



Student Services Council
November 29, 2007
Meeting Notes

Present:

Barbara Schoeffler, Buzz Gorman, Dan Johnson, Eileen Bergeson, Faye Olason, John Krause, Karla Rivers, Kathy Carty, Lynn Lawrence, Maxine Babb, Marisa Greear, Nicole Taylor, Ronda Manick, Sandie St. Onge, Sarah Watkins, Sheri Akesson, Therese Montoya, Twylla Corrie, Wendy Hall, and Mary Harding, Chair

Not Present: ASLCC representative, Betty Johnson, Betty Sjoblom, Bunpa Lim, Carol Carlson, Chad Meadors, Christina Treviño, Darcy Smith, Diane Armstead, George Henderson, Jason Hoseney, Jennifer Knapp, Jenny Smith, Jim Roffler, Joe Hobson, Kay Koski, Kirc Roland, Laura Hammer, Marleen Musso, Mary Stone, Ning Fisher, Pat Boerner, Raeleene Akin, Roxana Ahmadifard, Sallie Parson, Scott Dennis, Tamra Bell, and Wes McGee

➤ **Division Items**

- **Directing Students to Financial Aid and the Financial Aid Advisor -**
Therese, Kathy, and Mary provided information on the purpose of our Financial Aid Advisor position and the fact that “triage” is necessary to determine which students should be referred to Kathy Carty for assistance. Mary clarified that students who are intimidated by the enrollment process, particularly by how to pay for college; who lack computer skills/access; who have parent/student relational problems; or who have had their financial aid cancelled and need to be reinstated are our primary target group for Kathy’s assistance. Students in “normal” situations and all students requiring corrections to their financial aid applications should be directed to the Financial Aid Office. All students should have their necessary forms in hand and their data sheets filled in before being directed to either the Financial Aid Office or Kathy for FAFSA assistance.
- **Funding Sources for Laid Off Workers and Assistance for Laid Off Workers**
– Our community is anticipating 200-300 Weyerhaeuser and Fibre workers in layoff or vulnerable work situations in the next few weeks. LCC can expect to see these vulnerable workers showing up on campus as soon as winter quarter. John provided a description of the 1½ hour informational process provided by members of the Rapid Response Team from the perspective of those vulnerable workers who are just learning of their prospective layoffs. With their futures unknown, in shock, and concerned about putting food on their tables and meeting living expenses on a suddenly limited income, they are provided information on their benefit options, which include unemployment insurance

and retraining, as well as job searching requirements. While they are still trying to grasp some of the facts, they will find enough courage to come to our campus or call us to start the first steps in their retraining process. It is imperative that we give them a little extra time, care, and attention. They don't know our terminology or our process. We must make these folks comfortable. Be sensitive to their situation and show empathy to their needs. Inform yourself and your workers, show compassion, and get these folks directly to Joe Hobson for assistance. Joe can be reached at (360) 442-2336 and his office is located in the Career and Employment Center of the Admission Center, Room 116. Please re-read the letter Mary sent out on November 13. That letter has been attached to this correspondence. Be sure your front line student workers are also provided with the information contained in that letter. The vulnerable workers may come to campus with an assistance packet in hand that needs to be filled out to become eligible for retraining. The information needed for those forms can be found and completed in our Career Center. A training program for staff which will showcase community resources is being developed, so watch for further information in the near future.

- **Enrollment** – Mary reported that our annual enrollment goal of 2,474 FTEs will probably not be met if current enrollment trends continue. Reduced enrollments in ABE, ESL, academic, and vocational/technical areas are of special concern.
- **Diversity Forum** – Mary commented that the diversity speaker last night, Dr. Michael Eric Dyson, was amazing. He spoke in very dynamic terms about access, diversity, and personal responsibility. Dan is reservedly optimistic and hopeful that positive outcomes will result from Dr. Dyson's extended sharing of timely and knowledgeable information.
- **Student Code of Conduct** – Mary reported that the Board of Trustees approved the revised Student Code of Conduct, Chapter 132M-121 WAC, at their November 27 meeting. All versions of the old code will be repealed and the revised code will go into effect 31 days after the Board of Trustee's approval, which is December 28, 2007. The revised code more clearly enumerates prohibited acts, behaviors, and disciplinary consequences. It updates position titles and personnel responsible for matters involving student conduct. It also clarifies college disciplinary procedures and the appeal process. Efforts will be made to replace the "old" code with the "revised" code on our website and in other publications. Copies will be available at the Entry Center and in both the Vice President' and Student Activities offices.

