



Student Services Council
Thursday, March 24, 2005
Meeting Notes

Present:

Eileen Bergeson, Margit Brumbaugh, Ernie Cadman, Twylla Corrie, Tiahna Davis, Buzz Gorman, Marisa Greear, George Henderson, Jason Hosenev, Betty Johnson, Dan Johnson, John Krause, Lynn Lawrence, Bunpa Lim, Ronda Manick, Therese Montoya, Faye Olason, Sallie Parson, Karla Rivers, Barbara Schoeffler, Jenny Smith, Mary Stone, Sandie St. Onge, and Mary Harding, Chair

Not Present: Roxana Ahmadifard, Diane Armstead, Pat Boerner, Carol Carlson, Julie Dasso, Scott Dennis, Terrence Green, Wendy Hall, Ilona Kerby, Jennifer Knapp, Kay Koski, Nadine Lemmons, Wes McGee, Marleen Musso, Jim Roffler, Kirc Roland, Betty Sjoblom, Darcy Smith, Kathy Wheeler, and ASLCC representative,

➤ **Division Items**

- **Math Marketing Toolkit** – Mary provided a handout and asked everyone to use this information in each of our outreach efforts. You should also try to incorporate support of this in your 2005-06 departmental goals. Community outreach programs within Student Services that should be including this information include, but are not limited to: Tech Prep, Camp Moxie, Barnes College Day, New Student Orientations, and Running Start. Three years after having taken their last high school math class, new LCC students have forgotten much that they once knew. It is very important that mathematics be included throughout high school curriculum. Although students believe they will “never use it” outside the classroom, it has been shown otherwise. We need to share this message in any conversation we have with K-12 students, parents, and faculty. An emphasis of our Title III grant is improved math progression. The math transitions project grant with Kelso High School was not funded, but parts of the program will go on as planned. A three-week math brush-up workshop and a one week ½ credit summer class are both being considered and math placement scores will be reviewed after a full year of data has been collected and assessed. Mary shared information garnered from her recent League for Innovation conference which showed students who had failed to successfully complete math courses multiple times doubled their success rate when they were placed in a full year sequence of MATH 092, 099, and 112 that spent twice as long on the classes as normally scheduled.

The legislature has proposed that high schools be billed for students unprepared for college level courses who must first take remedial classes when they begin college. According to SBCTC data, 62-65% of entering freshman are at a MATH 099 or lower level.

- **Fiscal Year Cutoff** – Mary reported that our Business Office has set the fiscal year cutoff date as Friday, April 22, 2005. Encumber known upcoming expenditures to continue our good relationship with the Business Office. Late purchase requests will require the approval of Mary and Dr. McLaughlin or Ellen Peres. Get wish list requests to your supervisors by April 15 for possible purchase approval.
- **Career Central Network Employment Database** – John reported on this exciting new database system that will eventually allow employers and hopeful employees (students/alumni) to be matched up based on job openings and work experience, degree programs and approved resumes. Training is on-going with the server in New York, with a date of April 14-15 set for next big push of activity. John asked for name suggestions for this software program, as we are allowed to use a name that is meaningful to us. A few suggestions overheard at the meeting included “Job Match”, “Employment Clearinghouse” and “The Hire Link”. “How to” brochures will be developed.
- **Committee Reports** - internal webpage - <http://lcc.ctc.edu/info/minutes>
 - **Academic Standards Committee** – Mary Harding reported that this committee has not met recently.
 - **Assessment Committee** – Lynn Lawrence reported that department assessments are due and that Gen Ed definition work is occurring. If your program is currently under review, you have already met your assessment need.
 - **Curriculum Committee** – Therese Montoya reported that nothing outstanding occurred at the last meeting.
 - **Diversity Committee** – Dan Johnson reported that lots of discussion occurred at the last meeting regarding Diversity Course requirements and the fact that some of the diversity listed courses are not being accepted at four-year institutions as meeting their diversity requirements. The committee has viewed about ½ of the diversity hiring practices video and has become discouraged that only a handful of members are attending on a regular basis. Dr. Takaki provided fuel to the fire during his last visit, but as committee members are learning this is a many-step process.

