



## Student Services Council November 17, 2015 Meeting Notes

### **Present:**

Alyssa Joyner, Angel Ruvalcaba, Ashley Bemm, Brian Sharp, Chad Meadors, Eddie Smith, Jenny Smith, Justin Ford, Kara McElroy, Katherine Sully, Kelly Johnsen, Leah Sanchez, Leszek Cromwell, Lisa Kay, Lupe Rodriguez, Marisa Geier, Matt Johnson, Nichole Seroshek, Ronda Manick, Roxana Ahmadifard, Sandie St. Onge, Shalaina Williams, Traci Fuller, and Kendra Sprague, Chair

**Guests:** Janel Skreen, Stefanee Bunn, Tara Starr, Tiffany Stewart, and Wendy Hall

### ➤ **Updates**

- *Fall into Winter* marketing campaign - Wendy and Tiffany provided fun handouts reminding staff of their vital role in student retention. The card attached to *Lifesaver* candies provided information on the current campaign to get current students enrolled by December 10 and the four weekly drawing they will be eligible for if they do enroll prior to the break.
- 25Live – Justin Ford provided handouts from Julie Smith and demonstrated how everyone will be requesting rooms and posting “events” through 25Live. He encouraged everyone to participate in the practice labs Pam DeRosier will be scheduling. The current online calendar (Trumba) will eventually work with 25Live and all current room schedules on Outlook will be leaving. You may access 25Live by going to the faculty and staff [website](#) and clicking on [Use 25Live Room & Event Scheduling System](#).
- Personal Leave and Personal Holiday – Kendra announced that staff need to use their Personal Holiday leave days by December 31.
- Position updates
  - Registration – Tim Howey, introduced and welcomed
  - Financial Aid – Lisa Kay, introduced and welcomed
  - Outreach - interviewing
  - VPSS – interim through when the new VPSS is hired...likely June, Kendra Sprague
  - Security Manager – interviewing
  - Director of Environmental Health & Safety – Janel Skreen, introduced and welcomed
  - Instruction, Executive Assistant – interim through March, Rachel Mistic
- Evening hour discussion - Student Services offices are open the first week of each quarter, Monday through Thursday until 6:00 p.m. Be sure to arrange for coverage in your work areas.

- Efficiency Closure dates in December are December 23, 24, 28, 29. Submit leave forms or request work assignments by December 17.
- Campus Clarity update/video – Kendra briefly reviewed the purpose of the SAVE Act and discussed upcoming training opportunities for staff and students. She also announced that a state-wide campus climate survey will be out next year. Campus Clarity training will be made available to staff in December and to students in January. Posters and handouts are also being developed regarding this “mandatory” training. A thought provoking video, which related consenting to drink a cup of tea to consenting to participate in a sexual encounter was shown. For those who missed it, here is the [link](#).
- *College Achievement Alliance – Understanding and Engaging Under-Resourced College Students* conference report – Stefanee Bunn reported on the conference that she and other LCC staff members attended recently. Attendees learned what causes students to be under-resourced and how to assist them. They learned of the eleven under-resourced categories and then went through a curriculum on investigations and how to facilitate students in the steps towards change. She is hoping to bring two of the presenters to LCC next fall.

➤ **Around the Table:**

- **Alyssa Joyner** – Thanks to all who supported the November 10 flag raising ceremony. A new quarterly veteran’s briefing on available services and benefits will be initiated soon.
- **Angel Ruvalcaba** – The COMPASS assessment tool is going away next year and alternative assessment programs are being reviewed. Directed Self Placement is being used on many campuses and seems to work well.
- **Chad Meadors** – New Student Orientations for winter quarter will run from November 23 through December 31.
- **Crystal Heitz** – Worker Retraining orientations are continuing on Tuesdays and fliers will be coming out soon.
- **Eddie Smith** – Fall quarter Academic Early Warning ended last week. There was a great faculty participation this quarter!
- **Janel Skreen** – Interviews continue for the new Safety and Security Manager. Emergency Planning continues and signs have been posted above most doors to allow efficient reporting to emergency responders on the location of reportable events. Hand-lock hardware is being installed for locking rooms from the inside. Watch for new safety fliers.
- **Jenny Smith** – There is a healthcare career options fair in the Student Center conference rooms today.

- **John Killian** – Students are starting a *Holiday Bingo* event.
- **Kara McElroy** – Marketing for early winter enrollments seems to be working, as lots of students are requesting advising appointments!
- **Katherine Sully** – BFET is at 160 FTEs and growing. Qualified *Passport to College* students are eligible for \$1,500 each quarter. Send inquiries to Katie .
- **Kendra Sprague** – There is an All Staff meeting scheduled for next Tuesday, November 24 at 4:00 in the Health and Sciences Lecture Hall.
- **Lupe Rodriguez** – The deadline for running start winter enrollments is December 4.
- **Marisa Geier** – Big changes are coming for FAFSA applications. Originally due in January, there will also be a reporting period in October next year and then October will become the annual reporting deadline from that point forward. It is anticipated that “special condition” requests will increase during the reporting revision period. Marisa also reported on personal FAFSA ID’s and passwords vs. the previously used PIN. Check out the FA [website](#) for full details!
- **Sandie St. Onge** – Julie Smith reports that she is busy updating advisee lists for faculty members in an attempt to remove non-active students and to revise current advisee lists.
- **Shalaina Williams** – Please encourage students to see their advisors before they leave for the fall to winter break. If they don’t know who their advisor is, check CANVAS under *my advisee*. Julie Smith needs to make all student intend changes manually.
- **Stefanee Bunn** – Work is underway to assure that all WorkFirst students are in appropriate programs. Participation rates are being reviewed.
- **Tara Starr** – Tara and Katie are providing monthly resource workshops. Upcoming topics are Domestic Violence (11/23), Legal Aid (12/1), and Health Care (1/4).
- **Traci Fuller** – Advising staff are scrambling to help all the students requesting advising for enrollment prior to December 10.

The next Student Services Council “meeting” is scheduled for December 22 and will have a celebratory nature as we go into our December efficiency closure! Watch for further announcements from Kendra.