washington, and Heritage College.

- **Kanna Hudson** – Draft proposals will be submitted to Achieving the Dream coaches and College Spark representatives May 9-10 during their site visit. The three identified initiatives, Faculty/Student Engagement, Strengthening Advising, and 1<sup>st</sup> Year Experience are being addressed through math boot camps, mandatory college success participation, high-touch entry advising & career assessment, and advisor training & support.
- **Kelly Johnsen**- There are now 399 of 500 projected Educational Talent Search students enrolled. Relationships are being developed with Peach Health for a mentor program.
- **Lisa Matye Edwards** – Declining enrollments at the local public schools are affecting our Running Start and general student enrollments. IT focus groups are being scheduled. Please participate. A new web management system is coming hopefully this summer. An Exceptional Staff Development grant is being submitted. College Fish will be presenting information on Thursday, May 3 at 2:15 in the Heritage Room as part of the WSSSC spring meeting. [cteLinkCONNECT](#) has been established for communication on that project. Please feel free to join the conversation.
- **Lynn Lawrence** – Testing has begun on the new Degree Audit program. The last day to withdraw from spring quarter classes in May 25.
- **Marcy Gilchrist** – A counselor luncheon will share Running Start information. Summer testing will be scheduled as this Friday is the posted deadline.
- **Marisa Greear** – Funding in general is about the same as in past years. SNG is up slightly. Ability to Benefit/GED rule changes go into effect on July 1. See Marisa for specifics. Marisa Zylstra has legally changed her name to Marisa Garrison.
- **Megan Wiggins** – The second meeting for ASLCC budget/advisor appeals will be scheduled soon. As of yesterday, 130 students had registered for caps and gowns.
- **Meghan Averette** – Graduation applications are due by May 1.
- **Nichole Seroshek** – There are 14 college representatives scheduled to be on campus May 13 for the Transfer Fair.
- **Pat Boerner** – Hall of Honor nominations are due by May 4.
- **Roxana Ahmadifard** – There are 98 staff and students participating in the *Insanity* workouts. Red Devil Days booths will be set up in the Quad May 15-17

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for student activities and for 2012-13 ASLCC officer elections.

- **Sandie St. Onge** – Operations Council/Board of Trustees reports are due next week. Washington State Student Services Commission members will be meeting on our campus May 3 & 4 in the Heritage Room. It is possible they will be visiting various offices during their breaks. The Academic Calendar for 2012-15 is now available.
- **Selah Mitchell** – The shoe drive ends at the end of May. Linfield will be visiting on April 30 to discuss an RN-BSN option.

The next Student Services Council meeting was scheduled for May 22, 2012, but that is the move-in day for our currently displaced staff members. Therefore, the May 22 meeting is rescheduled to Tuesday, June 5 from 9:00 to 11:00 in the Heritage Room.

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