



Student Services Council
June 5, 2012
Meeting Notes

Present:

Aaron McNabb, Amber Lemiere, Ashley Bemm, Brian Isbell, Carmilla Rollins, Carrie Thompson, Chad Meadors, Christina Jungers, Donna Walker, Jenny Smith, Jodi Dahlke, Kami Bair, Karla Rivers, Kelly Johnsen, Linda Wilson, Lynn Lawrence, Marcy Gilchrist, Marisa Garrison, Marisa Greear, Megan Jasurda, Megan Wiggins, Nichole Seroshek, Pat Boerner, , Sandie St. Onge, Traci Hilligoss, and Lisa Matye Edwards, Chair

Not Present: Anna Brodt, ASLCC representative, Betty Hayes, Betty Sjoblom, Breanne Tomalin, Bunpa Lim, Evin Hickey, Grady Tweit, Harlan Crusier, Heidi Hamer, Jennifer Houge, Jim Roffler, Judith Chapar, Kara McElroy, Kirc Roland, Meghan Averette, Ronda Manick, Roxana Ahmadifard, Selah Mitchell, Stephanie Peerboom, Steven Chapman, Tamra Bell, Traci Fuller, and Wyler Beterbide

Guest: Dani Trimble and Renee Carney

➤ **Division Items**

- ADP Pro and expectations – Although a planned demonstration was not possible due to technical issues, information was shared on this great new tool available to most student services staff members. ADP Pro should be used to enter notes on student meetings, follow-up requirements, and factual trans-actual, need to know information...nothing that you wouldn't say to the students face. Pull up ADP Pro while meeting with the student and tell them you are putting the information into their file. ADP Pro is not for your case notes and shouldn't be judgment based. More tools and training session will be coming.
- Signage for Lobby/Building – Lynn and Marisa will be walking through the lobby and building today with a contractor to determine signage needs for main service areas. A discussion of suite and entrance door signage – north, east, west vs. A, B, C ensued with no conclusions determined. The contractor's input will be requested.
- Updates –
 - Use stanchions in the lobby to control student lines during high-access times.
 - Three "interim" positions moved to permanent this week.
 - Kendra Sprague is now the HR Manager and will report directly to the President.

- Margit Brumbaugh is moving from her position as the Foundation Director to manage the recently reinstated International Program. LCC is contracting with Green River College, which has the 6th largest international student population in the nation, to increase our international student enrollment. The plan is bring in 10 students from China this fall and to grow into a self-supporting program of 50 students in the following two years.
 - Erin Brown, from the SBCTC, has been hired to fill the Foundation position vacated by Margit.
 - Mandatory staff training and a staff picnic are scheduled for June 11.
- Graduation & Commencement - GED graduation is June 14 and Commencement is June 15. Participating staff members should wear their name tags. If you need to order one, send a message to Sandie who will coordinate an order. Next year's celebrations will need to be relocated, due to the gymnasium remodel. There are more students "walking" this year than ever before and seating will be at a premium...overflow seating will be offered in the Student Center again.
 - Summer Planning – Summer office hours - when we are open to the public - will be 8:00 to 5:00 Monday through Thursday, July 18 through August 30. Work hours will be 7:00 to 6:00. Flex-schedule requests are required for all staff members who wish to work anything other than 7:00 to 6:00 Monday through Thursday. Assure coverage during public office hours by coordinating staff members in each office. There will be no two-hour closure times, as there will be one hour at the start of each day and one hour at the end of each day for paperwork, professional development, staff meetings, etc.
 - Upcoming Dates of Importance –
 - 6/06 – Classified Staff Breakfast 7:30 – 9:00 STC
 - 6/11 – Open Registration begins for fall quarter
 - 6/18 – Grades are Due
 - 6/27 – Financial Aid Checks will be mailed (first mailing)
 - 7/02 – Summer Classes begin
 - 7/04 – Holiday – campus closed
 - 7/05 – All office open 8-5, assure coverage!
 - 8/16 – Tuition payment arrangements need to be completed
 - First Tuesday before the beginning of any quarter – tuition is due (June 26 for summer quarter)

➤ **Around the Table**

- **Aaron McNabb** – We were recently awarded a grant for neuropsychological diagnostics.

- **Amber Lemiere** – Beginning fall quarter, GED testing will be the first Friday of every month and the remaining Fridays will be used for office training and paperwork. All other testing will be available Monday through Thursday.
- **Brian Isbell** – Getting organized in the new work spaces.
- **Chad Meadors** – Deadlines are approaching for nursing programs – 8/30 for general nursing and 7/30 for the RN to LPN students.
- **Jenny Smith** – Advisor syllabus program planners are being completed. Digital Literacy can be assessed in Compass assessment. Refer students to the Career Center on Thursday from 2-4 for computer basics, word, and other Office suite sections.
- **Jodi Dahlke** – Join the Trio/SSS/Talent Search celebration at 4pm.
- **Kami Bair** – High school outreach is winding down for the year. There will be a STEM summer camp for 5th and 6th graders and it is full already! In-district senior calling is underway.
- **Lisa Matye Edwards** – Registration is dealing with a reduced staff while Meghan Averette deals with health issues. Roxana is also out dealing with family member health issues. Our athletics team members were a real “class act” at their recent tournaments. “Thanks to everyone for helping our students!”
- **Lynn Lawrence** – The “perfect storm” is upon us with the trifecta of wrapping up spring quarter and starting enrollments for summer and fall quarters; on top of commencement and relocating again!
- **Marcy Gilchrist** – Running Start Orientations will be held June 19-21. Geona Joy has accepted a full-time job off-campus. A pre-college math grant for low-income students will be a real boost.
- **Marisa Garrison** – Financial Aid appeal meetings are scheduled.
- **Marisa Greear** – Summer quarter awarding is underway.
- **Megan Wiggins** – ASLCC elections will be held through Thursday in the Student Center and the Library on computers! Distribution will begin on June 11 for caps, gowns, and commencement tickets. Student planners/handbooks are going to the printer soon. The *Insanity* program is wrapping up and there will be a celebration luncheon next Tuesday.
- **Nichole Seroshek** – Combined summer/fall advising is underway.

- **Pat Boerner** – This year’s Hall of Honors recipient is Michael Parkhurst. He will be pursuing a degree in engineering at Gonzaga.
- **Renee Carney** – With Kathy Blood retiring, a new coordinator has been hired. Her name is Sarah Griffith and she will begin on July 1.
- **Sandie St. Onge** – Please send the dates for all your planned activities and events to Sandie for the student academic-year calendar and the administration white board.

The next Student Services Council meeting is scheduled for June 26, 2012.