



Student Services Council
Thursday, May 3, 2007
Meeting Notes

Present:

Roxana Ahmadifard, Raeleene Akin, Pat Boerner, Ernie Cadman, Carol Carlson, Kathy Carty, Twylla Corrie, DeJannel Davis, Buzz Gorman, Marisa Greear, Terrence Green, Joe Hobson, Jason Hosene, Dan Johnson, Nadine Lemmons, Bunpa Lim, Ronda Manick, Therese Montoya, Sallie Parson, Karla Rivers, Darcy Smith, Jenny Smith, Bill Stahley, Mary Stone, Sandie St. Onge, and Mary Harding, Chair

Not Present: Diane Armstead, Eileen Bergeson, Margit Brumbaugh, Scott Dennis, Wendy Hall, George Henderson, Betty Johnson, Jennifer Knapp, John Krause, Lynn Lawrence, Wes McGee, Marleen Musso, Faye Olason, Jim Roffler, Kirc Roland, Barbara Schoeffler, Betty Sjoblom, and ASLCC representative

➤ **Division Items**

- **Welcome** to our new employee – Raeleene Akin, who recently joined the Registration Office staff and to guest Richard Hamilton who will be providing some information on campus safety and security.
- **Campus Security Procedures** - Richard Hamilton provided some very thoughtful information regarding campus security as well as things we can do now to be prepared in case of an emergency. Richard recommended that we prepare and be proactive through steps such as getting or renewing first aid training, assigning staff members to lock doors requiring “lock down” in the event of an emergency, and to not use the same phone on which a threat was just received to contact security. Know the location of first aid kits, fire extinguishers and fire alarm pull boxes. You should be aware of what is normal vs. what is unusual in your area – such as a strange backpack or box in the corner of your work area. Interior doors should be locked and blocked open for easy lockdown, rather than unlocked all day. Be aware of the code words assigned to use if you need to request back up from staff in your area. LCC has a comprehensive safety plan, a safety manual which all staff should read, and a close relationship with our local law enforcement agencies. Local law enforcement and emergency responders have CAD diagrams of all schools in the Cowlitz County/State School System. Communication back up plans are in place if telephone or e-mail systems are non-operative. You should call campus security if you see someone with a “weapon” on campus. In an emergency, safety is your first concern. Call 9-911 to alert local emergency staff of the

situation. Call 2911 for campus security.

- **New Packaging Procedures** – Buzz reported that the packet of forms ready for student access has been well accepted. A tracking letter has been created to follow-up on specific missing data. “Auto packaging” for full-time students is speeding up the process. As of this meeting, 125 students are already packaged for 2007-08.
- **Prescription Drug Plan of Washington** <http://www.rx.wa.gov/> – Mary provided a handout for this new plan, which is open to all Washington State residents with insufficient prescription coverage.
- **2007-08 Budget** – Mary reported that all budget requests for 2007-08 have been received. We are now waiting for a “finalized budget” from the legislature so we can go forward to our Board of Trustees for budget approval. Chances of meeting our enrollment band this year are “iffy” and definitions are still being formulated for Student Achievement Incentive funding allocations.
- **WSSSC Statewide Conference - April 9-11, 2008 - Yakima** – Plan to set funds aside if you or your staff will be participating in this conference next April. As information becomes available, it will be posted on the following website: <http://www.highline.edu/stuserv/wsssc/conference/index.html>
- **Committee Reports** - internal webpage - <http://lcc.ctc.edu/info/minutes>
 - **Academic Standards Committee** – Mary Harding indicated that there was nothing new to report.
 - **Assessment Committee** – Mary Harding reported that time has been arranged for faculty assessment activities this summer.
 - **Curriculum Committee** – Therese Montoya reported on a long list of revisions, suspensions and changes that were discussed/approved at the last Curriculum Committee meeting. Check out our internal committee minutes site for complete information.
 - **Diversity Committee** – Dan Johnson indicated that there was nothing new to report.
 - **Financial Aid Committee** – Marisa Greear reported that this committee is done until next quarter.
 - **Instructional Council** – Butch Henderson was not present to report.
 - **Student Services ad hoc Social Committee** – Twylla Corrie reported that our spring social will be May 10 from 11:30 – 12:30 in ADC 143. The theme is

“take me out to the ball game!” Hot dogs and ball park food will be served. Bring in your favorite baseball cap for “Judge Carol’s” discerning eye.

