



Student Services Council

February 28, 2017

Meeting Notes

Present: Angel Ruvalcaba, ASLCC representative-Tom Holtslander, Betty Hayes, Carmilla Rollins, Chad Meadors, Eddie Smith, Jennifer Houge, John Jacobs, Kara McElroy, Karla Rivers, Leszek Cromwell, Mary Kate Marthaller, Nichole Seroshek, Paz Clearwater, Sandie St. Onge, Shalaina Williams, and Sue Orchard, Chair

Guests: Chris Bailey, Crystal Heitz, Demetrye Wilkins, Jenny Smith, Katherine Sully, Shannon Wachob, Steven Boyer, and Wendy Hall

➤ **Agenda Items Covered -**

- Introductions around the table
- Recognition of Chad's 200+ wins and third year as #1 coach in the West NWAC division – Chris Bailey
- Thank you for serving students and encouraging early enrollment - Wendy Hall
- The landing page is being revised to streamline and assist self-select enrollment process steps. The nine possible selections are organized by the number of "hits" recorded. It will go live after being presented to Instruction.
- Updates from Sue
 - Sandie's retirement will be celebrated at the next Student Services Council meeting on March 28.
 - Cabinet is working through the budget process for 2017-18. Although enrollment has declined over the past year, LCC will be getting a little more funding based on the new three-year allocation model, which means that necessary cuts should be absorbable.
 - Our focus in student services is on retention efforts. Persistence is better when students are on a defined track, which is possible through early interest assessment. Directed Self Placement and Intrusive Advising help to identify barriers to success and help to prepare for and provide wrap-around support. Work group (pods) activity is encouraged by all staff. A Strategic Enrollment Management steering committee is being developed. Students are also encouraged to participate.

➤ **Around the Table:**

- **ASLCC Rep – Tom Holtslander** - Hall of Honor nominations are now available online.

- **Betty Hayes** – The March 31 Sophomore Career Fair will be bringing double the normally anticipated students (998) to our campus. Betty requested “all hands on deck” to assist with this group and suggestions to help the process move efficiently. Students will have scheduled themselves for three 20-minute sessions. There will be several backup sessions in case presenters do not show up. Suggestions from staff who have experienced this wonderful campus visit included:
 - Master list of presenters
 - Template for building monitors to post and note on bottom of student schedule sheet – (if Presenter absent – go to A-B-C for back up session
 - Use the meeting boards and post liberally around campus
 - Assign departure “zones” by high school to alleviate the confusion of leaving campus
 - Brightly colored t-shirts or balloons to designate staff/student assistants
- **Chad Meadors** – New Student Orientations are being planned for all students, including students who consider themselves to be “leisure”. This will assist with the overload of questions from a handful of students who do not know how to get their email, pin, books, or canvas assignments.
- **Crystal Heitz** – There will be a Wellness Committee soup cook off on March 10. Staff are encouraged to participate by signing up to bring in a crock pot of soup or to be tasters/judges. The “winner” will have their soup featured in the *Fork & Flame*.
- **Jenny Smith** – The next Career Fair is scheduled for April 18. Encourage students to participate (and dress appropriately for a job interview). Scholarship applications for 2017-18 are now available online.
- **John Jacobs** – FAFSA applications for 2017-18 are now available. Assure that the correct year forms are being used. Financial aid staff members will be busy the week grades are posted. All student forms are available on the FA portal.
- **Katherine Sully** – A one-size-fits-all orientation is now being provided for all WorkForce programs. The next Resource Fair is scheduled for May 25 and 30 agencies have already indicated in interest in participating.
- **Mary Kate Marthaller** – Training is being developed to help staff create and post accessible documents online.
- **Nichole Seroshek** – Spring quarter enrollment is already underway. Veterans and their dependents began priority enrollment February 24 and today began priority registration for current winter quarter students. Open registration begins March 6.
- **Paz Clearwater** – ASLCC is in the budget process for next year. The selection of officers for next year has also been started. Paz has picked up club advisor duties for Phi Theta Kappa, which has 34 students.

- **Shalaina Williams** – New Student Orientation sessions for spring quarter are scheduled from March 6 through spring break.
- **Shannon Wachob** – WorkForce is looking forward to adding a new staff member.

The next Student Services Council meeting is scheduled for March 28 and will include a celebration acknowledging Sandie St. Onge's retirement.