

## COLLEGE OF THE SISKIYOU

### THE CAMPUS CONNECTION

*May 5, 2015*

#### PRESIDENT'S OFFICE

It is hard to believe that we are in our 9<sup>th</sup> month of my having assumed the Presidency. It has been extremely exciting for me and I look forward to every day and what we will be able to accomplish next.

April 16th thru April 21st, Dr. Greg South and I attended the Annual American Association of Community Colleges (AACC) conference in San Antonio Texas. I found this to be an outstanding event!

The first day and a half was a New CEO Academy which I found to be excellent. 20 new CEO's from across the nation were in attendance and this made for excellent networking as well as hearing from many long time CEO's from across the nation.

At the conference I heard that pretty much everyone is experiencing declining enrollment due in part to the improving economy. Many concerted efforts are underway by community colleges across the nation through partnerships with local K 12 districts to assist students while they are still in high school on improving Math and English skills. This is very much a common theme and again reinforces that our efforts in this direction are clearly what we need to be pursuing.

Other things we all are experiencing is budget challenges, Insufficient Data from IPEDS – and therefore the necessity to have an institutional Researcher on staff - and CC's being more in the national spotlight due to President Obama advocating for a free community college education for everyone. I attended a presentation by the State of Tennessee and learned a great deal about their program. President Obama is touting Tennessee as the “model” for the rest of the nation. Some of the most significant disparities are that they only have 58, 000 high school graduating seniors to find funds for and their funding source is a very large Power Ball Lottery.

Student Success is on everyone's mind and we are all pursuing opportunities to improve in this area. I met with many of the vendors at the conference that are providing a variety of services to Community Colleges. We will be pursuing dialogues with several of them.

The first review date for our search for a permanent Vice President of Student Services and Vice President of Instruction positions is mid-May. Hopefully, our efforts to improve the COS reputation is going to bear fruit in this area.

We are making arrangements to continue our operations with our current Food Service Vendor for one more year. We anticipate “going out” with a Request for Proposal in the Fall of 2015 to put a multiple year contract in place beginning in FY 2016-2017.

On April 23 and 24, Steve Reynolds and I attended an Accreditation Workshop, in San Diego, that was conducted by ACCJC. This event was very well attended and provided some updated information about the new accreditation procedures that we are following to accomplish our Self Study. We received a lot of very good information and anticipate this being very useful to COS as we work toward completing our Accreditation Self Study.

We have just completed our initial “Draft” of our Self Study. It will be made available to the entire College Community as we seek to complete this document by early Fall. We will be having a Public Forum on the Self Study shortly. I have also asked VPAS Nancy Funk to be prepared to have a Public Forum on the Tentative Budget in the near future. She and Kent have just about finished their effort to provide more current and updated budget information at the monthly Board meetings. I believe that this will significantly improve our monitoring of the College's financial performance.

We expect to see the Governor's May Revision to the State FY 2015-2016 Budget Proposal the week of May 10<sup>th</sup>. There has been a lot of discussion relative to the States Revenues coming in somewhere around \$2.5 Billion more than projections for this year. This bodes well for the current year as well as next year. The concern is that this will most probably result in "temporary" increases to funding for the California Community Colleges for a year or two. I have heard while attending several different workshops and conferences, that we are in year 6 of a 7 year cycle and there are many who are anticipating significant funding challenges after year 7. The latest information on COLA for next year is that it will most certainly be lower than the 1.58% that the Governor proposed in January 2015 for the FY 2015-2016 Budget.

It appears that we will fully restore our enrollment this year and no longer be in "stabilization". This will allow us to participate in any Growth Funding that may be available to California Community Colleges next year. That is very good news! At the same time, it will be critical for us to continue to increase our "base FTES". This is the surest way to maintain stable general fund revenues. I believe that by all of us working together we can attain this goal!

Our latest FTES estimates show that we grew about 4% in our Base FTES this year. Registration for the Summer 2015 and Fall 2015 Semesters has been progressing for several weeks now. Based upon the class schedules for these two semesters, Bart Scott estimates a potential increase in our base enrollment of 4% for each semester. This will continue to move us towards our goal of not having to rely so heavily on the FTES generated by our Instructional Service Agreements. I am expecting that San Francisco City College will return to fully accreditation status in the next 6 months or so.

