



Student Services Council
June 5, 2009
Meeting Notes

Present:

Arlene Lopes, Barbara Schoeffler, Betty Hayes, Betty Sjoblom, Bunpa Lim, Butch Henderson, Christina Treviño, Elena Wilkins, Josie Swim, Karla Rivers, Lynn Lawrence, Marisa Greear, Mary Stone, Meghan DeGallier, Pat Boerner, Renee Carney, Ronda Manick, Roxana Ahmadifard, Sandie St. Onge, Selah Mitchell, Tamra Bell, Twylla Corrie, Wendy Hall, and Mary Harding, Chair

Not Present: ASLCC representative, Carol Carlson, Chad Meadors, Donna Walker, Jason Hoseney, Jenny Smith, Jim Roffler, John Krause, Kirc Roland, Laura Hammer, Mary Jane Melink, Raeleene Akin, Sallie Parson, Therese Montoya, and Wes McGee

➤ **Division Items**

- Carpet Installation - Mary Harding circulated a diagram and discussed the carpet installation plans day-by-day area-by-area. Although there may be “rolling shut downs”, we will not be closed. Signs will be posted in early June regarding the possibility of service interruptions June 25 and 26. Please be flexible. Alternate entry doors may need to be used and some work may be reassigned to the Career Center computers. Staff may request to use vacation hours, if they wish.
- Enrollment – Mary Harding announced that our enrollment has exceeded 3,000 FTEs, well above our previous high of 2,600. Summer enrollment is already 136% ahead of last year. You are all doing a great job serving our community. Thank you!
- Financial Aid Service Hours & Application Deadlines – Marisa Greear provided a handout containing information on Financial Aid’s limited Wednesday service hours, which are now 8-11 and 2-5. Students will cover the counter and telephones, while full-time staff members work on packaging financial aid applications. Please observe the nature of these limited service hours and do not use them as a time to bring in students with financial aid questions. The priority application deadline for fall quarter is August 17. Students who meet this deadline with complete and accurate financial aid applications will be packaged within the normal 3-6 week timeline and in time for fall quarter. Students applying later will have their applications reviewed after those who met the deadline have been processed. Applications received after September 7 will not be eligible for administrative holds, meaning that those students will

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have to pay for their own tuition (and books) by the Friday of the week they enroll. If their applications are approved and packaged, they will be reimbursed as funds allow.

- Integrative Studies Report – Wendy Hall reported that Integrative Studies classes have been suspended as a means to accommodate instructional budget cuts. Linked courses will continue to be provided.
 - Miscellaneous Fees – Mary Harding provided a handout of the recently approved miscellaneous fees, which were adopted by the Board of Trustees on May 27.
 - Running Start Fees & Waivers – Roxana Ahmadifard reported on the fees that Running Start students will be charged beginning fall quarter. Students who qualify for free and reduced lunches will be eligible for fee waivers. She will be notifying students and counselors of these newly mandated changes by letter.
 - Summer Hours – Mary Harding explained the dates and hours for summer quarter. Employee work hours will be Monday through Thursday from 7:00 a.m. to 6:00 p.m. Public service hours will be 7:30 a.m. to 5:30 p.m. Monday through Thursday. Campus will be closed on Friday. These hours begin on July 6 and end on September 4. Summer hour signage will be posted at building entrances.
 - Transfer Rights & Responsibilities – Mary Harding provided a handout that guides the expectations of students and colleges regarding transfer rights and responsibilities. Although the handout was in draft format, it was recently approved by the Presidents group for two- and four-year colleges.
 - Upcoming Activities & Important Dates – Mary Harding provided a handout listing important dates and upcoming activities in June. This is a very busy month at LCC.
- **Committee Reports** – (details at - <http://lowercolumbia.edu/internal/committees/>)
- **Academic Standards Committee** – Mary Harding reported that this committee is not scheduled to meet again until fall quarter.
 - **Assessment Committee** – Wendy Hall reported that the Assessment Institute is scheduled for the week of July 13, when faculty will discuss literacy and numeracy outcomes.
 - **Curriculum Committee** – Lynn Lawrence reported that common course numbering is on-going. Some course deletions and several course revisions effective fall quarter were discussed at the most recent meeting. See the on-line minutes for complete details as most of these revisions were too late to be included in our upcoming college catalog.

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- **Financial Aid Committee** – Josie Swim reported that there will be a reinstatement hearing on June 11 at 2:00. Twenty scholarships have already been awarded to the 250+ scholarship applicants for fall quarter. Recipients will be notified by e-mail. There are still four donor scholarships waiting for recipient decisions to be made.
- **Instructional Council** – Capstone and Diversity courses will continue to be taught and required. The Diversity requirements are changing and will be implemented with the new catalog in two years.

