



Student Services Council January 27, 2015 Meeting Notes

Present:

Aaron McNabb, Alyssa Joyner, Angel Ruvalcaba, Ashley Bemm, Breanne Bok, Brian Isbell, Brian Sharp, Carmilla Rollins, Chad Meadors, Crystal Heitz, Darren Schwegler, Eddie Smith, Heidi Hamer, Jennifer Houge, Jenny Smith, Jodi Dahlke, John Killian, Kami Collette, Kara McElroy, Katherine Sully, Kelly Johnsen, Leah Sanchez, Lupe Rodriguez, Marcy Gilchrist, Mary Kate Morgan, Matt Johnson, Micah McKee, Nichole Seroshek, Nicole Walker, Roxana Ahmadifard, Sandie St. Onge, Shalaina Joiner, Shannon Wachob, Tara Starr, Traci Fuller, and Lisa Matye Edwards, Chair

Not Present: ASLCC representative – Davis Boswell, Betty Sjoblom, Brianne Novotny, Grady Tweit, Harlan Crusier, Heather Woodridge, Jim Roffler, Judith Hernandez, Justin Ford, Karla Rivers, Kirc Roland, Kristy Enser, LaVerna Dubois, Leszek Cromwell, Linda Wilson, Maggie Stewart, Margit Brumbaugh, Marisa Geier, Megan Wiggins, Ronda Manick, Shannon Vantrease, Stephanie Peerboom, Stephenie Ruvalcaba, Steven Chapman, Tamra Bell, and Traci Hilligoss

Guests: Dani Trimble, Rosie Leno, and Marnie Harris

Agenda Items:

- Update from Marnie Harris on University Center programs and offerings –
 - Marnie will provide a handout by email that describes programs available at all participating institutions. It is also available on the [website](#).
 - Not all institutions have advisors in every day, so refer interested students to the University Center for information.
 - A transfer workshop is scheduled in the University Center classroom this coming Thursday.
- Update on college-wide budget planning activities & next steps -
 - Budget process for next year is already underway.
 - The goal is to have enrollment levels high enough to support college needs.
 - The local economy is better, which can result in lower enrollments.
 - Retention is key!
 - 85-90 percent of the budget is salary. The balance of the budget – goods & services and travel funding levels have been maintained where possible, while still holding the line.
 - Grant applications are ongoing to continue the funding for those programs.
- Enrollment management strategies –
 - Instruction is assessing needs to determine which faculty positions need to be filled as related to student enrollment/completion needs with fewer section offerings and higher class enrollment levels.
 - LCC continues to move forward with strategies that were identified in 2011 through ATD mapping.
- Non-discrimination/harassment statement reviews for publications –

- College Policy #425 on non-discrimination and anti-harassment has been approved and placed into State WACs. ([WAC 132M-300-001](#))
- Include the updated phrase in all pamphlets and postings.
- A link will be available on our website for the most recent wording, (which is cut and paste from the current WAC below) ↗

Lower Columbia College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal, as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act, and Washington state law against discrimination, chapter [49.60](#) RCW and their implementing regulations.

- Student communication policy –
 - College Policy #490 to use email as the official communication tool with students has been approved.
 - Reinforce this information with students. They need to check their email regularly.
- College catalog update –
 - The goal is to go to an online ONLY catalog.
 - It needs to be static for entering students so they know their completion requirements, which they may meet within five years of beginning their programs.
 - Please provide any updates to Wendy, even if you gave them to Sue prior to her leaving LCC.
 - In the meantime, you may print and date program planners for students to use as they make enrollment plans to complete their programs.

Updates from Lisa -

- Judith Hernandez will be leaving LCC and the TRiO program at the end of this month to join the staff at South Puget Sound Community College. Jodi Dahlke will serve as Interim-Director during the hiring process to permanently fill the position. Matt Johnson has moved into a temporary full-time position to fill a staff need in that department.
- Legislative hearings are underway. SBCTC representatives have been testifying daily as needed to answer questions and represent college concerns. In the meantime, according to a report in the *Seattle Times*, “The Washington state Supreme Court is holding the Legislature in contempt for not making enough progress toward fully funding public education, but for now, is holding off on sanctions.” This is related to the 2012 McCleary decision.
- Fitness Center equipment bids have gone out. The bid process may be completed and equipment installed within the next few months.
- This Saturday is the annual Hall of Fame. Tickets are available at the LCC Bookstore.
- The IOB building will be coming down before the current English department tenants have their new quarters ready, so temporary housing plans are being made to use the Student Center Conference Room area. Weight equipment will be moved out, location to be determined.
- Mid-quarter and the second course in the MATH sequence classes are coming up. There are minimal late starting options available for students who may need to pick up a class.
- Training for Schedule25, the web-based classroom scheduling system that will be replacing our current “system”, is underway.
- ctcLink go live dates for Tacoma and Spokane are being pushed back “a few weeks” to accommodate some needed work. Although the First Link colleges are being affected by these date changes, it is unseen if First Wave Colleges (LCC, Clark and others) will see their dates changed. Kristy is still providing practice ctcLink lab times and you are strongly encouraged to go to a few and make use of the time provided to get a feel for what is coming!

- The campus climate/employee satisfaction survey was reviewed by the Board of Trustees and Cabinet members recently. If you have questions, you may talk with Lisa, Board members, or the President during your work group quarterly meetings.

Around the Table:

- **Chad Meadors** – Review the GANUS scholarship information Chad sent out by email yesterday and encourage students to apply before the February 1 deadline. This scholarship at Portland State is directed toward Latino transfer students. The LCC gymnasium should be open this Saturday for an opening game at 1:00 p.m. Come celebrate and cheer for the LCC teams.
- **Dani Trimble** – A book club has been formed by the Diversity Committee. Contact Dani to participate and to receive a copy of *“Guyland”*.
- **Roxana Ahmadifard** – Fitness Challenge is underway via ASLCC.

The next Student Services Council meeting is currently scheduled for Tuesday, February 24 in the Heritage Room at 9:00 a.m.