



## Student Services Council

### November 22, 2011

### Meeting Notes

#### **Present:**

Aaron McNabb, Betty Hayes, Breanne Tomalin, Carmilla Rollins, Judith Chapar, Kami Bair, Lynn Lawrence, Marcy Gilchrist, Marisa Greear, Marisa Zylstra, Meghan Averette, Pat Boerner, Sandie St. Onge, Stephanie Peerboom, Tamra Bell, Traci Hilligoss, and Lisa Matye Edwards, Chair

**Not Present:** Amber Lemiere, Anna Brodt, Ashley Bemm, ASLCC representative, Betty Sjoblom, Brian Isbell, Bunpa Lim, Carrie Thompson, Chad Meadors, Christina Jungers, Donna Walker, Geonna Joy, Grady Tweit, Harlan Cruser, Heidi Hamer, Jennifer Houge, Jenny Smith, Jim Roffler, Jodi Dahlke, Kanna Hudson, Kara McElroy, Karla Rivers, Kelly Johnsen, Kelly Smith, Kirc Roland, Linda Wilson, Megan Jasurda, Nichole Seroshek, Ronda Manick, Roxana Ahmadifard, Selah Mitchell, Steven Chapman, Traci Fuller, Trista Mobbs, and Wyler Beterbide

#### ➤ **Division Items**

- **Professional Development** – Brainstorming Activity “How do we increase use of the Career Center by undecided students?” – Tamra provided a handout from NACADA and a guide to using the Career Cruising services. Students need to be encouraged by various staff members more than once to establish a profile and check out all the “career cruising” functions.

Staff provided possible reasons why students may be “undecided”:

- They haven’t had a one-on-one meeting to discuss their options and interests
- They just don’t know what is available or what we offer
- There are so many options that it is hard to choose
- They haven’t attended any career showcases
- They don’t know what is involved in various occupations
- Jobs are available in areas that don’t capture the student’s interest
- Parents may want them to follow a track that isn’t the student’s real interest
- They think the “career” center is for finding jobs, not pre-planning for their programs

Staff discussed ways to bring students into the Career Center. If you have other suggestions, contact Tamra.

- More upbeat/exciting wording might be helpful to advertise the career center and draw students in so they may “explore”, “discover”, “find opportunities”
- Reorder the Career Services form so it takes students through the actual steps – start, next step, resume, job search, etc.
- Provide forms about Career Services in more locations
- Provide forms to all advisors
- Explain the benefits of accessing the Career Center
- Spread the word
- With the website being updated, now is a great time to place an updated flier on-line and monthly seminar updates in our campus e-newsletter

Staff also discussed why students may be hesitant to come into the Career Center:

