



Student Services Council November 22, 2016 Meeting Notes

Present: April Vance, Betty Hayes, Carmilla Rollins, Jennifer Houge, John Killian, Justin Ford, Kami Collette, Karla Rivers, Leah Sanchez, Leszek Cromwell, Lupe Rodriguez, Nichole Seroshek, Nicole Walker, Paz Clearwater, Sandie St. Onge, and Sue Orchard, Chair

Guests: Crystal Heitz, Demetrye Wilkins, Julie Bohannon, and Katherine Sully

We had a small group present today and everyone introduced themselves to new staff member Paz Clearwater (Assistant Director of Student Programs), provided their main job functions at LCC and told what they were thankful for during this season of thanks giving. Sue would like these meetings to be useful and beneficial to the group, so if you have suggestions for agenda topics please contact her. Obvious items are trainings on new programs, systems, and processes and updates to share with students on campus changes.

Upcoming dates and activities were shared, including:

- **ctcLink Update** – There is no “go-live” date at this time. As staff continue to prepare for conversion, Registration and Financial Aid may have additional Fridays where they are closed from 8:00 – 10:00 to accommodate necessary training functions.
- **December 5** – Department Holiday Photo Contest has been organized by the Red Devil Wellness committee. Contact [Sam Orth](#) for further information and to schedule you group photo time.
- **December 9** – “Holiday Hop” will be the campus-wide celebration this year. Staff will be able to visit several departments throughout the day for treats. Student Services will set up their treats in the Admissions Center Lobby. Work with your supervisor to determine what your areas will provide. Here is the current schedule:

8:00 9:00 – Effectiveness & College Relations

9:00 – *hip hop* back to the office spot

10:00 – 11:00 – Campus Services

11:00 – *Boogie* to the beat

12:00 – 1:00 – Office of Instruction/Library

1:00 – 2:00 - *jump to your feet* – **hit the fitness center**

2:00 – 3:00 – Student Center/Admissions

3:00 – *Move and groove*

4:00 – 5:00 – Admin

5:00 – *Hop on home*

- December 19 – Student Services Potluck Social and Collection for the Emergency Support Shelter from 1:00 – 3:00 in the Heritage Room. We will have fun, food, and even a few games! Work with your supervisor to determine what your area would like to provide for the potluck. Bring your support shelter donations to the party and be prepared to provide an approximate cost for the items being donated as it is needed by the support shelter for their paperwork. Here is their list of most needed items:

Ice Packs & over the counter medications
 Coffee, sugar, creamer, peanut butter, etc.
 Baby Wipes
 Diapers (size 4 & 5)
 Pull Ups
 Pregnancy Tests
 Lice Treatments
 Bandages (varying sizes)
 Gift cards for shoes, gas & haircuts
 Laundry soap
 Zip lock bags (sandwich and gallon size)
 Dish soap
 Make up

Kleenex
 Conditioner
 Body lotion
 Hand soap
 Body wash
 New socks & underwear for kids and women
 Garbage Bags (kitchen size)
 Toilet paper
 New pillows
 Shower curtain liners
 Mattress covers
 Sponges
 Anti-bacterial all-purpose cleaners

- December 21 – 27 – Campus is closed for the annual winter *Efficiency Closure*. Turn in your leave requests soon. December 26 is a paid holiday, so you only need to account for four work days.
- January 17-March 7 – Tobacco Cessation Program for students. Contact [Sam Orth](#) for further information.
- Around the Table
 - April Vance – More student applications are needed for the tree give-away program. ASLCC will have *Holiday Bingo* for students on December 1. Check with [April](#) for further information.
 - Betty Hayes – The annual retention calling project will get underway on December 19. Staff and work study will be needed to complete the calling efficiently. Scripts will be available. Contact [Betty](#) for further information and to volunteer.
 - Crystal Heitz – Application review will begin soon and the hope is to register all eligible students prior to the run of auto app.
 - Demetrye Wilkins – Applications are being accepted and reviewed.
 - John Killian – TRiO has openings for eligible students. Come out and try the meditation classes being offered on Tuesdays at noon upstairs in the Art Gallery.
 - Julie Bohannon – WorkFirst will be providing a *Financial Reality* workshop on December 14 from 9:00 to noon in the Student Center.
 - Justin Ford – Massages will be available on December 7 from 10:00 to 2:00 in the Student Center.

- Kami Collette – Running Start priority registration is underway. There are eleven new RS students starting winter quarter.
- Katherine Sully – Awarding is ongoing and students who apply earlier have a better chance of making the cut.
- Leszek Cromwell – There are 13 new student orientations scheduled between now and December 20. Students should contact Angel Ruvalcaba at the testing office to register. Pre-nursing students should contact [Lesh](#) for advising appointments.
- Nichole Seroshek – Winter quarter tuition is due December 28 for enrolled students and the Friday after enrollment for students who enroll after December 28.
- Nicole Walker – Annual performance reporting is underway. A grant application is being written to provide additional support to Kelso High School students.

The next Student Services Council meeting is scheduled for DECEMBER 19, which is our potluck/staff appreciation/support shelter collection and celebration in the Heritage Room at 1:00. Remember your potluck item and donation for the support shelter!