



Student Services Council
April 23, 2009
Meeting Notes

Present:

Arlene Lopes, Barbara Schoeffler, Betty Hayes, Butch Henderson, Elena Wilkins, Jason Hoseney, Josie Swim, Karla Rivers, Lynn Lawrence, Marisa Greear, Mary Stone, Mary Jane Melink, Meghan DeGallier, Pat Boerner, Ronda Manick, Sallie Parson, Sandie St. Onge, Selah Mitchell, Therese Montoya, Wendy Hall, and Mary Harding, Chair

Not Present: ASLCC representative, Betty Sjoblom, Bunpa Lim, Carol Carlson, Chad Meadors, Christina Treviño, Donna Walker, Jenny Smith, Jim Roffler, John Krause, Kirc Roland, Laura Hammer, Maxine Babb, Raeleene Akin, Renee Carney, Roxana Ahmadifard, Sheri Akesson, Tamra Bell, Twylla Corrie, and Wes McGee,

➤ **Division Items**

- **Thank you for your Service!** - Mary repeated the very positive thank you she received recently from Mike Heuer who is an LCC Board of Trustees member, Weyerhaeuser's Training and Safety Lead, and the President of the Woodworker's Local labor union. He indicated that LCC staff members are not only providing excellent service while experiencing their own budget cuts and increased enrollment issues, but our staff is also providing a "Message of Hope" to laid off workers with our Rapid Response team members and all the compassionate help we provide every step along the way. "Thank you for doing such a good job!"
- **Reassignments and Coverage** - Mary acknowledged that recent staff cuts are affecting all areas of Student Services. Roxana and Jason have taken on additional duties advising ASLCC events and student government, which has reduced the amount of advising available. She reported that talks are currently underway with the Workforce Development Council that may make some stimulus package funds available for a CAP employee to be placed in our Career and Financial Aid areas for one year.
- **City University Agreement and Scholarships** - Mary provided a handout on our recently signed agreement with City University of Seattle (CUoS). The transfer scholarship participation agreement will allow associate degree graduates from LCC an opportunity to transfer to CUoS to pursue bachelor's degrees in one of eight areas with 20 CUoS scholarships in the amount of \$10,800, which effectively bring their tuition in-line with State college tuition. A program similar to the 2+2 program we had with Washington State University is also being discussed with CUoS. Josie will be the contact for the CUoS scholarship applications.

- **Baseball Proposal** - A local group is hoping to contract with LCC to use the Storey Baseball field this summer. One game has been scheduled for mid-July with teams from Corvallis and Bremerton slated to participate.
- **Time Sheet and Hiring Changes Coming** - Mary reported that Payroll and Human Resources will be assuming timesheet and some hiring duties for student workers in the near future. Forms and reporting procedures will be changing. Initial changes will affect only Student Help and TANF/Work Study employees. Beginning fall quarter, it is anticipated that Work Study and Classified employees will be required to use an on-line reporting system developed by Bellevue College that is going state-wide. ➡➡➡IMPORTANT - Remember that no work should be allowed for new hires until ALL required approving signatures have been obtained. A number of employee categories now require background checks.
- **Border County Bill** - Our Legislature recently approved an updated border county bill which allows students from Oregon border counties who have established a residency in Oregon for a minimum of 90 days before moving to Washington the right to pay resident tuition rates. Prior to this new bill, they would have been required to establish their residency in Washington for one year and pay non-resident tuition for that year.
- **Legislative Update** - Our Legislature has placed a 14% cap on tuition increases at State four-year institutions for the next two years. It is anticipated that the cap for community colleges will follow at 7%. It is also anticipated that the budget cut will be held at 10%, which LCC instituted earlier this year.
- **FERPA Changes** – Mary provided a handout on FERPA changes that went into effect January 8, 2009. Lynn provided additional clarification, as covered in the handouts. By LCC policy, we do not release any student directory information without the specific written approval of a student. Lynn has the official release form in her office if any student would like to specify who may have access to their records and for what time period. In cases of health or safety issues to the student or others, Mary or Lynn may authorize the release of student information.
- **Committee Reports** – (details at - <http://lowercolumbia.edu/internal/committees/>)
 - **Academic Standards Committee** – Mary Harding reported that this committee is scheduled to meet in May.
 - **Assessment Committee** – Wendy Hall reported that faculty members have already been hired for the summer assessment workshop to be held the week of July 13. She also reported that a faculty workshop is scheduled for May 13 and a library assessment grant was recently received.
 - **Curriculum Committee** – Lynn Lawrence provided a thorough report on changes that were approved at the most recent meeting. The full meeting minutes are

available at <http://lcc.ctc.edu/info/webresources/Internal/Committees/Curriculum/2009-04-09.pdf>

