



## Student Services Council February 24, 2015 Meeting Notes

**Present:** Aaron McNabb, Alyssa Joyner, Brian Isbell, Brian Sharp, Carmilla Rollins, Chad Meadors, Crystal Heitz, Darren Schwegler, Heidi Hamer, Jennifer Houge, Jenny Smith, Jodi Dahlke, John Killian, Kara McElroy, Katherine Sully, Kelly Johnsen, Kristy Enser, Leah Sanchez, Leszek Cromwell, Lupe Rodriguez, Maggie Stewart, Marisa Geier, Mary Kate Morgan, Matt Johnson, Nichole Seroshek, Ronda Manick, Sandie St. Onge, Shalaina Joiner, Shannon Vantrease, Steven Chapman, and Lisa Matye Edwards, Chair

**Not Present:** Angel Ruvalcaba, Ashley Bemm, ASLCC representative – Davis Boswell, Betty Sjoblom, Breanne Bok, Brianne Novotny, Eddie Smith, Grady Tweit, Harlan Crusier, Heather Woodridge, Jim Roffler, Justin Ford, Kami Collette, Karla Rivers, Kirc Roland, LaVerna Dubois, Linda Wilson, Marcy Gilchrist, Margit Brumbaugh, Megan Wiggins, Micah McKee, Nicole Walker, Roxana Ahmadifard, Shannon Wachob, Stephanie Peerboom, Stephanie Ruvalcaba, Tamra Bell, Traci Fuller, and Traci Hilligoss

**Guests:** Dani Trimble, Rosie Leno, and Tara Starr

### **Agenda Items Covered:**

Marisa announced Lisa would be delayed and asked for Introductions Round the table.

**Advising Update** - Chad and Shalaina provided information on the online pilot program through CANVAS. They are already nearing completion of the first year piloting this program with nine faculty members.

- Advisor assignments are automated will populate ADP Pro, but not SMS.
- Will work with new ctclink system.
- My Advisee application -
  - Will connect faculty advisors directly to CANVAS.
  - Will be located on our desktop.
    - Can pull up assigned advisor by SID or by name and then direct student to their advisor's office.
- Will email students and instructors.
  - Rolls like a regular course, but connects advisor and student throughout their time at LCC.
    - Student MUST accept and then they receive regular reminders.
    - *Who is my advisor* questions have practically disappeared.
- Has diminished Julie Smith's job from 5000 advisor assignments to only 50.
- Available online and off campus.
- Messaging is all in CANVAS, easier to locate and review.

### Updates from Lisa –

- Travel – Several reminders and updates were discussed regarding travel and Sandie will be sending out a message after this meeting to recap the information and to provide the current forms.
  - One new procedure is to return any unused travel advance funds to Tanya Daymon in the Business Office, rather than to the Cashier.
  - Remember that receipts for fueling college motor pool vehicles need to be returned to the visa card holder and those costs need to be charged to 251-EM12.
- Audit – The Business Office has been notified that they will be undergoing an audit in the near future. It is anticipated that previous findings will be addressed at that time.
- Strategic Enrollment – A new draft enrollment strategies and activities document is being fine-tuned from previous broad language to eleven more specific strategies under the five core themes.
- Legislative Bills – Lisa and others across the community college system are keeping a daily watch on the progress of several bills currently circulating through the Legislature. The impact of these bills vary by status, assumed theory vs. actual practices, and the unfunded nature of many of their mandates.
- Budget Process – No funding additions are anticipated for the coming year. Reallocate as necessary to best use what is available.
- Faculty Search Committees – There are several faculty positions being filled. Be open to invitations to participate in the interview procedures.
- Accreditation – All the recommendations for improvement from the last accreditation visit were recently removed and our seven year accreditation has been stretched to eight years. Lisa will be making an accreditation visit to Montana the week of April 20.
- Tuition – No tuition increases are anticipated for 2015-16. Lisa indicated we are hopeful some McCleary funds may be made available to LCC based on the wonderful results of our High School Completion/Transitions program.
- Application Update – As colleges move forward with ctLink, it is apparent that the Online Application form requires updates. If you have any suggestion for necessary revisions, now it the time to forward those suggestion to Lisa.
- Atomi Program – The short-term English and American Culture immersion program comprised of six students from a private women’s college in Japan is going strong. It began on February 16 and will end on March 7.

### ➤ Around the Table:

- **Alyssa Joyner** – Thanks to everyone who participated in the *Traumatic Brain Injury* presentation. The session may be repeated spring quarter.
- **Crystal Heitz** – Questions regarding “other funding” options may be addressed by Crystal and Dani.
- **Dani Trimble** – Funding options are being combined. Dani is a great resource if you have questions or want to refer students.

- **Heidi Hamer** – It is still possible to sign students up for the Opportunity Grant. Send prospective students her way!
- **John Killian** – The *International Festival* is returning to the LCC campus on June 6. Please send vendor suggestions to John.
- **Kristy Enser** – The recent First Link *go live* date pushback means no announcements on future dates will be forthcoming until the basic six requirements are all operational. It may be mid-March before testing is completed and a new date is announced. Issues still remain with payroll, financial aid, and purchasing. Although October had been on the horizon for First Wave colleges, that *go live* date is also unknown at this time.
- **Leszek Cromwell** – A *Veteran Resource Banquet* is scheduled for March 5 from 6:00 – 8:00 in the Student Center. This family friendly event will connect veterans to service providers and will culminate with a raffle drawing for book store vouchers and a \$400 scholarship.
- **Marisa Geier** – February 23 is the priority deadline for spring financial aid. March 15 is the deadline for priority on annual FAFSA applications. 2015-16 forms are anticipated by mid-March. Students access the Portal may be confused because the new year is now showing before the current year. They may use the toggle to change what shows first on the screen. May 26 is the priority application deadline for summer financial aid.
- **Nichole Seroshek** – February 27 is the last day to drop winter classes and the first day of priority registration appointments for Veterans for spring classes. March 2 is the first day of priority registration appointments for returning students for spring classes. March 9 is the first day of open registration for spring classes.
- **Rosie Leno** – The *Sophomore Career Fair* is scheduled for March 27.
- **Sandie St. Onge** – The 2014-15 Leadership Development Program participants are developing a *Welcome* orientation video for new hires at LCC as the first of several videos for their class project. All staff and departments are asked to send a photo or short video clip of what makes their services important to other staff. What does a day-in-the-life of your area look like? Please feel free to submit up to five photos or videos to [lcldp2015@gmail.com](mailto:lcldp2015@gmail.com).
- **Shannon Vantrease** – New Student Orientations begin March 9 and will be scheduled through April 6. Students may sign up at the Testing Office window.

The next Student Services Council meeting is scheduled for March 24.