

COLLEGE OF THE SISKIYOU

THE CAMPUS CONNECTION

January 13, 2015

PRESIDENT'S OFFICE

We are engaging consultants to assist us in accomplishing refining and further implementation of our Banner Operating System. Significant amounts of funding for these efforts are coming from increases to our SSSP funding.

We have accomplished the submission of the 15 ADT's that we had targeted for submission to the State Chancellors Office by December 31st. This was something that the State Chancellor's Office was strongly advocating for and was accomplished by a lot of hard work by our Student Services and Instructional Services areas and the Curriculum Committee.

Shared Governance - We have reinstated the Instructional Council, Student Service Council, Technology Council, and the Facilities Council. All constituent groups have representatives serving on the Presidents' Advisory Cabinet that meet the third Friday of each month and the College Council which meets every two weeks. College Council is continuing our process of reviewing and updating a chapter of our Board Policies each year. We have a lot of communication going on and I believe that our college is communicating among ourselves much more thoroughly than we did in the recent past.

Enrollment Management – It appears that efforts to stop the decline in our student enrollments and to actually increase our enrollments are finally bearing fruit. We are working very hard in this area so that we can maximize the funding that comes to us from the state for our FTES and fully “restore” the revenue that we receive from the state. We carried about 90 more FTES into this Fiscal Year from Summer 2014 than we carried into last year from Summer 2013. We have made adjustments to the Spring 2015 class schedule in efforts to increase our FTES. In order to position COS to receive probable growth funding next year, we need to grow a total of about 240 FTES this year.

We are having many dialogues as to how COS can be more student centered and assist our students in their educational endeavors.

We spent a lot of time during Orientation Day and Planning Day activities compiling lists of opportunities for increasing our enrollments. We have already followed through with several of the suggestions that came out of these efforts relative to seeking to increase our enrollments and the corresponding hoped for increase in funding to COS. We have increased our evening class offerings and sought to provide classes in sequence that coincides with the two year schedule.

We have made significant progress in reconnecting to our high schools, and improving our relationship with the community that we serve. We have focused on working with the high school administrations on enrolling high school students into our Fall 2015 Semester Classes. I am very pleased to share that we are experiencing significant enrollments of high school students into our Spring 2015 Semester classes. These efforts are moving forward extremely well and It is very exciting to see this happening, since this will provide additional FTES above what we would have experienced without these new efforts on our part.

Employees from all areas of COS have been sharing their ideas and working together to explore opportunities to provide “student centered” operations. During the January 9th Planning Day, our faculty along with staff from Instruction and Student Services worked together on the initial draft of class schedules for Summer 2015 and Fall 2015 that will more thoroughly meet the needs of our students and students ability to accomplish their individual educational goals at COS.

Facilities Master Plan – We are working on having discussions on how to update our Facilities Master Plan. We are also discussing how we might improve how we are currently utilizing our existing facilities and making adjustments to capitalize on opportunities to centralize more of our operations. We are proceeding with moving some of our employees and functions in efforts to provide more of a “one stop shop” relative to the services that we provide to our students.

We are continuing to be an active partner and provide support to our communities as the Weed community recovers and rebuilds from the devastation caused by the Boles Fire. The Weed Food Bank is temporarily renting the old Printing Service Rooms and the Weed Catholic Church is continuing to rent rooms in the former Life Science Building.

Accreditation - Accreditation Standard Committees for the Institutional Self Study have begun their work. All employees and our Board of Trustees have been taking the 2 hour exam on the Accreditation Commission web site and participating on our self-study teams. The Accreditation Steering Committee and the individual Standard Committees are meeting every two weeks. Accumulation of evidence is proceeding and actual writing has begun.

FOUNDATION / PUBLIC RELATIONS

Public Relations

January Events

January 14 – Women’s & Men’s Basketball vs. Butte College at 5:30 and 7:30PM, Gym
January 17 - Women’s & Men’s Basketball vs. Shasta College at 5:30 and 7:30PM, Gym
January 19 – Campus Closed for Martin Luther King Holiday
January 20 – Foundation Board Meeting at 8AM, COS Board Room
January 21 - Women’s & Men’s Basketball vs. Lassen College at 5:30 and 7:30PM, Gym

Foundation

Together We Make A Difference – Last month we “kicked off” the campus Payroll Contribution Campaign. Since then, two employees have signed up to participate in the program bringing the number of total participating employees to 24. Over the past ten years, COS employees have donated \$69,653 to the COS Foundation which has been used to support scholarships, fund the staff/faculty mini-grant program, provide funding for special projects such as the purchase of furniture for the Science Building Lobby’s, and much more. Employees can support scholarships, programs, departments and projects through our payroll contribution program. The amount of monthly contribution is not as important as the fact that you participate. Donations range from as low as \$5 to as much as \$50 or more, and all donations are tax-deductible. I hope you’ll consider participating. To participate click on the link

<http://www.siskiyous.edu/ia/foundation/campaigns.htm#employee>

Last month was also our ‘end of the year’ mail campaign to the community. Letters were sent out the middle of December reminding friends of the college their financial support can “make a difference” in the lives of our students. To date, approximately \$16,524 has been received by the Foundation Office as the result of this campaign (December 12-January 8).

