



Student Services Council
Thursday, January 14, 2010
Meeting Notes

Present:

Arlene Lopes, ASLCC representative – Greg Mares, Barbara Schoeffler, Betty Hayes, Bunpa Lim, Carmilla Rollins, Christina Treviño, Dina Morris, John Krause, Karla Rivers, Lynn Lawrence, Marisa Greear, Mary Stone, Mary Jane Melink, Meghan DeGallier, Pat Boerner, Roxana Ahmadifard, Sallie Parson, Sandie St. Onge, Selah Mitchell, Tamra Bell, Wendy Hall, William Ezell, and Mary Harding, Chair

Not Present:

Betty Sjoblom, Butch Henderson, Carol Carlson, Chad Meadors, Donna Walker, Elena Wilkins, Jenny Smith, Jim Roffler, Josie Swim, Kirc Roland, Laura Hammer, Megan Jasurda, Ronda Manick, Therese Montoya, and Wes McGee

➤ **Division Items**

Behavior Intervention Team (BIT) – Mary Harding handed out copies of the *Behavior Intervention Team Procedures Manual*. She recommended that all staff review the information provided. Mary Stone, John Krause and Mary Harding explained the purpose and membership of the BIT, the scope of their duties, and the procedures to be followed for students exhibiting patterns of concerning behavior. BIT reports are not part of a student's official record. The BIT does not replace student discipline or counseling; it is an additional tool that will be used. The *Behavior Action Report Form* is available on our website at the following locations:

Internal **Forms A-Z** page (see 'B' section)

<http://lowercolumbia.edu/internal/college-forms-a-z/>

Internal **Faculty Tools** page (see 4th bullet).

<http://lowercolumbia.edu/internal/faculty-resources/faculty-tools/>

Student Pod **Safety & Security** page (scroll down to 'Suspicious Behavior')

<http://lowercolumbia.edu/students/campus-life/safety-and-security/>

- **Veteran's Outreach Group** – John Krause provided information on this group that recently started meeting twice weekly with licensed counselor Sarah Gettman, who can provide PTSD screening and referrals. A student club may be formed soon from this group, which is very interested in following through with suggestions such as employer panels, college credit for life experiences,

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possible social adjustments, and parking issues.

- **Financial Aid Deadlines** – Marisa Greear reported that setting deadlines for the annual FAFSA and quarterly financial aid applications has helped the Financial Aid Office workflow considerably. Timely applications = timely packaging! The FAFSA and scholarship applications will be available on-line very soon. Priority will be given to student applications that meet posted deadlines.

Future deadlines:

<u>FAFSA</u>	<u>2010-11</u>		<u>2011-12</u>	
	04/15/10		04/15/11	
<u>Financial Aid</u>	<u>Summer</u>	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
	05/18/10	08/17/10	11/29/10	02/28/11

- **Travel Update** – Sandie St. Onge provided several handouts dealing with travel and per diem rates. Personal car mileage reimbursement changed from .55 per mile to .50 per mile on January 1. The current on-line *travel expense voucher* is still showing the old rate, so be sure to manually change your paperwork. The *color map* and *mileage & per diem reference charts* are great for estimating costs on your *prior approval for travel* form. If you require airline reservations, be sure to include your full name as it appears on your government issued identification, your birth date, and your seating preference when that paperwork is submitted. Also be forewarned...our college issued travel visa will not cover baggage costs. You will need to pay out of pocket, retain your receipt, and add that documentation to your travel expense voucher when you return from travel and process your travel expense voucher.
 - **“Check out a College”** – Betty Hayes provided a great handout for this website <http://checkoutacollege.com/>, which is a wonderful resource for students. It provides information on all state community and technical colleges and five baccalaureate institutions. It also allows student to explore career and wage data; get ideas about paying for college; search by career cluster, college program and location; explore interests and learning styles; and receive information in Spanish, Russian, Vietnamese, Korean, Chinese, and Cambodian.
- **Committee Reports** – (details at - <http://lowercolumbia.edu/internal/committees/>)
- **Academic Standards Committee** – Mary Harding reported that procedures are being finalized to reflect the new Administrative Policy numbers. This committee is scheduled to meet in February.

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- **Assessment Committee** – Wendy Hall reported on the upcoming Summer Institute, which will include new Gen Ed members. Assessment help is available for those who need assistance. Be sure to set realistic and measurable goals.
 - **Curriculum Committee** – Lynn Lawrence reported on recent committee activity. See their meeting notes on our internal website for complete details.
 - **Financial Aid Committee** – Pat Boerner, the new committee chair, reported that the committee is trying to tighten their reinstatement process to better serve students. A meeting will be held in February for students wishing to apply for spring quarter financial reinstatement.
 - **Instructional Council** – Mary Stone reported that this group will meet next week.
- **Around the Table** – We introduced ourselves around the table and explained where we work for the benefit of our newest members. Additional information was provided by the following members:
- **Arlene Lopes** – Lost and found items should be brought to the Student Activities Office in the Student Center.
 - **ASLCC Representative, Greg Mares** – Upcoming ASLCC events include:
 - 1/22 – Elections Committee trip to Olympia for Civics Day
 - 1/27 – Brothers from Another Mother
 - 1/28 – SeaCats
 - **Betty Hayes** – Upcoming recruiting events include:
 - 1/20 – 21 – College Preview Days
 - 2/4 – Scholarship Night
 - 2/8 – Transfer Fair
 - **Bunpa Lim** – Multicultural Club is working on a multicultural center proposal and will be supporting the “Portraits of Courage” presentation on February 17.
 - **Christina Treviño** – A mentor program for opportunity grant students will start today at noon, connecting students with representatives from local businesses.
 - **Dina Morris** – A new high demand program with 20 available spaces has been approved for CDL truck driving training. The program will not have any credits attached to it, but it will include flagging, hazard maintenance, and first aid training. Dina will be off campus for the next three weeks, so refer questions to

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Tamra Bell.

- **Mary Stone** – The next college showcase will feature computer technology with Don Derkacht.
- **Pat Boerner** – Pat announced that Jason made it all the way to Missouri and his new job. SSS is still accepting students. Pat is busy writing the Standard 3 report. The Jack Kent Cooke scholarship application is being finalized.
- **Roxana Ahmadifard** – There are 30 students enrolled for the student government class, which is the highest enrollment in several decades! Cards will be mailed out January 19 to prospective Running Start students with information session dates.
- **Sandie St. Onge** – We have a new international student this quarter from China. She transferred to LCC from Centralia College and has joined the many students in our pre-nursing program. We now have five international students enrolled at LCC from the countries of Sweden, Japan, Australia, Iran, and China. In an attempt to provide each of you with access to all handouts provided at our SSC meeting, Sandie is now attaching copies of handouts to your monthly meeting notice/agenda if they were made available to her prior to sending out the meeting reminder.
- **Mary Harding** - Just before closing the meeting, Mary said “Thank you” for the excellent services provided by Student Services staff members in these very busy times of record enrollment. She then announced that she intends to retire effective June 30, 2010 after over 36 years at Lower Columbia College. This is a date she set for herself several years ago and she wanted her staff to hear the news directly from her. She said this is a very happy event for her and that she is looking forward to some time traveling with her husband, who is also retiring, and simply enjoying her morning cup of coffee while leisurely reading the morning paper.

The next Student Services Council meeting is scheduled for Thursday, February 25.

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