- The name Career Center may seem more job related and less like a place to look for steps for deciding and moving forward towards an eventual job/career
- We are so service specific that students no longer receive the multi-service levels that had been available in the past, however cross referrals are available
- Talent Search Program – Betty provided a flier on our newest program and indicated that the tear-out form can be used by parents, counselors or self-identifying students. This is a five year grant specifically for Longview and Kelso school districts. There will be six tutors hired and ideally they will be located at the schools or within the community, not at LCC. The 500 students to be covered by the grant should include at least 30% low income, 30% citizens, and 30% 1<sup>st</sup> generation students...this is a TRiO program.
- Campus Updates
  - ADC Remodel/Relocation – The relocation process begins in earnest on Friday, December 16 at 3:00, when our building shuts down to accommodate the initial relocation effort. Those services that are relocating will reopen at noon on Monday, December 19 in their new locations. Please be patient and help students find their way to our services.
  - STC Remodel Update – Along with several staff relocations within the Student Center when the remodeling is complete, ASLCC is planning to start a textbook exchange in the open space. This will hopefully reduce the cost of textbooks.
  - Open Course Library - The Gates Foundation will be providing access to technology for [Open Course Library](#). Check out the SBCTC website for further information.
  - Book Groups – Lisa and Laura will both be leading book discussions winter quarter. Lisa will be sending out information. If you haven't already signed up, consider doing so. Our December break would be a great time to start your reading!
  - Budgets – Please send human interest stories about our students to Lisa. We may be dealing with significant changes. Under-performing programs may be reduced and both Federal Work Study and PELL grants may be cut as budget cuts and tuition increases are put into action. Although a ½% sales tax is anticipated, some construction projects may be moved forward to increase job stimulus packages.
  - Enrollment Management – Ten strategic target markets have been identified to leverage potential growth in our programs and student populations, including Veterans, International students, STEM, Transfer, and filling employer skill gaps/needed soft skills. We are targeting 3,300 FTEs.
  - Fitness Center Update – In 2005, our students voted to set aside funds to remodel our fitness center. The state matched those funds. We must use or lose those funds by June 20, 2013. A users group has been meeting to determine how to move forward. We need the center to be accessible, with true fitness equipment, instructional space, and a community meeting room.
- Inventory of Practices for Achieving the Dream – Student success barriers, strategies to deal with those barriers, and new initiatives being undertaken by the College are being documented to aid in student success. This ongoing project is delineating how things work, if they are scalable, and if they can be taken to other larger groups. Talk with your supervisors about recent changes in your area that are making a difference. Managers need to report these initiatives to Lisa by December 1.

- Upcoming Events
  - Holiday Party – December 9 (Baskets) – Feel free to put together a raffle basket in your workgroup for this event. Proceeds from the party and the basket raffles will be split between Head Start families and LCC students in need.
  - Athletic Auctions – December 10 is the fundraiser for baseball and to roast Kelly Smith, who is retiring. January 21 is the main athletic fundraising auction held every year.
- Inclement Weather – notification “trees” – Be sure your department has made plans on how you will be notified in the case of inclement weather or other situations that may delay classes or close campus. If you text, you can sign up for emergency text notifications on your mobile phone. Just text ‘follow LowerCC\_Alerts’ to 40404.

➤ **Around the Table**

- **Aaron McNabb** – LCC has been awarded a grant through the Youth Suicide Prevention Program (YSPP) by the Substance Abuse and Mental Health Services Administration (SAMHSA). The grant will provide a free two-day ASIST training on December 12 and 13. This is a really great opportunity for those of us who work with students on a daily basis to help with identification and intervention for students experiencing suicidal ideation. Having these skills can save lives. Talk with your supervisor and consider signing up for this training.
- **Lisa Matye Edwards** – Megan Wiggins will be joining Student Services on December 1, when she begins as Roxana’s assistant to replace Arlene Lopes, who retired recently. The Assistant Financial Aid Director position closed yesterday.
- **Lynn Lawrence** – Registration is busy...Open registration for winter quarter 2012 begins on November 28. There will also be a State Auditor in the building, reviewing tuition waivers that week. Fall quarter grades are due on December 13 and will be available on-line for students at 6:00 a.m. December 14. Students, who do not have global pins assigned already, will be able to automatically access their global pin by using their birth date - mm/dd/yr. Remind students of the relocations that will be occurring as of December 16.
- **Marcy Gilchrist** – December 8 is the deadline for Running Start applications. Tuition waivers are now allowed for students who qualify for free or reduced lunches. There are 13 new codes that may be applied to student in the running start program. It is a daunting fete to meet all the existing and new state coding requirements! The volleyball team just returned from their final tournament in Gresham and five of our players made the all-star team! There will be survey coming out on food choices for the staff holiday party. Notify Sandie St.Onge if you are aware of LCC students in need. Proceeds from the holiday party will be shared this year with Head Start families and students in need.
- **Marisa Zylstra** – Financial Aid appeal packets are due by December 16.

The next Student Services Council meeting is scheduled for December 27, which is a campus closure day. Our next scheduled meeting day after that is January 24. Since the Student Center will not be available, watch for further announcements about a meeting location.