Meetings have been occurring to update our Facilities Master Plan as well as to create a Final Project Proposal (FPP) for our \$20 million Performing Arts Project. The FPP must be completed and submitted to the State Chancellors Office by June 30, in order to keep us "in line" for potential State Facilities Bond funds in 2018.

We are initiating a Financial Literacy Project for our students. This is something that our Financial Aid Office is required to put in place. This was also discussed at the AACCC Conference as being one of the Federal requirements for Colleges to retain eligibility for Federal Financial Aid for its students. The Direct Lending Program is very much at risk for students and all CC's are striving to put in extra efforts to assist the Federal Government in its Student Loan Default Rate minimization efforts.

We have initiated our partnership with Higher One to provide electronic disbursement of financial aid to our students. We believed that this is going to provide significant benefits to our students and to the college overall.

We met last week with representatives from the Ewing Company. They are performing our Classification Study. They are getting to the end of this project and needed some final advice and decisions from us as they move toward completing this project. We will continue to keep everyone apprised as this moves towards completion.

Last weekend I attended the Annual Community College Trustees Conference in Monterrey along with COS Trustee Penny Heilman. Penny was recognized for her 20 years of service as our Board Member.

This Wednesday and Thursday, Val Roberts and I will be attending team training on Student Equity in Los Angeles. This will be my final trip for a while. The past couple of months have been pretty intense with all of the workshops and conferences that I have been attending. I am glad to finally be able to not have to travel for a while.

Graduation will be here before you know it. I hope to see many of you at the ceremonies May 15<sup>th</sup>.

**Financial Aid:**

Things are moving right along in Financial Aid! We updated our 2015-16 forms and posted to the students' Navigator account the first week in April. On April 7<sup>th</sup> we sent emails to all of the students who had completed their FAFSA and was in our system. By the end of the first day, we had approximately 30 students submit their required financial aid forms. The majority of our students will only need to submit the Financial Aid "Terms and Conditions" which they can complete and submit electronically using their Navigator account.

On April 15, we began our Higher One Kick Off notification to students and staff. A text message using Everbridge was sent to our students reminding them to keep their mailing address up to date. On April 17<sup>th</sup>, an email was sent to 714 financial aid students informing them that College of the Siskiyous is partnering with Higher One beginning with the summer semester. The email also instructed students that they will have to choose a preference for receiving their financial aid disbursements. Higher One will begin mailing the COS My Eagle Card to students who have remaining financial aid eligibility and registered for the summer term. Students who are registered for fall and have a complete financial aid file will begin receiving their My Eagle Card after July 31. If you have students with questions, send them to Enrollment Services. The staff has participated in the Higher One trainings and is very knowledgeable!

We will begin to package financial aid awards early June for students who have completed their financial aid files. Summer Pell will also be awarded to students who have remaining 2014-15 eligibility. The first summer disbursement is June 11 and will be the first group to receive their financial aid using Higher One.

We have worked with Human Resources to update our Federal Work Study processes in order to create a smoother process for both the students and the departments. Students will now have to contact Enrollment Services before receiving FWS funds. They will pick up a packet and will have access to job descriptions of positions on campus. Remember, these students are funded with a federal grant so you will not have to use your district funds! If you are interested in hiring a FWS student for 2015-16, please contact Jennie Cannon for more information.

## **FOUNDATION / PUBLIC RELATIONS**

### **Public Relations**

Last week, I attended the California Community Colleges Public Relations Organization (CCCPRO) conference in San Diego. This conference was really great as I was able to network with fellow PR/marketing professionals (who I know through the PIO email list serve) and gain valuable information to help with our social media platforms, branding of the college, website / logo updates, recruitment, media relations and graphic design. I'm looking forward to working with the campus to implement many of the ideas and suggestions I brought home with me from the conference. Earlier in April, I had the opportunity to attend a meeting organized by members of the Mt. Shasta City Council to discuss building a regional technology talent workforce and marketing appeal to attract people to Siskiyou County (specifically the Mt. Shasta area and surrounding communities). Much of the conversation centered around brainstorming programs that can be built or facilitated at both public and private schools (K-12) and the community college as well as effective approaches that will attract IT professionals and get them to consider locating to our area. Representatives from Mt. Shasta schools, business owners, and local government were in attendance.