➤ **Committee Reports** - internal webpage - <http://lcc.ctc.edu/info/minutes>

- **Academic Standards Committee** – Mary Harding reported that nothing new has occurred since this committee last met.

- **Assessment Committee** – Wendy Hall reported that a faculty workshop is planned for January 29. Interesting and appealing Gen Ed Outcome posters will be coming out winter quarter. Discussions are being held on assessing the assessment process.
- **Curriculum Committee** – Lynn Lawrence provided information from the most recent Curriculum Committee meeting, including the approval of a new Applied Science degree. For complete information on this and other committee approvals, go to the internal website for campus meeting reports at: <https://lcc.ctc.edu/info/minutes/Curriculum%20Committee/2007-11-16.pdf> Mary reminded those present that even though the Curriculum Committee has made approvals, the signature of the Vice President for Instruction (Laura Brener) is required before any new or changed courses may be offered or scheduled. HDEV courses require the signature of the Vice President for Student Success (Mary Harding).
- **Diversity Committee** – Dan Johnson reported that there is nothing new to report on this committee.
- **Financial Aid Committee** – Marisa Greear reported that six out of ten students were reinstated at the November 26 meeting of this committee. The committee is scheduled to meet again the first week of January.
- **Instructional Council** – Wendy Hall reported that this committee is discussing the functions of their group and the Integrative Studies sub-committee.
- **Student Services ad hoc Social Committee** – Twylla Corrie reported that there is nothing new to report on this committee.

➤ **Around the Table**

- **Barbara Schoeffler** – Barbara recently attended a meeting of Co-op Connections, which included a question and answer session with a representative from Labor and Industry. Students now have two years to complete their training and co-op will be included. INTEK is now offering HVAC ICPs.
- **Buzz Gorman** – Ronelle Funk from SBCTC visited our Opportunity Grant Program staff members yesterday. She reported that we are way ahead of other colleges in grant processes.
- **Dan Johnson** – Our ASLCC Clubs and Organizations Board will be meeting tonight to make plans for the community-wide “Embracing Diversity” event, which is scheduled for December 9. Tutor Madness is being held all day today, in honor of Sheri Fittro. Black Ribbons in memory of Sheri are available, as

well as tutoring services and food.

- **Eileen Bergeson** – Eileen is working on the Title III federal report. About 2/3 of the equipment purchases for 2007-08 have been made.
- **Faye Olason** – Faye participated in a one-day pre-college workshop recently with faculty. The new professional development schedule will be coming out soon.
- **John Krause** – The Career and Employment Fair date has been changed to February 28 and will be held in our Student Center from 2:00 to 6:00.
- **Karla Rivers** – Open registration for winter quarter 2008 begins on Monday, December 3.
- **Lynn Lawrence** – Registration and Financial Aid Offices will be open at 7:30 a.m. on Monday, December 3. Priority enrollment for winter quarter 2008 has been slow.
- **Mary Harding** – There is on-going discussion on placement test cut scores on our campus and across the state. Title III ends September 28, 2008. Wherever possible, the grant will be institutionalized. Document Imaging has meant an amazing transformation for Financial Aid and Registration record keeping and file management.
- **Nicole Taylor** – Nicole reported that she has been busy with high school visits, Parents' Night and other visitations. Planning is already underway for high school tours, Latino workshops and other recruiting efforts next year.
- **Ronda Manick** – Financial Aid has really benefited from the Document Imaging system that was provided through our Title III grant.
- **Sandie St. Onge** – Our annual All-Staff Christmas Party is scheduled for Friday, December 14 at the Monticello Hotel. If you plan to attend and haven't already done so, please contact Joyce Niemi, Marcy Gilchrist, or Sandi Brockway. Payment must be received by November 30.
- **Sarah Watkins** – Sarah reported that Dr. Sharon Herbelin was a great hit at the CSI event on November 17. Dr. Herbelin's PowerPoint presentation provided insight into the need for math and science to do her Washington State Patrol Crime Lab job and was very well received.
- **Sheri Akesson** – Sheri reported that while cashiering staff members attend a workshop on December 10, Lenore LeBlanc will be returning to cover Cashiering services.

