



## Student Services Council October 22, 2013 Meeting Notes

**Present:** Brian Sharp, Chad Meadors, Jenny Smith, Margit Brumbaugh, Mary Kate Morgan, Sandie St. Onge, Shalaina Joiner, 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, Bunpa Lim, Carmilla Rollins, Crystal Heitz, Darren Schwegler, Eddie Smith, Grady Tweit, Harlan Crusier, Heidi Hamer, Jennifer Houge, Jessi Hanna, Jim Roffler, Jodi Dahlke, Judith Chapar, Kami Bair, Kara McElroy, Karla Rivers, Kelly Johnsen, Kirc Roland, Kristy Enser, Leszek Cromwell, Linda Wilson, Lupe Rodriguez, Lynn Lawrence, Maggie Stewart, Marcy Gilchrist, Marisa Greear, Megan Jasurda, Megan Wiggins, Meghan DeGallier, Nichole Seroshek, Nicole Walker, Ronda Manick, Roxana Ahmadifard, Shannon Wachob, Steven Chapman, Tamra Bell, Traci Fuller, Traci Hilligoss, and Wyler Beterbide

**Guests:** Dani Trimble

### ➤ **Updates from Lisa:**

- **Student Services Council meetings** - The current meeting notification system for this committee seems to have some programming errors. All previously scheduled SSC meetings are going to be deleted and rescheduled. If you have any existing meetings on your Outlook calendar for the Student Services Council, please delete them. This committee generally meets on the fourth Tuesday of each month at 9:00 a.m. for two hours in the Administration Building, Heritage Room. Membership includes all permanent staff members in the Student Services division, an ASLCC representative, and the Vice President for Student Success, who chairs the meetings. Watch for meeting invitations/agendas from Lisa Matye Edwards. When you accept those invitations, the meeting reminder will be placed on your Outlook calendar so you have an opportunity to arrange your work schedule to participate in this important communication sharing venue each month and Lisa will know who read their emails and responded.
- **Job Openings** – Lisa provided some new information as we move forward to fill several division and campus job openings. Micah McKee has been hired as the new Asst. Director of Financial Aid and will start back with us on October 28. The interview process to fill the VPI position has moved into the next tier of activity with several candidates scheduled for forums over the next few weeks. Attend as many forums as possible, ask questions, and provide feedback.
- **Policies** – The policy change process is underway to remove the grade of “D-” and to make the required grade for any prerequisite course “C” rather than “C-”. All such changes require a process to be followed. Provide your input at whatever level such discussions may come your way.
- **Academic Early Warning** – AEW session #2 is currently underway in lieu of the old mid-quarter warning period. This session ends on October 25. AEW #3 runs from November 4-8.

SSC - 10-22-13

Distributed by e-mail on 11/5/13

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

- **Winter Registration** – Winter class schedules and registration are just around the corner. The new buzz phrase shared at this meeting “Along with winter cheer, winter registration is here!” Encourage students to use priority enrollment period...it will remove the hassles they might face later when the class they need is full. That is what priority enrollment is all about!!!
- **GED Testing** - The GED night testing is going great! Paper-based GED testing will end very soon, as the State switches over to a new vendor and all computer-based tests. Students may take paper-based tests at LCC as late as December 18 from 5:00 – 9:00 pm, but if they do not complete the full series then, they will need to start all over in January with the computer-based tests and no refunds will be available through Pearson. December 6 will be the last all-day GED test available at LCC.

➤ **Around the Table:**

- **Chad Meadors** – There will be AEW training this Friday at 9:00 in the Testing Center. Your staff ID number is necessary to have your access set up. A goal has been set to offer testing from 8 am to 8 pm. Stop by the Testing Office and find out all the testing options already in place...GED, EMT, and much more.
- **Dani Trimble** – BFET sessions dates are available on the online calendar.
- **Jenny Smith** – There will be a presentation on career options in healthcare on November 18 upstairs in the Student Center.
- **Lisa Matye Edwards – Important upcoming dates (see attachments for full list)**
  - 11/11 – Veteran’s Day – Campus Closed
  - 11/12 – this is a class day!!
  - 11/15 – Last day to withdraw from fall classes
  - 11/18 – Priority registration begins for winter classes
  - January 6, 2014 – Winter quarter classes begin
  - December 23-27 – this week is our annual efficiency closure. December 25 is a paid holiday, but the remaining four days will require submittal of leave slips. If you choose to work, notify your supervisor soon so work assignments in Campus Services may be scheduled. Campus buildings will be closed, so you will not have the option of working at your normal worksite.
- **Sandie St. Onge** – Visa statements will be arriving this weekend. Be sure all your visa receipts are turned in by Friday, October 25.

The next Student Services Council meeting is scheduled for November 26. Watch for an invitation from Lisa along with the agenda for that meeting.