➤ **Around the Table**

- **Roxana Ahmadifard** – According to the numbers, interest is rising in Running Start. Last year there were 294 participants in the information sessions and this year we have had 356. The next session is scheduled for August 22 from 9:00 to noon.
- **Raeleene Akin** – Raeleene loves her new job in the Registration Office.
- **Pat Boerner** – Nominations are requested for the student *Hall of Honors*, with suggested nomination categories of academic, arts, services and team participation. Students must be currently enrolled.
- **Carol Carlson** – Our baseball team is currently ranked among the top three in the state. Our softball team will be participating in a championship tournament in Portland in two weeks. There will be an NWAACC tournament on campus over Memorial Day weekend for baseball. Volunteers are needed, so check with Kirc, who has a sign-up list. Cowlitz PUD and Red Canoe employees are being allowed release time from work to do a day of service at the tournament.
- **Kathy Carty** – Kudos to Randy Byrum who brought his welding class in for a financial aid workshop.
- **Twylla Corrie** – New equipment has arrived to assist disabled students, including a one-handed keyboard, ergonomic chairs, and a daisy recorder that magically copies books onto CDs.
- **Buzz Gorman** – There have been several negative lender articles in the local news lately. We do not have a list of preferred lenders. We do not accept gratuities to assist with financial applications. We do go by Federal guidelines and rules!
- **Marisa Greear** –The Scholarship Committee will be meeting on Thursday and students will be notified immediately if they receive an award.
- **Terrence Green** – Terrence will be leaving us on August 1 to continue his education at Willamette University Law School. Transfer Center van trips are scheduled for May 16 and June 24-26. Check out the schedule! Although participation at the College Fair was a little lite last week, students were very satisfied.

- **Joe Hobson** – Worker retraining has extra funds. Community outreach has been excellent. Residents of Community House recently received a taste of college when they visited our welding and other vocational programs.
- **Jason Hoseney** – Student Support Services is out of supplemental grant funds. New funds are expected beginning fall quarter. There are now 15 laptop computers in the SSS area, thanks to the LERN program. A few will be kept for same day usage and the rest are available to check out for overnight and weekend usage. A new project is being developed for the possibility of loaning books.
- **Dan Johnson** – Red Devil Days will be held next week, with activities to include ASLCC elections, a BBQ, Karaoke, and the infamous dunk tank! Other upcoming events include a health fair and blood drive on May 16, the Salal Arts Festival on May 18, College Civic Week May 21-25 with Secretary of State Sam Reed speaking on campus May 24 in an effort to get 18-24 year olds registered to vote, and the Outstanding Student Awards ceremony on June 6.
- **Nadine Lemmons** – As a part of Nadine’s Leadership Academy group’s final project, Dan Johnson will be providing his Stop the Hate presentation on May 12 from 10 to 2 in the Student Center. This presentation will be open to the public. Nadine also reported on Title III funded projects including, upper level tutoring coming for Chemistry and Math, on-line Math tutoring, and the CCSSE survey.
- **Bunpa Lim** – The International Festival will be held May 29 through June 2. Bunpa has been busy updating the SSS website.
- **Ronda Manick** – Financial Aid staff members are busy with end-of-year reconciliation.
- **Therese Montoya** – Jason Hoseney is graduating from his master’s program Saturday. Tonight is College Information Night at 6:00 PM.
- **Karla Rivers** – May 8 is mid-term, summer registration begins May 7 and priority enrollment for fall begins May 21. It is a busy time for Registration staff members.
- **Darcy Smith** – Darcy thanked Ernie, Sally, Therese, Lynn, Bill, Jennifer, and Marisa for helping her to “get on board” with her new duties in WorkFirst. Her new telephone number is 2347. She will be learning about grant applications next.
- **Bill Stahley** – Bill announced that MyLCC is launched. High school students do not seem to be aware of this new service, so 3,500 postcards were recently mailed to local high school juniors and seniors. Further training will be

available soon for staff. Don't forget the Red Devil Days Dunk Tank! Volunteer "dunkees" are encouraged sign up to participate in a 15 minute shift. The funds raised will go the CASA again this year.

- **Mary Stone** – The Prevention Specialist career showcase had a great turnout. A video is available to check out if you missed the presentation.

- **Sandie St. Onge** – Sandie passed around a sign-up sheet provided by Kirc for NWACC baseball tournament volunteers. Help is needed Thursday, May 24 through Monday, May 28 working in the ticket booth, taking tickets, working in the concession stand and roving the stands selling 50/50 tickets. Be sure to talk with your supervisor about proper leave authorization if you hope to volunteer during work hours. Kirc has the official sign-up sheet in his office now.