



Student Services Council
July 31, 2012
Meeting Notes

Present: Aaron McNabb, Betty Hayes, Bunpa Lim, Carmilla Rollins, Donegal Fergus, Donna Walker, Jenny Smith, Jodi Dahlke, Kami Bair, Karla Rivers, Lynn Lawrence, Marcy Gilchrist, Marisa Garrison, Megan Jasurda, Megan Wiggins, Pat Boerner, Roxana Ahmadifard, Sandie St. Onge, Selah Mitchell, Stephanie Peerboom, Taneka Washington, and Lisa Matye Edwards, Chair

Not Present: Amber Lemiere, Anna Brodt, Ashley Bemm, ASLCC representative, Betty Sjoblom, Breanne Tomalin, Brian Isbell, Chad Meadors, Christina Jungers, Crystal Heitz, Grady Tweit, Harlan Cruser, Heidi Hamer, Jennifer Houge, Jim Roffler, Judith Chapar, Kara McElroy, Kelly Johnsen, Kirc Roland, Linda Wilson, Margit Brumbaugh, Marisa Greear, Meghan Averette, Nichole Seroshek, Ronda Manick, Shalaina Joiner, Shannon Wachob, Steven Chapman, Tamra Bell, Traci Fuller, Traci Hilligoss, Wyler Beterbide, and Yvonne Martin

Guest – Kanna Hudson

➤ **Division Items**

- Lisa started the meeting and had everyone introduce themselves around the table, as this was the first meeting for several staff members. She then provided the following updates:
 - Tamra Bell is now a member of the Instructional Division, but she is continuing some duties at this time so her Student Services staff members have someone to manage them in the interim. Please be patient. A new position will eventually be developed.
 - Vikki Carter has left LCC and a search is underway to fill that position. That position is 25% TRiO Student Services and 75% Instructional, not 50/50 as originally thought.
 - The ctcLink process will take Lisa away for the full month of August, while vendor demonstrations and selections are made. Subscribe to and follow the blog. Watch the demonstrations and provide your input through the survey each day. Current plans are for Spokane and Tacoma to be the first colleges to implement when that process starts.
 - Lisa's office will be remodeled during her absence. There may be some days during that process when her office staff will need to be relocated for safety or noise concerns. Detour/redirect information will be posted, as needed. The Office will be closed August 7-9 and August 20-21 to

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accommodate wall/carpet removal and furniture installation. Plan paperwork accordingly.

- During Lisa's absence, any paperwork that would normally require her signature will be routed through Lynn or Marisa. Casey will handle conduct issues and Kendra will handle Affirmative Action issues.
- There will soon be a four-year degree available through Eastern Washington University at LCC, with no travel required off-campus. Take a look at the classes to be offered and help your transfer students who may be interested in Social Work, Early Childhood Educations and GIS.
- As we move forward with Achieving the Dream initiatives on our campus, you will see application deadlines being enforced and changes to the academic warning, probation, and suspension procedures being implemented.
- ADP Pro is up and running. You should be using this consistently to maintain notes on student meetings. Contact Chad if you need training or access. Remember to follow FERPA regulations.
- The newly reinstated International Program with a Green River College connection is anticipating 10 students from China fall or winter quarter. Host families are needed and transportation will be an important consideration for the housing of these students. Contact Margit Brumbaugh at #2313 for further information.

➤ **Around the Table**

- **Betty Hayes** – A webinar on e-recruiting has been arranged for August 8 at 11:00 a.m.in the Heritage Room. Let Betty know if you are planning to attend.
- **Kanna Hudson** – The *high school transcript agreement* requires that specific ATD coding be completed on each student. Kanna will work with Amber, Chad and Wendy to provide written steps to Marisa, Lynn and Roxana.
- **Marcy Gilchrist** – The deadline for Running Start applications is August 16. She is still expecting an additional 40-50 applications.
- **Megan Jasurda** – Peter Schmidt will be providing a Veteran's transition presentation for our staff at the August Student Services Council meeting. A second presentation will be scheduled for faculty during the in-service week in early September.
- **Sandie St. Onge** – Send all your important event dates, times and locations to Sandie for inclusion in our event calendar and the Cabinet's white board.
- **Selah Mitchell** – MEDA is full through fall 2013 and the Nursing deadline is quickly approaching.

The next Student Services Council meeting is scheduled for August 28.

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