### **May Events**

- Jazz Band Concert – May 1 at 7PM (COS Theater). Tickets \$8 general / \$5 students & seniors (available at door)
- Senior Theater Production: The Shasta Shuffle – May 2 at 7PM, May 3 at 2PM, May 8 & 9 at 7PM and May 10 at 2PM (COS Black Box Theater) limited seating at each performance, arrive early!
- Vocal Jazz Ensemble, Concert Choir and Ladies Chamber Singers Performance – May 9 at 7PM and May 10 at 3PM (COS Theater) Tickets \$8 general / \$5 students & seniors (available at door)
- EOPS/SSS Honors Graduation Party – May 14 at 3PM (COS Theater)
- RN Pinning Ceremony – May 15 at 5PM (COS Theater)
- 2015 Commencement – May 15 at 8PM (COS Gym)
- LVN Pinning Ceremony – May 21 at 5PM (COS Theater)
- Spring Semester Ends – May 21
- Fire Academy Graduation – May 22 at 6PM (COS Theater)
- Campus Closed for Memorial Day Holiday – May 25
- Classified Employees Day – May 27
- Eagle's Nest Resale Shop Customer Appreciation Day – May 30 beginning at 7AM (123 Main Street, Weed)
- Summer Session Begins – June 1

## **Foundation**

**Scholarship Update** – The COS Foundation Scholarship Readers Task Force met last week to select recipients for 2015/2016 awards. Representatives on the task force included: 1 - COS Foundation member, 2 - COS staff members, 2 - Community members, 1 - retired COS faculty member. The task force read 52 applications and were very impressed with the quality of the application packets received from Siskiyou County graduating high school seniors and current COS students who plan to attend COS in Fall 2015 / Spring 2016. Now that the recipient selection is completed, high school principals and counselors will be notified as will the COS continuing students. Scholarship awards for high school seniors are presented at their senior awards night or graduation and COS continuing students are notified by mail or in person. The total scholarship award amount available for 2015/2016 is \$36,728. Of the 52 applications received, 40 applicants will be receiving scholarships next year.

**Save the Date!!** – The COS Foundation and Athletic Department will host the “*Swing into Action*” Golf Tournament on Saturday, July 11 at the Lake Shastina Golf Resort. Tournament registration is open. Cost to participate is \$75 per player or \$300 for a team of four. Funds raised will support the purchase of new uniforms for Men’s and Women’s Soccer (beginning fall 2015). Contact Dawnie if you would like to play in the tournament or download the registration form: <http://www.siskiyous.edu/ia/foundation/documents/golfbrochure.pdf>

**Collaboration with the Siskiyou Arts Council Nears Completion** – In the Fall of 2013, the COS Foundation in collaboration with the Siskiyou Arts Council (SAC) applied for and received a \$50,000 partnership grant from the Hearst Foundation to expand the Arts Bus Program to the communities of Happy Camp and Tulelake, as well as support the Juvenile Justice Program in Yreka. Last month, the Siskiyou Arts Council (SAC) in Mount Shasta closed due to financial difficulties. Prior to the announcement of the SAC closure, plans were already in place to implement the final stages of the grant project, which will include bringing arts education to children in the Happy Camp and Tulelake areas as well supporting the Juvenile Justice Program in Yreka. Last fall, the SAC Executive Director began working with Liberty Arts in Yreka, which provides educational outreach programs for artists, students and community members in Siskiyou County to coordinate some of the remaining work that needed to be done. As the project is so close to conclusion, and with SAC’s recent announcement to close, the Foundation is now working closely with Kimberley Presley of Liberty Arts to make sure that the goals set for the project will be completed and we keep our commitment to the Hearst Foundation. Liberty Arts is also committed to providing long term arts education and awareness to Siskiyou County youth. It is our goal to have all work completed no later than June 30, 2015, the end of our fiscal year, and a final report will be submitted to the Hearst Foundation by the end of July.

## **Eagle’s Nest and Vintage Nest Shops**

We will be holding our annual furniture “round up,” May 13-15. If you know of anyone who has furniture they would be interested in donating to the Eagle’s Nest and Vintage Nest Shops, please call the Eagle’s Nest at (530) 938-4663.

