



## Student Services Council October 8, 2013 Meeting Notes

### **Present:**

Brian Sharp, Bunpa Lim, Carmilla Rollins, Crystal Heitz, Eddie Smith, Jenny Smith, Jodi Dahlke, Judith Chapar, Kara McElroy, Karla Rivers, Kristy Enser, Leszek Cromwell, Lupe Rodriguez, Marcy Gilchrist, Margit Brumbaugh, Megan Jasurda, Megan Wiggins, Nichole Seroshek, Nicole Walker, Roxana Ahmadifard, Ryneez Begum, Sandie St. Onge, Traci Hilligoss, and Lisa Matye Edwards, Chair

**Not Present:** Aaron McNabb, Angel Ruvalcaba, Anna Brodt, Ashley Bemm, ASLCC representative, Betty Sjoblom, Bill Josh, Breanne Tomalin, Brian Isbell, Bryan Bales, Chad Meadors, Darren Schwegler, Grady Tweit, Harlan Crusier, Heidi Hamer, Jamie Creech, Jennifer Houge, Jessi Hanna, Jim Roffler, Kami Bair, Kelly Johnsen, Kirc Roland, Linda Wilson, Lynn Lawrence, Maggie Stewart, Marisa Greear, Mary Kate Morgan, Ronda Manick, Shalaina Joiner, Shannon Wachob, Steven Chapman, Tamra Bell, Traci Fuller, and Wyler Beterbide

**Guests:** Angela Dahlke and Dani Trimble

### ➤ **Updates from Lisa:**

- New hires - Ryneez Begum, Mary Kate Morgan, and Heather Wooldridge were introduced and then current job openings and upcoming interview committee assignments were discussed.
- Academic Early Warning – Lisa turned the meeting over to Chad for a quick introduction to AEW. Talk with your manager/supervisor to be provided access and training, if needed.
- University Center – Wednesday, October 16 is the “grand opening” celebration. Students will be able to complete BA degrees on the LCC campus through Eastern Washington University, City University, Washington State University, and Concordia University.
- Progress on Achieving the Dream initiatives includes *mandatory* practice before taking *mandatory* placement tests, registration cut off deadlines each quarter, and faculty/staff use of ADP Pro.
- Several Student Services staff members will be out in the weeks ahead for State council and commission meetings, recruiting trips, and while undergoing medical treatments. Lisa explained how duties, including signature authority, will be covered.
- Higher One, an electronic fund transfer program being used by all but eight of the thirty-two Washington community colleges (LCC is one of the eight), will start spring quarter 2014 if we go to using debit cards. The cards will be auto loaded quarterly, with up to \$500 per day being available to students to pay costs. Lisa asked staff to discuss the pros and cons of Higher One debit cards with their peers at the upcoming State council and commission meetings.
- On-line orientations are being developed for *on-line only* students.

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- SkillPort assignments have been scheduled for all LCC staff members on FERPA training. The due date to complete this training is the week before the December efficiency closure. To access the SkillPort site, go to <http://washingtoncc.skillport.com>. Your username is the **first part of your LCC email**, for example lmatyeedwards would be Lisa's username. The password is **lowercolumbia** (case sensitive). NOTE: You may be asked to download the latest version of Java to access SkillPort.

➤ **Around the Table:**

- **Brian Sharp** – Check the Career Center schedule for upcoming seminars and presentations, including Fastenal on October 21 and a Health Fair on October 18.
- **Bunpa Lim** – Several LCC faculty and staff members will be traveling to Spokane on October 30 for the annual Faculty and Staff of Color conference. The Multicultural Club will be hosting a movie/pizza night on November 1.
- **Crystal Heitz** – There will be Worker Retraining sessions today from 10:00 to 11:00.
- **Dani Trimble** – BFET, Opportunity Grant, and Worker Retraining information sessions will continue during her absence from campus. Dani can be contacted now for information in her new office location in the Career and Counseling suite.
- **Eddie Smith** – Students being reported through the Early Academic Warning system as being *excessively absent* are being contacted by telephone with the hopes of increasing retention rates.
- **Judith Chapar** – The Educational Talent Search program is full to capacity, but there are still approximately seventy openings in the Student Support Services program.
- **Kristy Enser** – There will be a WebEx information session for the Kick Off of 1<sup>st</sup> Wave ctcLink colleges tomorrow at 9:00 in the Wollenberg Auditorium.
- **Margit Brumbaugh** – We currently have six international students enrolled and six more have expressed an interest in starting winter 2014, although no additional applications have been received to date. No fall quarter enrollments resulted from the extensive group of applications received through Bangladesh agents this past summer. Lisa and Margit are schedule to meet with over 50 agents from throughout Asia when they travel to an agent fair in China next week. Margit will also be traveling to Germany the second week of November to take part in a week-long seminar that will provide foundational understanding of the structure and development of the German educational system. She also plans to use a couple of personal vacation days to visit her own home country of Austria while she is so close.
- **Megan Jasurda** – CJ Jones will be entertaining in the Rose Center tonight. There are still about 70 tickets available; which are free but required. Mary Kate Morgan is the new Program

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Coordinator for Disability Support Services. Megan and Mary Kate will be traveling to meetings in Spokane October 22-25.

- **Nichole Seroshek** - Graduation applications for fall quarter are due October 22.
- **Nicole Walker** – A field trip is scheduled to Eastern Washington. Check with Niki for further information.
- **Roxana Ahmadifard** – Check out the “Food Fight for Hunger” fliers and boxes. LCC has joined the competition to help collect non-perishable food items and funds for the Help Warehouse. See Roxana to write a check. The annual Harvest Fest is scheduled for October 30 and an admission offering of two non-perishable food items will be collected at the door for this family friendly event. Several office moves will be occurring next week in the Student Center. Stop by and see who has been relocated to where, including Marcy Gilchrist, Kami Bair, Traci Hilligoss, Grady Tweit, and others.
- **Traci Hilligoss** – All sports are currently underway, competing or practicing. Check out the Athletics website for dates, times, and locations.

The next Student Services Council meeting is scheduled for Tuesday, October 22. Lisa will just be returning from China, so watch your email for meeting information, agendas, etc.