



Student Services Council
Thursday, January 25, 2007
Meeting Notes

Present:

Eileen Bergeson, Pat Boerner, Kathy Carty, Twylla Corrie, Buzz Gorman, Marisa Greear, Wendy Hall, Joe Hobson, Jason Hosenev, Dan Johnson, Jennifer Knapp, John Krause, Lynn Lawrence, Faye Olason, Karla Rivers, Barbara Schoeffler, Darcy Smith, Sandie St. Onge, Kathy Wheeler, ASLCC representative, Mike Leeper, and Mary Harding, Chair

Not Present: Roxana Ahmadifard, Diane Armstead, Margit Brumbaugh, Ernie Cadman, Carol Carlson, DeJannel Davis, Scott Dennis, Terrence Green, George Henderson, Betty Johnson, Nadine Lemmons, Bunpa Lim, Ronda Manick, Wes McGee, Therese Montoya, Marleen Musso, Sallie Parson, Jim Roffler, Kirc Roland, Betty Sjoblom, Jenny Smith, Bill Stahley, Mary Stone,

➤ **Division Items**

- **Communication re: Inclement Weather** – Mary asked how the communication regarding inclement weather delays and closures worked for them. The biggest issue seemed to be the one day that first indicated a “late start” and then later indicated that “campus was closed.” Staff with computers liked being able to find the information on-line, as watching the scrolling television bar for information requires patience and time. A question was raised about the possibility of including a list of faculty who will be out to help students decide whether to drive in or not, and placing messages on other telephone lines that also receive considerable queries. Mary reminded everyone that they must always consider their own safety before deciding to drive in, regardless of campus closure/late start decisions. Current inclement weather procedures are available on our internal website.
- **Budget Development for 2007-08** – Mary provided a handout regarding the budget development process flow for 2007-08, which is essentially the same as last year. Meet with your workgroups, discuss needs, created a prioritized list and prepare Planning & Budget Initiative forms for the top five items. It is very important that you be realistic with your requests. We are not expecting any increases to our funding for 2007-08. Foundation Grant requests should also be considered at this time.
- **End of Year Spend Down** – Mary reminded us that the week before the final expenditure cut-off dates, which is usually the second or third week of April, any remaining funds become hers to use for spend down requests. Small amounts of funds from several budgets may be just enough to buy that one special piece of equipment that a department needs. Be sure to prepare Purchase Requests marked “spend down” and turn them into Mary for consideration of funding well ahead of the April spending cut-off date. After the cut-off date, student budget expenditures will require signatures from both Dan and Mary, regardless of the amount of the expenditure.

- **Block Schedule** – Mary provided a handout and explained that the newest revision of the block schedule will be implemented fall quarter 2007. It allows for a basically “class free” hour for student activities and programs from noon to 1:10 on Tuesdays. Karla indicated that the biggest change is Tuesday and Thursday 1:00 classes will now begin at 1:20. The new schedule also allows a time for hybrid classes on Thursday afternoons.
 - **Achieving the Dream** – Mary reported on her recent attendance at the *Achieving the Dream* conference in Albuquerque, New Mexico. Through private funding from several foundations, including Gates, Lumina and College Spark, community colleges in ten states are receiving grants to improve student progress. In Washington State, the colleges are Renton, Highline, Yakima Valley, Big Bend, Tacoma and Seattle Central. These colleges have high populations of students of color, students with low income, and students with extreme socio economic issues. Mary was able to participate in this conference because of her leadership role in WSSSC.
 - **Assessment Committee Recommendations** – Wendy provided a handout from the Assessment Committee recommending that “*October 15th (or the closest work day to the 15th) be established as the standing deadline for all assessment reports, including both instructional and non-instructional areas.*” **It was moved, seconded, and approved to accept this Assessment Committee recommendation.**
 - **First Quarter Students on Academic Probation** – Mary reported that first quarter students who were placed on academic probation because their fall quarter grade point average fell below 2.00 were called by entry advisors prior to the start of winter quarter and were asked to come in for personal meetings to develop action plans to improve their performance for winter quarter. The entry advisors will report on the experience and the kind of plans that were made at our next meeting.
 - **Forms on the Web** – Lynn reported that Registration Office forms needed by faculty will soon be available on our internal site, so they may fill in and return the forms electronically or print and send the forms through campus mail, rather than having to pick up and deliver the forms in person at Registration. Nadine Lemmons and David Mielcarek are assisting with this project.
 - **My LCC** – Mary provided two handouts to be used for our new customer management system which we purchased from AZORUS and are calling “myLCC”. One is for staff input and the other is for student input. Mary encouraged staff to take the time to provide information to Janelle for possible inclusion in the system. It will allow for a very brief “promo” to pop up on the student portals, appropriate for their indicated interest. The intended outcome is to provide interest related messages to prospective and current students and to improve student retention. An internal launch will be coming soon, so we may get a feel for the program.
- **Committee Reports** - internal webpage - <http://lcc.ctc.edu/info/minutes>
- **Academic Standards Committee** – Mary Harding – No meeting is scheduled until March.

