



Student Services Council
Thursday, March 27, 2008
Meeting Notes

Present:

Barbara Schoeffler, Bunpa Lim, Buzz Gorman, Christina Treviño, Dan Johnson, Faye Olason, Jason Hosney, Karla Rivers, Kindra Chinchon, Lynn Lawrence, Marisa Greear, Sallie Parson, Sandie St. Onge, Twylla Corrie, and Mary Harding, Chair

Not Present: ASLCC representative, Betty Sjoblom, Carol Carlson, Chad Meadors, Darcy Smith, Diane Armstead, Donna Walker, Eileen Bergeson, George Henderson, Jenny Smith, Jim Roffler, Joe Hobson, John Krause, Kathy Carty, Kay Koski, Kirc Roland, Laura Hammer, Mary Stone, Mary Jane Melink, Maxine Babb, Nicole Taylor, Pat Boerner, Raelene Akin, Ronda Manick, Roxana Ahmadifard, Sarah Watkins, Scott Dennis, Sheri Akesson, Tamra Bell, Therese Montoya, Wendy Hall, and Wes McGee

➤ **Division Items**

- Budget Priorities & Cutoff Date - Mary Harding explained the budget priorities she will be taking to Cabinet, the April 8 deadline for Student Services purchases, and persistence funds usage. If you have an immediate need but do not have the funds, prepare a PR and get it to Mary before April 8 for consideration.
- E-Learning Services – Mary, Therese, Lynn, Buzz, and Marisa provided information on all the services we need to have in place for our students who are enrolling for the new and totally on-line transfer degree program. All services and classes will be completely on-line/electronic rather than in-person. The group will report back in August to let us know how we did.

➤ **Committee Reports** – (details at <http://lowercolumbia.edu/internal/committees/>)

- **Academic Standards Committee** – Mary Harding reported this committee will be meeting spring quarter and will discuss recommendations from the Marketing Committee on our current probation and suspension procedures, among other things.
- **Assessment Committee** – Nothing new reported
- **Curriculum Committee** – Lynn Lawrence provided information on several revisions/deletions that were approved at the most recent meeting of this

committee.

- **Diversity Committee** – Dan Johnson reported that the mission of this committee is being revised and a draft is in progress.
- **Financial Aid Committee** – Marisa Greear reported that this committee recently reinstated eight students and will be hearing petitions again on April 1 & 2.
- **Instructional Council** – Nothing new reported
- **Student Services ad hoc Social Committee** – Twylla Corrie reported that she will convene this committee one more time, then turn it over to new recruits – Tamra Bell, Kindra Chinchon, and Raeleene Akin for our next staff party.

➤ **Around the Table**

- **Barbara Schoeffler** – A waste water student was recently hired out of our ICP program. Joe Hobson, Mary Stone, and Barbara recently met with worker retraining representatives at WorkSource.
- **Buzz Gorman** – Micah McKee will begin as our new part-time hourly employee in the Financial Aid office soon. Winter grade processing is unfortunately identifying lots of students with re-payment issues.
- **Dan Johnson** – Packages are out for ASLCC Officer applications and budget allocations packages are due back the first week of spring. Qualifications for ASLCC Officers are: 2.5 GPA, 8 enrolled credits other than student leadership, an ability to meet every Tuesday from 2:15 to 3:45, and attendance at assigned campus meetings. If you are aware of a conscientious student who meets those requirements, refer them to Dan. In return for their approximately 10 hours of service each week, ASLCC officers receive a stipend equal to full-time tuition plus additional dollars. Disability speaker Debbie Wooten will be on campus April 15. Adult Entertainment Night with Slam Poetry and a nationally known comedian is scheduled for April 16. Childcare will be provided by HOFL in the Quiet Room.
- **Faye Olason** – We will have access to our recent “Second Life” webcast for 30 days. To check out this virtual community interaction package, contact Faye. Faye provided a handout listing the final quarter of Title III professional development workshops. The final Title III steering committee meeting is coming up. Speaker and screen installation has been completed in the last of our “smart rooms”.

- **Lynn Lawrence** – Winter quarter degrees and certificates have been posted. Interviews for the Program Coordinator/Credentials Evaluator position are scheduled for Monday.
- **Mary Harding** – Lobby furniture will be ordered soon. Come see the fabric choices! College Presidents recently voted to hand over the governance of CIS to the SBCTC. Our first official look inside the Rose Center will be May 30 at our All Staff/Spring Reception. Be mindful of student confidentiality issues. Penalties for infringement of FERPA rules can result in civil suits and the loss of federal funding. Among the many things we may not release – student grades, addresses, degrees earned, or enrollment status to anyone other than the student (with ID). Even parents of students under the age of 18 are not allowed access to confidential information. The new Student Conduct Code Policy is in place. When you experience disruptive student behavior, try to diffuse difficult students, ask them to leave, and then call security. You do not have to put up with vulgar or threatening language/actions.
- **Sandie St. Onge** – Advise anyone in your area who uses our LCC charge cards to immediately follow our receipt routing procedures for authorization of payment. The Business Office has ceded this responsibility. Staff members scheduled to attend the April WSSSC conference should watch their e-mail for a message on Monday.
- **Twylla Corrie** – Twylla has three chairs that will soon be sent to surplus if Kirc doesn't take them for the baseball score booth.

The April Student Services Council meeting is cancelled.