



Student Services Council

November 27, 2012

Meeting Notes

Present

Amber Lemiere, Betty Hayes, Bunpa Lim, Carmilla Rollins, Chad Meadors, Christina Jungers, Jenny Smith, Jodi Dahlke, Karla Rivers, Kelly Johnsen, Marcy Gilchrist, Megan Wiggins, Meghan Averette, Pat Boerner, Ronda Manick, Roxana Ahmadifard, Sandie St. Onge, Shalaina Joiner, Stephanie Peerboom, Traci Hilligoss, and Lisa Matye Edwards, Chair

Not Present

Aaron McNabb, Anna Brodt, Ashley Bemm, ASLCC representative, Betty Sjoblom, Breanne Tomalin, Brian Isbell, Bryan Bales, Crystal Heitz, Donegal Fergus, Donna Walker, Grady Tweit, Harlan Cruser, Heidi Hamer, Jamie Creech, Jennifer Houge, Jessi Hanna, Jim Roffler, Judith Chapar, Kami Bair, Kara McElroy, Kirc Roland, Leesa Johnson, Linda Wilson, Lupe Rodriguez, Lynn Lawrence, Margit Brumbaugh, Marisa Greear, Marisa Garrison, Megan Jasurda, Megan Peaker, Nichole Seroshek, Selah Mitchell, Shannon Wachob, Steven Chapman, Tamra Bell, Taneka Washington, Traci Fuller, Wyler Beterbide, and Yvonne Martin

Guest: Susan Groth

➤ **Division Items**

- Calendar Review – For those who have come to depend on the quarterly three-month calendars, here is the [link](#) to the internal general resources pages where they can be accessed. Also available at this site is the three-year academic calendar and eight “event” calendars. Please review these for any conflicting dates that need to be managed and/or eliminated.
- GPS review – We want to avoid changes to this once it is published, so assure that your procedures, program sheets and main points are accurate. Review your websites, catalog sections, quarterly schedules and other documents made available for publishing to assure accuracy. Keep a copy close at hand, red line as needed, and send updates to Sue Groth when requested or necessary. The 2012-14 catalog will be coming out in January. The deadline for updates in next week. Review the proof provided to you.

The deadline for student applications to attend LCC beginning winter quarter is December 3. This deadline must be enforced. Students need to hear the same thing at whatever office they stop for information. As always, exceptions are possible and may be made by any staff member. Use ADP Pro to document situations, such as...*worked with student and approved waiver of deadline because they are able to self-pay, has their books, ready to go and succeed.* Walk students with approved exceptions to Registration or send them with your business card. Otherwise, students who are late

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

should be encouraged to consider the Jump Start course as another option to waiting to enroll for one quarter.

- Getting Started review – A discussion on this topic was not recorded.
- Efficiency closure – Campus will be closed December 24-28 and January 1. December 25 and January 1 are paid holidays *if* you are in a paid status (not LWOP) the day prior to the holiday. Leave requests are required for the other four days. Staff who intend to work during those four days must notify their supervisor in advance so alternate work may be assigned...normally in campus services.
- Updates
 - Spring break will be two weeks this year.
 - ATD is moving forward. Advising issues will be discussed with faculty and student services staff to create an accurate process. The ten mandates are center to our ATD goals. Lisa will send them out so everyone in Student Services has access to this vital information.
 - There is an All Staff meeting today at 4:00 in the Rose Center.
 - Finals are scheduled for December 4 – 6.
 - Grades are due by 2:00 on December 10 and will be available for students on December 11.
 - Registration will review published dates and make announcements to clarify the confusion over the last day to withdraw, 50% refund and 100% refund cut-offs.
 - The deadline to apply for winter quarter attendance is December 3. Jump Start courses will be suggested after that date.
 - The International trip to China was good and plenty of networking opportunities were developed. Watch for a brown bag presentation.
 - Housing opportunities are being developed for athletes, nursing, and international student who do not have local family/housing connections.
 - We have two new staff members – Darren Schwegler is working in the Educational Talent Search office through January. He works with high school age students at Mark Morris and RA Long. Kim Carter is working part-time in the Career Center at the front desk.

➤ **Around the Table**

- **Amber Lemiere** – There will be a GED graduation celebration tonight. The new GED computer based tests go into effect in January. Math boot camps and jump start courses are coming mid-quarter. The Digital Literacy Committee does exist!
- **Bunpa Lim** – There will be a Native American presentation in the Student Center today at noon.
- **Carmilla Rollins** – Global pins are pre-assigned as a student's birthdate and they are notified of that fact in their acceptance letter. Students may change their pin on the Student Kiosk.
- **Lisa Matye Edwards** –Megan Jasurda, Breanne Tomalin, and Donegal Fergus are all new parents! Welcome little "red devils"! Margit is making progress, but will not be returning to work for a while. In the meantime, Sandie and Lisa are covering Margit's

duties. Restructuring is planned and Cabinet is reviewing for approval all full- and part-time positions before they are advertised. If staff members are interested, another “holiday craft” party will be planned. A cookie exchange may even be arranged for this afternoon!

- **Pat Boerner** – A group of Student Support Services students will taking a field trip to OMSI this weekend. Pat is on the selection committee this year for the Jack Kent Cooke committee.
- **Ronda Manick** – Brian and Marisa Garrison are attending a conference in Orlando this week.
- **Roxana Ahmadifard** – The staff Christmas Party is scheduled for December 6 and for \$15 staff will have a full prime rib dinner and all the dessert you can eat. Wear your ugly sweater and bring a dessert. Raffle prizes will be displayed in the Office of Instruction prior to the party. Contact Roxana, Renee or Megan Wiggins for tickets.
- **Sandie St. Onge** – Operations Council reports are due tomorrow by noon and visa receipts should already be turned in for this month’s statement period. Two international students are expected from Cameroon in the next two weeks.
- **Shalaina Joiner** – Aaron McNabb and Jennifer Houge are covering for Megan Jasurda during her leave.
- **Stefanee Bunn** – Lifestyles classes are starting.
- **Stephanie Peerboom** – Retraining procedures are beginning for the laid-off employees of Sears, Hostess, and Boise Cascade.
- **Traci Hilligoss** – Upcoming athletic events include the *Holiday Classic* December 28-30 and the *Athletic Auction* January 19.

The next Student Services Council meeting is scheduled for **January 22, 2013**.