- **Financial Aid Committee** – Buzz Gorman reported that this committee approved three appeals for reinstatement on March 24 and is expecting to receive more appeals after winter grades come out.
- **Instructional Council** – Mary Stone had nothing new to report on this committee.
- **Student Services ad hoc Social Committee** –John Krause reported that the St. Patrick's Day potluck was well attended and had some really great food. Their next meeting is scheduled for April.

➤ **Around the Table**

- **Eileen Bergeson** – Title III faculty in-service sessions were well received on March 17. The Hershey System will be providing some document imaging training to primary users on April 7. The website revision process is moving forward. Three of her staff have been assigned duties directly related to our website revision.
- **Twylla Corrie** – Forty-seven job seekers were hired out of the 600-650 Career and Employment Fair attendees on March 3.
- **Buzz Gorman** – There are three weeks left before the initial scholarship application deadline of April 15. Students applying by that date will receive priority consideration for scholarships. Students must indicate which scholarships they are applying for by checking the boxes next to those scholarships on the new form which is available in the Financial Aid Office and on-line at <http://lcc.ctc.edu/departments/finaid/#scholarships>.
- **Mary Harding** – Work Study allocations have been cut, which not only means fewer hours of assistance, but also less money for our students. Our students are already under end-of-quarter stress, be sympathetic and empathetic. We anticipate receiving a lower allocation next year as more schools learn the value of employing work study students.
- **Jason Hoseney** - SSS staff are anxiously awaiting word from Patty Murray or Brian Baird regarding the approval of their grant application to be re-funded for the next five years. Jason also reported on a full-time Americorp position that may be housed in his area to provide financial aid counseling, paperwork assistance, and funding strategy exploration.
- **Dan Johnson** – Due to student funding cutbacks, the identification card hours are being changed to noon to 2:00 and from 10 to 3 during orientations.

- **John Krause** - The Tech Prep grant is due next Thursday. John provided copies of the Crystal Apple Award nomination form. You need to turn in your nomination form by April 15.
- **Lynn Lawrence** - Grades are due by 2:00 p.m. on Friday, March 25.
- **Bunpa Lim** - The Multicultural Club is sponsoring a "One Woman Presentation" on April 19. The presenter depicts six different women in history.
- **Faye Olason** - Learning Community students will now be required to take the new HDEV 085 "College Readiness" course. If students are on financial aid and already required to take HDEV 100, they will only need to complete one credit of the two credits in HDEV 085.
- **Karla Rivers** - Karla is wrapping up her training and will soon begin training others on Data Recording tools, the rehosting substitute for DATA. Our transition date is currently scheduled for October 4.
- **Barbara Schoeffler** - A recent survey of local pharmacies revealed that they want to continue participation in our ICP Pharmacy Tech program.
- **Jenny Smith** - 195 students have taken the running start placement test since the beginning of March. COMPAS on-line testing is underway.
- **Mary Stone** - The Honors Committee met yesterday. Nine students have already enrolled in these classes which begin next fall quarter. Students are particularly excited about the leadership and learning portion. Running Start students are eligible to enroll. The admission process is being defined and a procedure to allow priority enrollment is being discussed.
- **Sandie St. Onge** - Thanks to everyone who helped to make the Mt. Edgecumbe visit so great! Ernie (housing & cake), Sandie (BBQ and housing), Therese (housing offer), Darcy (tour setup and delivery), Jason (SSS information), Bookstore, Tech Prep, Institute, Running Start and CTEP Program (goodies bag donations), Maggie Kennedy (photos), all of Student Services staff for sharing the fun and food of our potluck that day.

The next Student Services Council meeting is scheduled for THURSDAY, April 28.