## **Grants**

An application for a Nursing Enrollment Growth grant was submitted to the California Community Colleges Chancellor’s Office on May 1. Grant funds totaling \$55,487 will be used for supplies and equipment for the Associate Degree Nursing (RN) Program during the 2015-16 fiscal year.

# **ACADEMIC AFFAIRS**

Current data shows that on ground enrollment has stabilized and continues to grow at near 4% year to date. A comparison of data reported in the 320 report at P2 for this year when compared to last year at this point in time reveals that institutional on ground FTES production is up by nearly 60 FTES. At \$4676 per FTES that equates to roughly \$280K in additional revenue from on ground FTES production. In addition, estimates from Kent Gross about both on ground and ISA FTES production reveal:

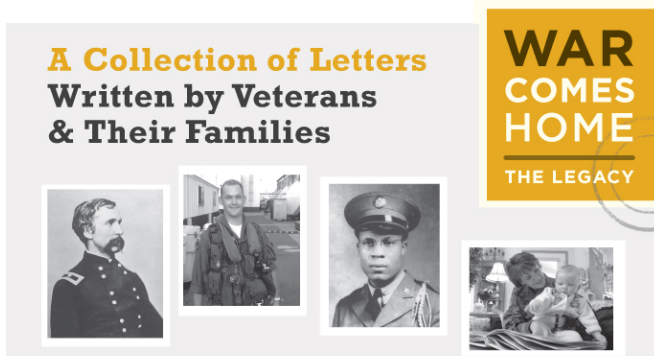
It looks like the FTES figure of 2,518.52 which we reported at P2 breaks down as follows:

Base FTES =	1,646.71	
SFPD =	548.00	(represents \$2,562,448 in revenue = 548 x 4,676 per FTES)
FIELD =	290.00	(represents \$960,190 = 290 x 3,311 per FTES)
Non-Credit =	33.81	
Total =	2,518.52	

Kent believes that the final figure for last year's base credit FTES was 1,588, so these new figures reflect an increase of 57.95 FTES (or 3.7%) to our base for the year. This is good news.

Recent times have seen an unprecedented number of initiatives for student success coming from the Chancellor's office. This aligns with the national trend and similar efforts coming from the Federal Government. Currently California Community Colleges have at least 15 new major student success initiatives. These initiatives range from California's Student Success and Support Programs (SSSP), a key source of funding for the next five years, to Veterans Initiatives, Foster Youth initiatives, and the Institutional Effectiveness Program Initiative (IEPI). The institution fully supports these efforts to enhance student success. In fact, currently this institution is close to being one of the few institutions that may be able to submit a full IEPI plan satisfying all 18 areas to the Chancellors office. Bart Scott, Director of Intuitional Research, along Val Roberts, Associate Dean of Student Success and everyone's efforts in the Student Support Services area deserve credit for the additional work required to satisfy the Chancellor's office mandates in these areas.

**A Collection of Letters  
Written by Veterans  
& Their Families**



The Library is pleased to announce that it has been selected to host the travelling exhibit War Comes Home: The Legacy from August 30, 2015 – October 11, 2015. The exhibit is part of Cal Humanities' current War Comes Home initiative which "aims to raise awareness of and promote greater understanding of our veterans and explore the impact of war on our communities." The exhibit considers this theme through correspondence between service members and their families, from the Civil War through more recent conflicts in Iraq and Afghanistan. We hope that the exhibit will provide educational opportunities on campus and serve as a connection with our community. War

Comes Home: The Legacy is a partnership between Cal Humanities, the California State Library and Exhibit Envoy.

The President and I attended the annual Association of California Community Colleges Conference in San Antonio, Texas a couple of weeks ago. This conference allows you to see what is happening on the national level, what the current trends are, what is coming down from the Department of Education in D.C. and what pressures the Chancellor's office will be responding to that will impact COS. This advanced notice affords the opportunity to begin aligning early with the mandates that will be coming our way. There were many good take aways that I will begin sharing with the Deans soon. Key among the many benefits of attending are the conversation and networking that occur at various events. I had the opportunity to have breakfast with Marc Mitsui, Deputy Assistant Secretary for Community Colleges in the U.S. Department of Education and get caught up on his current efforts. He was interested in COS's enrollment, and in particular the increase s in COS's on ground enrollment at a time when many institutions are seeing decreasing enrollment. The photo at right is us having breakfast.