Just a reminder, the mission of the COS Foundation is to support the mission and values of the College of the Siskiyous by fostering community relationships and raising funds to enhance exceptional learning environments.

The next regular meeting of the COS Foundation Board of Directors is January 20 at 8AM in the COS Board Room.

2015/2016 Foundation Scholarship Applications Now Available - Scholarship applications for 2015-2016 are now available for Siskiyou County high school seniors (graduating June 2015) and current COS students who plan to attend COS during the 2015-2016 year. Scholarships range from \$250 to \$3,000. Applications are due March 13. Students interested in applying for a scholarship may download an application from the College Foundation's website - www.siskiyou.edu/ia/foundation/scholarships.htm

Grants

The Grants Office has been working closely with the Career & Technical Education staff on numerous grant applications. Approval was recently received for a CTE Enhancement 60% Fund Grant for \$108,402. The focus of the project will be manufacturing and product development through material joining and product design. Funds will support the development of a Computer Aided Drafting and Design Modeling Lab

ACADEMIC AFFAIRS

January 2015, it is hard to believe the Holidays are over and the Spring semester is upon us. To be certain it is a busy, even crazy time for everyone trying to get the semester started. Through everyone's hard work and pulling together we have begun to realize improvements in several key areas. While accurate enrollments numbers will not be available until the 320 report is finalized later this week, it appears that Fall enrollment numbers may have stabilized and may well be up. Initial Spring enrollment numbers appear to be down compared to last year. However, there are several factors that have yet to contribute to current enrollment numbers, so until the dust settles from the start of the semester it is difficult to get exact numbers. Increased efficiencies have resulted in some interesting numbers: Dean Weathers reports that the average LAS class size is 20.78; through an enhanced scheduling effort to meet student needs only about half as many classes were cancelled as in previous semesters and less than two dozen were cancelled the week before the semester. New partnerships being developed with district high schools are already yielding new students in our video conference classes. Work on dual credit/dual enrollment MOU's is progressing rapidly and will hopefully impact this Fall's enrollment. There is still a lot work to be done but our efforts from the Fall are beginning to make a difference.

We are all in this together. Thanks for your help.

Liberal Arts & Sciences:

Liberal Arts and Sciences faculty are to be commended for their professionalism, input and advice in assisting our administration and staff with the Spring schedule of classes.

A calculation of student enrollments as of Monday morning, January 12 indicates an average class size for LAS of 20.78 students per class. Well above our past number of 16 per class. We are hoping that with a few more students registering late we can sustain or even increase this number.

Some new approaches being utilized this semester include our first ever online Spanish class which quickly reached maximum, and now a second one is near full. Modoc High School has joined us with a new video conference facility which has brought us several more students, not to mention video conference enrollments from Happy Camp, Etna, Tule Lake, and Butte Valley. In addition we now have a new Basic Skills Coordinator, Carly Zeller, whose energy, knowledge, and experience will be put to good use at COS. The Santa Clara Vanguard a Performing Arts Organization, which in the past has been renting summer facilities from COS to train marching bands, will send their directors here this Thursday to meet with Deans, Dennis Weathers and Dennis Roberts to discuss a new proposed plan to generate FTE's with their summer program. This would be a win-win situation for all.

The LAS faculty appears to be refreshed and eager to make this Spring Semester a great one.

ADMINISTRATIVE SERVICES

Hard to believe that it is 2015 already. There is a lot of information being gathered and shared about a variety of areas. We are looking at a couple of new contracts that will help with processes and add some efficiency in different areas. There is excitement about those things and I will be sharing more about that in February.

The governor's proposed budget has been released and it is a very promising start to the budget development for 2015/16. The Chancellor's has announced that this is the best budget he has seen in 20 years. Here is hoping it holds through the process. We will be hearing more about that on Wednesday of this week at the State Budget Workshop and will share that information as it develops.

The audit is complete and we were able to reduce the quantification of the findings significantly by doing some additional testing. Thank you to Meghan and Kent for all their efforts in that.

Bookstore:

With the start of the semester the bookstore is in full swing helping students with their needs. They have a nice variety of clothing if you haven't stopped by in a while, you might want to check it out.

Business Services:

- The audit is complete and findings were minimized.
- Business Services is preparing for the multiple filing requirements that are due by January 31, 2015 such as W-2's for employees, 1099's for vendors and 1098-T for students.

Technology:

The way students access their student email has changed. Rather than logging into Navigator and having an automatic link into their student email account, students will need to log in separately with their email ID and password. Instructions are on the COS website. Many students will already be set up to do this (or they will already have their Siskiyous email forwarded to another address), but for anyone who is not able to get in, they may contact the Student Help Desk at 938-5523 for assistance. They can also email to emailsupport@siskiyous.edu for help.

Student Life:

Students are back on campus this week and into the Lodges. This presents exciting new opportunities and meeting up with returning and new students. We are off to a great start to the semester.