- Assessment Committee – Wendy Hall – LCC will be hosting a Gen Ed Assessment Institute this summer.
- Curriculum Committee – Patrick Boerner – Changes were approved for four areas - two courses were added to ECED, the prerequisite for BIOL 222 was changed from “C” to “C-“ in BIOL 221, ENVS 150 will replace ENVS 200, and the PULP program now requires MATH 099.
- Diversity Committee – Dan Johnson – No meeting has been scheduled since the initial meeting on September 13, when goals were set for the year and sub-committees were formed.
 - The new faculty orientation went well.
 - Under-representation in job groups requires further action.
 - HUMN 110 will be offered every quarter, rather than just fall and winter quarter. This class meets both our Diversity & Humanities requirements and is well attended every time it is offered. It was suggested that HDEV also cover Men’s and Women’s studies, as well as Latino, Asian, African and Native American cultures studies.
 - Diversity classes still need to be examined to verify that they meet our set criteria, as well as the requirements of the colleges to which our students transfer. Thanks to Wendy for her work on a statewide diversity assessment framework, reciprocity, articulation and transfer of diversity classes is being assessed state-wide. Mary indicated that Terrence Green has been working on a list of our diversity classes that are currently not being accepted at transfer institutions.
 - Attendance at scheduled diversity events has been good.
- Financial Aid Committee – Marissa Greear – Nine of nine students were reinstated at the January 4 meeting of this committee and two remaining scholarships were awarded. The next meetings are scheduled for March 19 and April 1.
- Instructional Council – Wendy Hall – The last meeting was cancelled due to snow and the next meeting is scheduled for February 20.
- Student Services ad hoc Social Committee – Twylla Corrie – A heart healthy chocolate walk is scheduled from 3:00 to 4:00 on February 13, in the Student Center Conference Room “A”. Bring a chocolate treat, join a “heart walk” around campus, make a valentine (craft supplies will be provided), and indulge in dark chocolate (heart healthy) treats!

➤ **Around the Table**

- **Eileen Bergeson** – HDEV 099 is a new mandatory class being provided to incoming international students to enhance their assimilation into the college and community. Title III is providing updates to classroom technology, training for David Mielcarek to learn the new Share Soft program to which we will be migrating, and registration fees for ESL staff to attend a conference that will hopefully help us meet our ESL transition progress goal.

- **Pat Boerner** – A new Jack Kent Cooke scholarship application is ready thanks to the efforts of Pat, Klint Hull, and Louis LaPierre. Nicole Colliery is an education major and hopes to apply the scholarship towards her future education at the University of Portland.
- **Kathy Carty** – Kathy recently provided training to advisors on using the FAFSA website.
- **Buzz Gorman** – A Spanish version of the FAFSA is now available in the Financial Aid Office. If you are dealing with students who wish to completely withdraw, please send them to the Financial Aid Office to see Buzz or Marisa. Pay back for withdrawing, particularly prior to the 60% quarterly completion date, can be extremely costly for students.
- **Marisa Greear** – The PULP scholarship for 2006-07 is still open. 2007-08 scholarship applications are now available. Her goal is to have all scholarships available on-line and 90% currently are available electronically.
- **Wendy Hall** – The new face in Wendy's department is Kim McBride, her new part-time hourly employee.
- **Joe Hobson** – Joe recently attended an interesting workshop in Port Angeles to increase FTEs through Worker Retraining and WorkSource coordination efforts. If 1,700 local Fibre employees find themselves without jobs in the near future, we will be called on to provide response teams to assist them with worker retraining needs.
- **Jason Hosenev** – Jason provided data from the three Math Readiness Workshops provided prior to fall quarter. Statistics show that 37 of the 63 students who participated completed their fall quarter MATH classes with 2.00 GPA or better. Nine students received 1.00 GPA or less, only one student withdrew, and 16 did not enroll in MATH during fall quarter. Students are asking for similar workshops before winter quarter. The SSS newsletter is out. TRIO awareness efforts towards the end of February will include personal visits from SSS staff to explain the program, services provided, and grant goals.
- **Dan Johnson** – A Latino Youth Conference is scheduled at LCC on February 28.
- **John Krause** – March 8 from 9:00 a.m. to 3:00 p.m. is the date scheduled for our *Career and Employment Fair* in the Student Center this year. February is being called *Career Focus Month*.
- **Lynn Lawrence** – Mid-quarter is next Monday. Karla Rivers, Marleen Musso, and Kristy Enser will be going to Grays Harbor on January 31 to work on Common Course Numbering issues with their staff members, who have already dealt with this issue. Mary reported that we are on-track with Common Course Numbering, which will become mandatory March 2008.

- **Faye Olason** - The pilot of a cohort model for MATH 092-099 began winter quarter with 31 students. Tutor intervention and study skills help is now being provided in classrooms. Tutor Center help for advanced MATH for CHEM students is now available.
- **Barbara Schoeffler** - The workshops planned for our February *Career Focus Month* are:
 - February 8 – Dress for Success
 - February 15 – Completing an Application for Employment
 - February 22 – Writing an Effective Resume
 - March 1 – Marketing your Employment Potential
- **Darcy Smith** – Scholarship Night is scheduled for February 8.
- **Sandie St. Onge** – Sandie provided a quick report on our December 8 all staff winter potluck/raffle basket (Christmas) party and indicated that recent survey results will be taken into consideration when planning for the 2007 party. Marcy Gilchrist will be chairing the planning committee this year and she is hoping forward to lots of volunteer participation in the planning process. Mary announced that Marcy was just announced as our new volleyball team coach.
- **ASLCC Representative, Mike Leeper** - Mike shared *Winterfest* plans for January 31 – February 2. He also provided information about our new student spirit section, the *Inferno*, which is providing visual and vocal support at our home games. A cybercafé is being considered for student leisure activities upstairs in the Student Center, in an effort to keep the computer labs more open for classroom activities. Furniture upgrades are being considered for the upstairs area of the Student Center. A committee has been formed to create a Student Hall of Fame in the foyer of the Student Center.

The next Student Services Council meeting is scheduled for Thursday, February 22, 2007.