



Student Services Council May 26, 2015 Meeting Notes

Present:

Breanne Bok, Brian Sharp, Carmilla Rollins, Chad Meadors, Crystal Heitz, Darren Schwegler, Eddie Smith, Heidi Hamer, Jennifer Houge, Jenny Smith, Jodi Dahlke, John Killian, Karla Rivers, Katherine Sully, Kelly Johnsen, Leah Sanchez, Leszek Cromwell, Lupe Rodriguez, Matt Johnson, Nichole Seroshek, Sandie St. Onge, Shalaina Joiner, Shannon Vantrease, Tara Starr, Traci Fuller, and Kendra Sprague, Chair

Not Present: Aaron McNabb, Alyssa Joyner, Angel Ruvalcaba, Ashley Bemm, ASLCC representative – Davis Boswell, Betty Sjoblom, Brian Isbell, Brianne Novotny, Grady Tweit, Harlan Crusier, Heather Woodridge, Ian Meskew, Jim Roffler, Justin Ford, Kami Collette, Kara McElroy, Kirc Roland, Kristy Enser, LaVerna Dubois, Linda Wilson, Maggie Stewart, Marcy Gilchrist, Margit Brumbaugh, Marisa Geier, Mary Kate Morgan, Megan Wiggins, Micah McKee, Nicole Walker, Ronda Manick, Roxana Ahmadifard, Shannon Wachob, Shantelle Davidson, Stephanie Peerboom, Stephenie Ruvalcaba, Steven Chapman, Tamra Bell, and Traci Hilligoss

Guests: Tara Starr and Wendy Hall

➤ **Updates** – As Kendra began her first solo Student Services Council meeting, she started by congratulating Eddie on bringing home the NWAC trophy over the weekend!

- Upcoming Calendar dates –
 - 5/28 – Supervisor’s Brown Bag
 - 6/15 – All staff picnic and professional development opportunities
 - 6/16 – Professional development opportunities
- Campus Clarity – Kendra provided handouts on this important solution to required student, staff, and faculty training on both Title IX and the Violence Against Women Act. (VAWA) This system has been purchased by the State Board for Community and Technical Colleges. Training must be implemented by July 1 and students must participate prior to their second quarter of enrollment. To accommodate reportable incidents, sanctions and follow-up orientations will be developed. A work group needs to be developed. Student Services staff will be the main stakeholders for student training. Provide implementation suggestions to Kendra.
- Commencement – Wendy and Tiffany made a request for volunteers. An email will be going out this week, so this is your chance to volunteer for your favorite duty at commencement. Volunteers are needed to help students with their caps and gowns, to line up students in the gym prior to processing to the stadium, to welcome guests and hand out programs at the stadium, to help faculty with their regalia in the locker rooms, and to assist with ADA seating.
- Budgets – Cabinet is preparing for the June Board of Trustees meeting where budgets will be presented showing actual projections of funds from all areas. Cuts may be coming as continued

enrollment declines will affect revenue. The legislative budget is anticipated to be announced in the next week. Your suggestions for possible efficiencies and savings are welcome.

- Student Code of Conduct - This was approved at the May Board of Trustees meeting and will become effective as WAC 132M-125-005 and College Policy #440 in 30 days. A website link will be established at that time.
- Deferments – Deferments (pay \$35 now and apply \$25 towards your tuition which will due the Tuesday before classes start) are no longer an option for paying tuition. Students may still use the on-line Payment Plan, which costs \$30.

➤ **Around the Table:**

- **Breanne Bok** – Busy touching base with seniors.
- **Brian Sharp** – Services will be affected by the two-week remodel being scheduled in June. The *Enrollment Chart* is going to print. Send any revisions ASAP.
- **Carmilla Rollins** – The list of anticipated graduates who are not properly enrolled has been posted. Please check the list for students you may work with.
- **Chad Meadors** – Retention efforts are a mandatory part of all our jobs. A huge difference was made just this past week as we went from an enrollment deficit of -15% to only -4% compared to the same time period last year. *Advising IS teaching!* (This is a powerful statement.) Make use of the many opportunities available to learn more about programs, New Student Orientation materials, and Canvass Advising tools, so you may better assist the students who come your way. Academic Early Warning ends today and this will be our last opportunity to reach out and retain our current students. Off-site testing is currently reaching potential LCC students who are graduating from high school, located in rural areas, or who may be eligible for our Running Start or Educational Talent Search programs. A new math series is coming fall quarter for non-STEM majors. An information session will be provided on Friday, May 29 at 9:00 in ADC 144B. Let Chad know if you will be attending as he may need to schedule a larger room.
- **Crystal Heitz** – Twenty-eight of the thirty scheduled vendors were present at last week's Resource Fair. Students had an opportunity to learn about many services available locally. Worker Retraining awards will be provided for up to 48 months beginning summer quarter. Crystal will be out June 2-17, so send potential students to Dani or Tamra during that time period.
- **Darren Schwegler** – A full 70% of current finishing seniors in the Educational Talent Search Program intend to enroll at LCC in the fall.
- **Heidi Hamer** – More Mental Health First Aid courses are being scheduled. This is an amazing resource that all Student Services members should participate in for their professional development. The Opportunity Grant program is going well. Send potential students to the

Start Next Quarter website.

- **Jenny Smith** – Career workshops are being finalized for the new year. The Mental Health responder training was great. It matters!
- **John Killian** – The International Festival will be back at LCC this year. June 6 is the date. Watch for a flier to come out soon.
- **Katherine Sully** – Enrolling in BFET does not affect food stamp eligibility.
- **Kelly Johnsen** – Eighty middle school students participated in the recent trip to Cannon Beach and the tide pools. It was a full three hours of fun and discovery! An amazing 70% of the students had never been to the beach prior to this fieldtrip.
- **Leszek Cromwell** – Priority registration for eligible veterans and their spouses who are receiving veteran's benefits will begin June 1. Nursing program requirements are changing and transitions are in place for returning and new students.
- **Lupe Rodriguez** – Be sure to let the Entry Center know when you schedule events, as potential attendees need guidance in finding the correct rooms at the correct times on the correct dates.
- **Matt Johnson** – TRiO is continuing the very popular college campus tours. Check with Matt for dates on the next trip to UW and WWU.
- **Nichole Seroshek** – Upcoming dates of importance:
 - 5/29 – last day to drop spring classes and priority enrollment for eligible Veterans and their eligible spouses
 - 6/1 – Priority fall registration for returning students and last day to apply for summer enrollment (if degree seeking)
 - 6/8 – Open registration begins for fall
- **Sandie St. Onge** – There are several outstanding visa receipts for the April 26-May 25 statement period. Please route your receipts as soon as your transactions have been completed.
- **Shalaina Joiner** – Canvas advising training and information sessions for faculty are going well. Staff are invited to attend and learn, too. New Student Orientation sessions for summer have been underway for three weeks. Beginning in June, NSO session will cover summer and fall. University students taking summer classes to transfer back to their institutions should be sent to the Entry Center.
- **Shannon Vantrease** – Interpreters have been scheduled for Commencement. ADA seating tickets are still being distributed.
- **Tara Starr** – Work First has begun implementing *On-Course* materials and retention efforts.

The next Student Services Council meeting is scheduled for Tuesday, June 23.