- **Twylla Corrie** – Twylla provided an outreach event on November 28 with disabled students from Mark Morris.
- **Wendy Hall** – Wendy reported that a Washington Association of Research Professionals roundtable event last week included a discussion on placement scores; which is currently a big topic statewide.

The next Student Services Council meeting is scheduled for **January 24, 2008**.

November 13, 2007

TO: The LCC Community

FROM: Mary L. Harding

SUBJECT: Suggestions for Helping People Facing Layoffs

Local news and our contacts in the community tell us that a number of individuals in our community will be facing layoffs in the near future. Lower Columbia College has been ready to help such people in the past, and is poised to do so again. Here is some information that may help you provide useful information to those in need.

Who do laid off workers contact?

- The best place to begin is by contacting Joe Hobson, 442-2336, or appointments at 442-2311. His office is in ADC 116. Joe is our Worker Retraining Ed Planner. He has information about special funding sources for laid off workers and is an advisor for our Professional/Technical Programs.
- In some cases, people who have not yet received layoff notices but who are in jobs that may be in jeopardy (“Vulnerable Workers”) in the near future are eligible for the same aid as people who have been laid off.
 - Contact Joe Hobson at 442-2336.
- Our general information desk is the Entry Center in the lobby of the Admission Center. The Entry Center is always staffed and will see that people are directed to the correct area.
 - Call 442-2311.

What assistance might be available for laid off workers?

- Some workers will be eligible for Worker Retraining Financial Aid.
 - Call 442-2336.
- For people who just don’t know what they may want to do next in their work lives, Career and Employment Services has career assessments, career information and career counseling.
 - Call 442-2330.
- Currently enrolled family members of laid off workers may be eligible for reconsideration of their financial aid, including “Special Conditions,” which uses an alternate/lower income year to determine eligibility.
 - Call Marisa Greear at 442-2392 or James Gorman at 442-2391.
- Information about childcare resources is available from Home and Family Life

- 442-2890
- Our Entry Advisors have information about programs of study
 - 442-2311
- Barb Schoeffler has information about Individualized Certificate Programs, which help students put together a short-term, individualized program of study in an area not in our regular curriculum.
 - Call 442-2332.
- Twylla Corrie has information on services for Displaced Homemakers.
 - Call 442-2341.
- In some instances, we might be able to give students an extra week or so to pay their tuition.
 - Call Lynn Lawrence at 442-2371.
- People should apply early for financial aid.

Finally, remember that people who have lost their livelihood may be somewhat fragile and in need of extra care and attention. They may have used up all of their available courage to just walk onto our campus or to call one of us. Please give them a little extra time and tender loving care, including walking them to the person to whom you are referring them, or following up with a confirmation phone call—“hi, this is Mary from LCC, did you get the help you needed?”

We are working on payment plans for tuition payments and working with Workforce Development and WorkSource partners to provide information to laid off workers. In addition, paid advertising will go out as well as some hopeful stories about former laid off workers who have built new successes through education.

And lastly, here are a couple of links you might find useful:

The link for Worker Retraining is www.lowercolumbia.edu/workerretraining

The link for Getting Started is www.lowercolumbia.edu/gettingstarted