Moreover, I had a chance to spend some time at a reception with an old friend and mentor, Dr. Joseph Zolner, Senior Director of Harvard's Higher Education Programs and Programs in Professional Education. I was a student in one of his

programs at Harvard. We usually connect at this conference. He was particularly interested in the evolution of COS's leadership and organizational model. He had some insights that I think will help our efforts.

## ADMINISTRATIVE SERVICES

The May revise from the Governor is just around the corner. We are working diligently on getting our budget put together but also anxiously awaiting news so we can make sure our revenue projections are correct. We are being told there are additional revenues at the state level for both the current fiscal year and for the budget year. It remains to be seen how those funds might be incorporated into the picture. We are hoping for a few additional dollars in May. We will have much more on that next month as we finalize the tentative budget.

### Technology Services:

In addition to their regular work keeping the technology of the campus up and running, Technology Services has been busy planning and preparing for several large projects that will improve services to students and efficiency on the network:

- Chris Wehman, Network Administrator, just returned from a 3-day training on server virtualization that will allow the College to run more processes on fewer pieces of hardware. This transition is one of the best money-saving strategies currently available to IT.
- Ben Harris, Systems Programmer/Analyst, has been working with the departments that use Degreeworks to "revitalize" and customize this software so it can be rolled out for student use. Degreeworks allows staff and students to work together on student education plans, preparing students to complete their degrees at COS and prepare for transfer.
- David Gault, Senior Systems Programmer/Analyst, is working with consultants to implement CCC Apply, the system that will soon be used by all of the California Community Colleges to allow students to apply for college through a common interface. Other current projects include implementation of eTranscript California to facilitate electronic exchange of transcripts with other institutions and initial planning for the replacement of the now-aging Banner hardware.

### **New Products at the Bookstore for Spring 2015**

Here are some of the clothing and merchandise that the Bookstore has created new for Spring 2015.

**15 oz Ceramic Coffee Mug**



**Hole- in-One Golf Set**



**Fogged Pint Glass**



**College of the Siskiyous Mountain Bumper Sticker 3" X 12"**



**College of the Siskiyou Eagle Bumper Sticker 3.125" X 7 "**



16 oz. Contour Mug



Barbeque Set



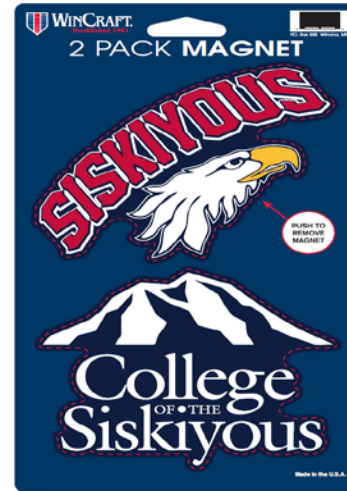
1/2 Apron (one size fits most)



7.5" x 7.5" pot holder



12" Oven Mitt



**HUMAN RESOURCES**

**Recruitment Update**

Position	Status
A.D.N. Nursing Instructor	Search extended.
Instructional Support Specialist II, Library	Recruitment completed. Employee to begin assignment in June.
Executive Assistant, Board & President	Initial interviews completed. Final interviews to be held week of 5/4/15.
Administrative Specialist, Disabled Students Programs & Services	Paper screening completed; meeting scheduled to select candidates to interview.
Fire Technology Instructor/Coordinator	First Review: 5/1/15
Administrative Specialist, Athletics	First Review: 5/4/15
Vice President – Instruction	First Review: 5/19/15
Vice President – Student Services	First Review: 5/19/15
Kinesiology Instructor/Head Men's & Women's Soccer Coach	First Review: 6/5/15
Fire Technology Instructor/Coordinator	First Review: 5/1/15

### Classification and Salary Study

Employees and supervisors had a chance to review their draft class specifications and provide feedback to the Consultant. The Consultant has now provided their final recommendation on both the classification and class specification/description. For any employee who completed a Feedback Form, the Consultant's final recommendation will be e-mailed to the employee and their supervisor.