➤ **Around the Table**

- **Arlene Lopes** – Commencement ticket distribution (limit of four per student) begins June 8. Cap and gown distribution begins June 15. The computer for student ID cards will be down for repairs from July 6 until the service is completed. Arlene works an eleven-month cyclic year and will be out the month of July tending her extensive gardens.
- **Barbara Schoeffler** – Information from the recent job search strategies panel is available on the Career Center website. Resources for resume writing and interview techniques are available in the Career Center.
- **Betty Hayes** – A special institute for I Have A Dream students will be held on August 26 to help bring those 15 students planning to attend LCC up to speed on time management, organization, and test taking skills. A panel of student volunteers will be participating in the institute for these first time college students.
- **Betty Sjoblom** – The work study student in the Veteran’s Office is only available afternoons. Veterans with questions should be directed to Betty in the morning (except for Wednesdays). See the Financial Aid/Veteran’s website for information on the new program for veterans (Chapter 30) that will be implemented in August.
- **Bunpa Lim** – The Multicultural Club has had a busy Intercultural Week, which has included food, dancing, and the Human Race machine. The International Festival will be held this weekend and the club will begin setting up after 6:00 p.m. tonight.
- **Christina Treviño** – The Opportunity Grant Program currently has 52 FTEs. The OGP application is being revamped and will be on the website after July 1. “Success by Your Design” has become a popular class and will be offered again

summer and fall quarter.

- **Lynn Lawrence** – Grades are due June 22 and will be available on transcripts beginning June 23. Diplomas can be picked up in August after grades and degree requirements have been checked.
- **Marisa Greear** – Award processing for 2009-2010 has begun. Summer awards will be processed first, followed by fall packaging. Bookstore vouchers will be available through June 26 and financial aid checks will be handed out on July 6. Pell and State Need Grant awards have been increased.
- **Mary Harding** – LCC has partnered with Tacoma Community College for a DOL Transportation Program Grant that hopes to provide the hard to employ and veteran populations with outreach and training for in-demand employable skills in the transportation industry. Locally, Goodwill Industries will provide training, Catholic Community Services will provide case management, and LCC will provide outreach with a staff member to be funded through the grant. We need to recruit good solid students for ASLCC to improve the image of ASLCC and the services ASLCC provides. Students learn great organizational skills through collaboration, cooperation, and interaction with staff and the public. It is a great opportunity for the right student/student group. Please encourage students to participate in this very worthwhile opportunity to learn and grow. Admission to commencement on Friday, June 19 at 7:00 p.m. in the Myklebust Gymnasium is by ticket only. If you are not working commencement and wish to attend, see Mary for a staff ticket. Those not seated by 6:45 will be able to view the ceremony via live video feed in the Student Center.
- **Mary Stone** – There will be seventy-four high school completers honored this year at the combined HSC/GED ceremony on Thursday, June 18 in the Myklebust Gymnasium at 7:00 p.m. High school students who earn their AA degree can now also be awarded their high school diploma whether they have completed their WASL and culminating project or not.
- **Meghan DeGallier** – The list of graduates who have met their degree requirements and those students who are not correctly enrolled to complete their applied for degree was sent out to advisors this week. If you have any questions, see Meghan.
- **Pat Boerner** – Student Support Services will be honoring a record number of their program graduates this year just prior to commencement. If you wish to attend, go to SSS to request an invitation.
- **Renee Carney** – The Transfer Club was able to deposit \$97 for their Transfer Scholarship after the recent Red Devil Days - Pie Toss. Renee thanked those who tossed pies and those who volunteered to have pies tossed at them! Renee is looking for high school contacts. If you personally know someone who works

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in a high school math or science class, please let her know so she may drop your name as she introduces herself and our STEM program.

- **Roxana Ahmadifard** – There are twenty-eight Running Start students graduating from both LCC and high school this year. ASLCC Red Devil Days were fun and active this year. The last ASLCC Council meeting scheduled for this year is Tuesday. Results of the recent ASLCC elections are as follows:
 - President – Jacob Allegar
 - VP Activities – Shanin Hancuff
 - VP Affairs – Alina Nestjorkina

- **Sandie St. Onge** – If you are interested in volunteering to help with the reception right after Commencement on June 19, give Marcy Gilchrist a call at #2132.

- **Selah Mitchell** – The MEDA program may be seeing some instructional changes, but it is continuing. There will be a nursing orientation session on June 4. Check out the updated nursing website! We currently have 200 students enrolled in RONE, RN to LPN, e-learning, and regular in-class courses. The Nursing pinning ceremony is scheduled for June 12 and admission is by ticket only. There are forty-three students graduating this year.

- **Tamra Bell** – Worker Retraining numbers show 230 FTEs for the 245 students currently being served. Laid off workers continue to come in for service.

- **Twylla Corrie** – If you are aware of graduates who will require special disability seating for family members at commencement, send them to Twylla.

- **Wendy Hall** – Stimulus funds for the Youth Employment Program are available. Interested low income students age 14-25 should inquire at Goodwill Industries. Students age 18-25 may go to Employers Overload. They will need proof of non-enrollment for future quarters, which Lynn can provide.

The next Student Services Council meeting is scheduled for June 25, 2009, which happens to be one of our carpet installation days.