HUMAN RESOURCES

Recruitment Update

Position	Status
Student Services Specialist II, Enrollment	1 st Interviews Held; Finals to be Scheduled before holiday break

Classification and Salary Study Update

Consultants have allocated each position to a position classification and are finishing classification (job) descriptions. Once job descriptions are received, employees will have an opportunity to review the class description and provide feedback.

The Consultant and the Advisory Committee for the Classification and Salary Study met and reviewed the colleges and local employers who will be used for the salary study. A follow-up meeting on this subject will be held in January.

New On-Line Faculty and Staff Directory

The faculty and staff directory on the College website has been updated. The data for the directory is now being pulled from the Banner system, is searchable on the website, and will be updated regularly. This will enable our web users to have more up to date and easily accessible directory information. The Faculty/Staff directory can be found at the following link: <http://www.siskiyous.edu/phonedirectory.pdf>. The revised directory provides employee name, department, phone number, e-mail address and office location. All college employees are included in the new online directory except short-term and substitute employees. Thank you to Kelly Groppi and Denise Broomfield in Human Resources and Ben Harris in Information Technology for seeing this project through to completion.

Leaves Training

Kelly Groppi and Nancy Miller attended a training in December on Managing Employee Leaves in the Community College Setting. Chief Human Resources Officers and HR staff from the North 14 and Bay 10 California Community Colleges participated in the training. This valuable training was free to the individual colleges and was provided by the Atkinson, Andelson, Loya, Ruud, & Romo Law Firm. The training and workbook provided important information to help with tracking and administering the multiple leaves available to our employees. In addition, it provided guidance for implementing new leaves recently approved by the legislature.

ACADEMIC SENATE

1. The Academic Senate and the Sabbatical Leave Committee have both recommended that Alison Varty be granted Sabbatical leave for the 2015-2016 Academic Year. *See Item 24 at Tab #16 of the Board Packet for details.* We urge the Board to approve her request.
2. Dr. Bill Hirt has just returned from the Sabbatical Leave that he took during Fall 2015. His written after-action report should be coming to the Board early Spring 2015.
3. On Friday afternoon, January 9th the Faculty, the Dean of LAS, the Counselors, the Interim VPAA, and other key staff personnel met in the Science Building. The primary purpose and goal was to create an academic schedule for Summer 2015 and Fall 2015 that would be student centric. Based upon feedback from those in attendance that mission was accomplished. These two schedules will now act as "straw men" for the Deans and the Interim VPAA as they begin to finalize next year's academic offerings.
4. The Academic Senate strongly urges the Board and the District to begin the process now of recruiting, advertising, and hiring new Faculty and Administrators who will need to begin work for us on July 1st of this year. Please note that this is the traditional time of the year California community colleges around the State do this. That said if we want to compete with the other California community colleges for the very best and brightest folks than we need to begin this process immediately.
5. The Academic Senate strongly urges the District to bring back the use of Faculty Advisors. Having subject matter experts in each of the major instructional areas that can coach, advise, and mentor students in their career fields of interest is both vital and essential in making the students College of the Siskiyous educational experience successful.
6. The Academic Senate urges the Board to develop a Board Policy regarding Equivalency. The equivalency process, as well as the criteria and standards that the Board of Trustees shall use to determine faculty equivalency, are to be developed and agreed upon by Academic Senate and the Board and, subsequently,

approved by the Board. Further, the equivalency process "...shall include reasonable procedures to ensure that the governing board relies primarily on the advice and judgment of the academic senate to determine that...faculty employed...possess qualifications that are at least equivalent to the applicable minimum qualifications..." (Title V, §53430, (b)).

ADMINISTRATIVE SUPPORT/MANAGEMENT

Thank you to everyone who donated their time, donations and effort in support of the annual ASM Holiday Basket campaign this year. Here are a few quick stats on the success of our service for 2014:

- 11 Chickens & 25 turkeys
- 260 lbs. of potatoes
- 93 gravy packets
- 38 cans of sweet potatoes
- 53 cans of vegetables and fruit
- 51 bottles of juice, cans of biscuits & boxes of stuffing mix
- 36 cans of cranberry
- 36 pies
- 50 sticks of butter
- 45 candy canes

- **36 families representing 124 people served!**

Again, thank you to everyone who helped make this possible on behalf of our students and their families.

CLASSIFIED STAFF

Classified Spotlight: Stephanie Houtman

How long have you worked at COS?

I have worked at COS since July of 2012.

What jobs have you had here and what do you do now?

I was a clerk in the bookstore from July of 2012 until June of 2014. I am now the administrative secretary for Upward Bound.

What do you love about working with students?

I love the students at COS. I enjoy hearing each individual story. We have diverse population of students and I learn something from every student I meet. The enthusiasm of the students is wonderful. It is rewarding to watch the students grow as they learn at College of the Siskiyous. I strive to help and encourage all students.

What are some things that people maybe be surprised to know about you?

I have a B.S. in Environmental Science from Oregon State University. I enjoy working part time because it gives me the perfect balance between work and home. I am married and have two sons who are 15 and 13. I am passionate about math and science. I have a personal interest in education opportunities for students with special needs.