



Student Services Council August 25, 2015 Meeting Notes

Present:

Aaron McNabb, Brian Isbell, Brian Sharp, Carmilla Rollins, Chad Meadors, Crystal Heitz, Dani Trimble, Eddie Smith, Heidi Hamer, Jennifer Houge, Jenny Smith, Justin Ford, Kara McElroy, Karla Rivers, Kelly Johnsen, Leah Sanchez, Micah McKee, Nichole Seroshek, Sandie St. Onge, Shannon Vantrease, Traci Hilligoss, and Kendra Sprague, Chair

- Budget - The 2015-16 budget will be presented to the Board of Trustees at their workshop on August 27. It will include the new fee schedule, including the proposed matriculation fee which will replace the current admission fee. Staffing levels are not expected to be affected by the budget being proposed. Voluntary Early Separation Incentive, VESI, will not be offered in 2015-16. Enrollment will be watch closely.
- Campus Clarity/ VAWA brochure - Dani provided copies of the current brochure. Referrals should go through our campus counselors. Digital signage may be used to push the upcoming survey notice. Emails will be sent to students to roll out this federally mandated training. It may eventually be included with COLL 101 curriculum. Student Government will do the training this week and may start a student campaign. The student version may be reviewed by staff; just let Kendra know if you are interested. A faculty and staff version will be reviewed soon. While personally identifiable data is not retained or accessible, we will know who has completed the training. Resource tabs are available for those who wish to self-refer for assistance while going through the training.
- 25Live – handout  This new resource scheduling program works with ctcLink and the State will be able to review our room usage for consideration of Capital funding. All "events", academic calendar postings, classes, workshops, etc. will be posted to 25Live. Training has already begun for initial stakeholders. January 2016 is our anticipated go live date. Until then, current Outlook and other scheduling systems are also being used, in addition to 25Live. This program will be available on faculty and staff website, use your email login and password to access and request rooms.
- In-Service Week – handout  Place in-service week events on your calendar as appropriate. Participate, but assure your department services remain open for the Monday morning welcome reception and All Staff meeting and the Friday afternoon Fall reception. Choose one of two civility training sessions. Faculty will have first option and then if space is available, full-time staff may be invited to attend. Information will be shared with supervisors to share with part-time staff.
- Academic Dishonesty Process Flow Chart – handout  Kendra discussed how the process flows.
- Student Conduct Process Flow Chart – handout  Kendra discussed how the process flows.

➤ Hours of Operation – Cabinet may revoke the 8-10 Friday morning Admissions Center building closure at their meeting tomorrow. If that is the case, staff may still meet on Friday mornings, but doors will be unlocked and counters will need to be covered for full student services. Services need to be provided until 6 PM the first week of classes, Monday through Thursday, and doors will always be open at 8 AM on all paydays. ➔ NOTE: Effective 9/11/15, ADC doors will be open and services will be available M-F at 8:00 A.M. as approved by Cabinet on 8/26/15.

➤ Around the Table:

- **Brian Isbell** – If you are not familiar with [SALT](#), check out the Financial Aid website. This is a great resource for managing student loans, and more!
- **Brian Sharp** – Career Center staff are busy working to find business partners willing to work with program and degree completers for interviews and jobs.
- **Chad Meadors** – Retention calling efforts are paying off in a big way. Students appreciate the hands on personal touch they receive through this calling activity. Three new student orientations have been added to accommodate the increased admission activity. Welcome to LCC!
- **Crystal Heitz** – Planning is underway to roll out worker retraining workshops and campus tours have already begun.
- **Dani Trimble** – With recurring enrollment drops, WorkFirst is facing challenges. Professional/ technical program students should be referred to [Start Next Quarter](#) for a short, free, and anonymous survey. Katie Sully will be returning to BFET soon.
- **Eddie Smith** – Retention calling has been a busy and on-going project this quarter. Forty-six baseball players will be reporting next week.
- **Heidi Hamer** – Students hoping to qualify for the Opportunity Grant should begin their process by taking the [Start Next Quarter](#) survey.
- **Jenny Smith** – Heather Wooldridge has been busy calling undecided students and the Career Center is really hopping! Jenny also gave a “shout out” to all the New Student Orientation folks, who have been increasingly busy this quarter.
- **Justin Ford** – Marcy Gilchrist is off to Arizona and Lupe Rodriguez is learning the Running Start ropes! Check out the new office spaces and tenants upstairs in the Student Center.
- **Karla Rivers** – August 27 is the last day to withdraw from summer classes. Grades are due next Monday and should be available on-line September 1.

- **Kelly Johnsen** – The new academic year will be bringing plenty of new college-bound students into the Educational Talent Search program.
- **Kendra Sprague** – Margit Brumbaugh and her international program staff (minus Justin and Sandie) have moved into the Library building – Suite 110 – the old VPI space. Their telephone numbers remain the same.
- **Sandie St. Onge** – We have about a dozen international students returning from their summer break, plus we are expecting 9 new international students to begin classes fall quarter. Housing is still an issue. Academic warning, probation, and suspension messages will be going out to summer students next week, after summer grades have been posted. Students on academic warning are provided with resources to improve their GPA. Students on academic probation also receive notification of the academic probation coach assigned to assist them in developing plans for academic success. Students on academic suspension must petition for academic reinstatement and may be required to sit out for one year. Visa statements will arrive tomorrow, so be sure to route any outstanding visa receipts today.
- **Shannon Vantrease** – Disability Support Services is busy processing qualified students referred to their program for needed fall quarter accommodations.
- **Traci Fuller** – New Student Orientations are being provided daily. There will be six sessions next week. Students who have been gone for longer than two years need to restart with an NSO.

The next Student Services Council meeting is scheduled for September 27.