- **Financial Aid Committee** – Josie Swim reported that 46 students out of 52 had their appeals for financial aid reinstatement approved during the three spring quarter financial aid reinstatement appeal meetings. The next appeal meeting is scheduled for June 11. Josie also reported that the Financial Aid office has already received 417 applications for the 56 scholarships currently available for 2009-10.
- **Instructional Council** – Butch Henderson reported that a Diversity Task Force is discussing diversity course criteria. He also reported that faculty members were recently surveyed regarding their support of and commitment to capstone course requirements.

➤ **Around the Table**

- **Arlene Lopes** – The deadline for students to order their caps and gowns for commencement is May 6.
- **Barbara Schoeffler** – Barbara recently attended a conference in Portland as a guest of Lane Community College, where the theme was “Building a Sustainable Future”. Information taken from the conference may help us to develop a Weatherization Field Technician program in ICP.
- **Betty Hayes** – Betty has been busy scheduling and presenting tours and lunchroom visits.
- **Jason Hosenev** – The Cyber Café grand opening is scheduled for May 11. Elections packets for ASLCC officers are due May 1. There will be three candidate forums prior to elections with the first scheduled for April 30. Allocations for student clubs have been approved and may be appealed this coming Friday.
- **Josie Swim** – There are several private donor scholarship applications in the rack in the Financial Aid Office.
- **Lynn Lawrence** – With all the nursing program recruiting going on, Meghan has been very busy evaluating credentials. Summer schedules are out! Summer registration begins May 4 and students may use KIOSK to find their enrollment PINs. Priority registration for fall quarter begins on May 26 and open registration will begin June 15. Draft fall class schedules will be available for advisors on May 12. The printed fall schedules are due on campus June 11.
- **Marisa Greear** – Tuition waiver and other financial aid forms for next year are being developed. A new multipurpose verification form has been developed to cover the multitude of verification forms previously used. The Department of Education has approved “special conditions considerations” that may be applied when determining eligibility for recently laid-off workers, which means more

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applicants may become eligible for financial aid. Financial Aid has been notified that it is time to begin their recertification process.

- **Mary Harding** – Encourage students to apply for ASLCC positions, which are a great preparation for life. Our commencement speaker this year will be Tadd Wheeler, an LCC graduate and recipient of the prestigious Jack Kent Cooke scholarship. Enrollment is up and expected to be very near 3000 annualized FTEs! The spending cutoff for 2008-09 has passed. Although purchases require prior approval all year long, ALL Student Service department purchases now require Mary's prior approval.
- **Mary Stone** – The High School Completion and GED programs will celebrate their ceremony in the Gymnasium this year on June 18, the Thursday before our commencement ceremony. Thirty people attended the spring College Showcase.
- **Meghan DeGallier** – The spring quarter graduation application deadline is May 6.
- **Pat Boerner** – Nominations are open for the “Hall of Honors” through May 15. A decision on the Jack Kent Cooke scholarship is expected to be received soon.
- **Ronda Manick** – Financial Aid staff are busy winding up 2008-09 and preparing for 2009-10.
- **Sandie St. Onge** – New mail service procedures go into effect on Monday, April 27. We will receive mail once a day between 2:15 and 2:35. Outgoing campus mail will be sorted at Campus Services to be delivered on the following business day. Our incoming mail will not be sorted into our individual boxes by Campus Services and mail will no longer be delivered to IOB or DTVB. Student Service Managers need to have their May Operations Council reports in to Sandie by noon on Thursday, April 30.
- **Selah Mitchell** – The number of nursing program advisees is growing and more cohorts may soon be added. Spring quarter there are 12 RONE students (176 on the advisee list) and 20 full-time LPN2RN students (60 advisees). Comparisons from 2008 to 2009 show 11 part-time LPN2RN students winter 2008 and 22 part-time LPN2RN students winter 2009. There are currently 76 on-line advisees. Additionally, there are 20 traditional nursing program students enrolled for fall 2009/winter 2010.
- **Wendy Hall** – Running Start surveys are now open and the Student Services survey will launch soon.

The next Student Services Council meeting is scheduled for May 28, 2009.

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