The next step is to complete the salary survey. Positions will be compared with salaries at ten (10) comparable California Community College Districts along with three (3) local employers (County of Siskiyou, Siskiyou County Office of Education, and Siskiyou Union High School District).

When the study Consultant reviewed our current salary schedules, they had questions. They noted our salary schedules lack consistency between ranges and steps (i.e., equal percentages both across columns and down rows). In addition, the schedules did not have clear delineation between base pay and longevity pay. We met with Bill Ewing, the primary Consultant, this week to answer questions, and we expect to get a revised salary schedule and survey results back in about 2 weeks.

### Retirement Celebration

Our annual Retirement Celebration will be held on Tuesday, May 19, from 3:30 – 4:30 p.m. in the Science Building Foyer. This year we will honor six retirees: Kathy Gassaway, Dr. Barbara Odegard, Jerry Pompa, Linda Rogers, Cynthia Shipley, and Anna Volf.

### Classified Staff Day

Classified Staff Day will be held on Wednesday, May 27, from 10:30 a.m. – 4:15 p.m. The day will start off with a couple of workshops, followed by an opportunity for employees to help with beautification projects or a walk on the bear trail. The staff will then be honored with a lunch and recognizing employees with years of service awards. The day will end with an opportunity for employees to interact in team building activities and will finish with door prizes and a yogurt bar served by administrators.

### Summer Work Schedule

Employees working in the summer will have a 4-day work week from June 1 through July 31, 2015. Offices will be opened Monday through Thursday and closed on Friday. The majority of the classes offered in the summer will also be held Monday through Thursday.

### File Cabinets

After many years of having multiple file cabinets for our personnel files, we purchased and recently installed a new space saving filing system. As part of this project, we have a new color coding system to identify employee type along with new file pockets for each employee. Thanks to Brynn Fogerty for her work in researching which cabinets to purchase, coordinating this purchase between our office and Financial Aid who also purchased new cabinets, and negotiating with the vendors. Brynn also worked with Denise Broomfield to develop the color coding system. Denise then worked with our student workers, Ivon Kelly and Victor Salas, to get new labels printed and placed on the new file pockets and to move the files from the old cabinet, to boxes and then into the new cabinets. Thanks also to Kelly and Elaine for chipping in to help as needed. We hope to have completed this transition by the end of this week.

This upgrade should provide for a more efficient filing system where all files are located in one place and can be easily identified by both name and color. This project took the entire HR team to accomplish. Thanks everyone!!!



## **CLASSIFIED STAFF**

### **Classified Spotlight: Anne Marie Kuhlemann**



#### **How long have you worked at COS?**

I had been an international student at COS for 4 years (1998-2002) but then came back to work for COS in September of 2005. In November of 2006 I left for Oregon, where my husband lived, but came back to Weed after only 4 months as my husband unexpectedly passed away. No one had been hired for my position so I came back and worked as a temporary employee in my old job until I got hired permanently in January of 2008.

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

When I started working at COS in September of 2005 I worked as a part time receptionist in DSPS for only a few months. I also worked in the Distance Learning office part time as an Instructional Support Specialist. When the position in the Distance Learning office was advertised as a permanent job, I applied and was hired. When I came back from Oregon in 2007 I worked in the Distance Learning office again and this is where I still work as an Instructional Support Specialist.

I provide administrative and technical support for videoconferenced classes and meetings. A big part of my job also consists of support for the COS website by editing, creating and updating web pages. I am also involved in parts of the Etudes support for instructors.

#### **What do you love about working with students?**

To help them, in whatever ways I can, to succeed in their classes.

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

Most of you probably know that I am not from this country – my accent gives me away. ;) I was born in Sweden and lived there until I was in my mid 30s. I came to the Mt Shasta area in 1997 to visit and meet with an author who later became my husband.

For about 20 years I worked in my spare time in our family book publishing company in Sweden. My dad and I translated books from English to Swedish and published these.

From 2004 to 2005 my late husband and I lived on the Big Island in Hawaii where we thought we would be staying. We even had a piece of land (jungle) on the hills of Kilauea where we planned to live. But we came back to the mainland after one year.