



## Student Services Council February 23, 2015 Meeting Notes

### Present:

Angel Ruvalcaba, Anna Davis, Brian Isbell, Brian Sharp, Carmilla Rollins, Chad Meadors, Jenny Smith, Josh Davis, Justin Ford, Kara McElroy, Katherine Sully, Kelly Johnsen, Leszek Cromwell, Linda Wilson, Lisa Kay, Marisa Geier, Mary Kate Marthaller, Micah McKee, Ronda Manick, Sandie St. Onge, Shannon Vantrease, and Kendra Sprague, Chair

Guests: Janel Skreen, Jason Arrowsmith, Rosie Leno, Tara Starr, Tiffany Steward, and Wendy Hall

### ➤ Updates

- Wendy – The Spring Enrollment Marketing Campaign – *Winter into Spring* has begun and students who enroll by March 17 will be eligible to be drawn for one of four \$500 tuition/book credits from LCC. Packets of *Forget-me-nots* seeds were handed out with the [campaign link](#) on the back of the package.
  - Encourage students to schedule their advising appointments now and to enroll by March 17 when the campaign ends and faculty leave for spring break.
  - For those who intend to plant the flower seeds, here is a [link](#) for further information. They provide a lovely blue carpet of color each spring, are easy to grow, prefer moist lightly shaded areas (great for the Pacific Northwest), and if you leave them alone after spreading the seeds at the end of summer you will find that they spread easily even though the first year blooms may seem insignificant.
- Wendy/Kendra – Admission Web Page – New shortcuts have been added to the student admissions [website](#) with catchy red bars and an informational video. Please test out this site with your smart phones and Ipads, then let Wendy know of any issues you run across to assure the application will work for everyone.
- Janel – Continuation of Services after an emergency planning COOP – Janel provided a PowerPoint (attached to this message) and discussed the importance of meeting with your work groups to complete a COOP template (attached to this message) outlining how your area could provide service continuity in the event of an emergency. Consider what you and your staff could do if you couldn't access your building, desk, phone, computer, lead staff, support staff, or records due to prolonged disruption of power, water, fire, violence in the workplace, weather, earthquake, major infectious disease occurrence, or other disasters -
  - How could you provide services and what are your critical functions?
  - How could you get the message out?
  - Where could you go?
  - Do you have a list of your staff telephone numbers? Who is in charge (line of succession)?
  - Are the records, data, forms you use daily backed up on a flash drive?

- Who is backup trained if you are sheltered in place or can't come in for an extended time period?
- Talk about your options and do some pre-planning. For instance, prepare for earthquakes – what could fall or cause injury, where and when should you exit or shelter in place, what about the students in the lobby, where is the nearest first aid kit and AED, who is CPR and First Aid trained, do you have water and energy bars stashed nearby?
- Budget Discussion – Planning is already well underway for 2016-17 and the picture isn't pretty. Work with your department to discuss staffing and equipment needs, projected expenditures, and cost saving ideas that could be implemented. Please do not “spend down” your annual budget as this will provide savings to the next year. However, if you need a large item and have the funds now, you may want to plan to purchase that item this year. Also, assure that your allocated funds are in the correct “bucket” (travel, salaries, goods & services) to cover actual/projected expenses, rather than transferring funds from one bucket to cover the expenses of another bucket.
- Staff updates –
  - The position opening for Vice President of Student Services closes March 2. Open forums will be scheduled mid-April to mid-May with a July 1 start date.
  - Margit has resigned and will be starting a new job at Clark on March 7. Transition plans are being made and a position opening will be posted with a July 1 start date. Sandie is once again the Primary Designated School Official (PDSO) for reporting to the Student and Exchange Visitor Information System (SEVIS) on student status, which will allow Lower Columbia College to retain accreditation and authority to continue accepting international students.
- Reminders - All Staff is at 4:00 this afternoon in the Health and Sciences Lecture Hall.
- Wellness activities – Encourage participation in these fun and informative events.
- ctCLink Updates – Although an October 31 go-live day was projected earlier this week, the President's group has not provided input on that date. Watch for further announcements.

➤ **Around the Table:**

- **Brian Sharp** – There is a Career Networking event scheduled for April 19 and a Volunteer opportunity coming up on May 2.
- **Carmilla Rollins** – Spring priority registration appointment for veterans and their dependents begin on February 26. Priority registration appointments for returning students begin on February 29 and open registration begins on March 7.

- **Chad Meadors** – ADP Pro is not accurate if you are trying to determine a student's assigned faculty advisor. Double check Canvas or use the Advisor Lookup Tool for current advisor information.
- **Janel Skreen** – Early March is scheduled for emergency planning. Review the data attached to these minutes for COOP details and planning.
- **Josh Davis** – Registration is underway for the April 14-15 Veteran Suicide Prevention program by WSU.
- **Kara McElroy** – The deadline for new spring quarter degree seeking student applications has past. Summer applications are now being accepted.
- **Marisa Geier** – The priority application deadline for spring financial aid is past. Please encourage students to apply ASAP if they missed the deadline. March 15 is the Federal Application Deadline for priority on the annual FAFSA application. Encourage students to complete that application now by going to [www.fafsa.gov](http://www.fafsa.gov).
- **Mary Kate Marthaller** – The spring veterans information presentation will be held on March 10.
- **Rosie Leno** – About 125 eighth grade girls will be on campus March 24 for an event from 10:00 – 1:00.

The next Student Services Council meeting is scheduled for March 22, 2016, the day after winter grades are due.