

## COLLEGE OF THE SISKIYOU

### THE CAMPUS CONNECTION

*January 10, 2017*

#### PRESIDENT'S OFFICE

I trust everyone had a great Holiday break, enjoying family, and friends. We had about 80 people attend the annual Christmas Party at the Thomason's home, just before the break, on December 15.

Things have been a little slow this week at the College due to some folks taking time off, others being out sick, and with the weather challenges. It has allowed many of us to do a little catching up, as well as prepare for the spring semester. I am expecting a lot of interactions with our students this week as they are returning from the break and again thinking about their education and the spring semester.

Our Associated Student Body (ASB) will be having Welcome Day activities for each of the first three days of the semester. In efforts to increase our enrollments, our Student Services offices are communicating with students who have not yet registered as well as those who have registered but not paid or created payment arrangements to cover their fees. We expect that this will result in increased enrollments.

We only had 22 students leave the Lodges at the end of the fall semester. We have 15 students moving into the Lodges for the spring semester. My experience tells me that these are "normal" numbers. I believe that this reflects that we are running a good operation in the Lodges and in our Food Service operation. It appears that the returning students were much more current in paying their debts than in previous years. This is a very positive improvement.

We are finishing the hiring process to employ three part-time workers in the COS Food Service operation, and this will allow us to begin the semester with a meal being available on Saturday and Sundays between 10 a.m. and 12 noon.

Spring semester base enrollment is currently up about 5 percent - 30 FTES - as compared to last year at this time. The normal pattern is to have significant enrollment between now and the end of the first week of the semester. So, hopefully, we can stay above the amount of FTES that we generated last spring. Our goal is to grow our base or Field ISA FTES by about 150 during the spring and summer 2017 semesters. This is needed so that we can remain at our 2,819 FTES funding CAP again this year. If we accomplish this, then we will be basically guaranteed the same level of State Funding again next year even if our FTES declines next year. I remain optimistic that we can accomplish this.

We have a number of initiatives that should yield increased enrollments during the spring and summer semesters. These include: Administration of Justice classes for the Sheriff's Department, Fire professional development classes for Cal Fire and local fire departments, expanding CTE classes and programs, Dual Enrollment with our current high school students, retaining more students from the fall semester than in the past due to improved COS operations and the newly implemented Siskiyou College Promise program, a new Summer Bridge program, increasing the length of time and the resultant FTES from the summer Vanguard program, increasing the FIELD ISA enrollments, and expanding our noncredit class offerings.

We know that the Accrediting Commission will be reviewing information about City College of San Francisco (CCSF) later this month. I believe that it is most probable that CCSF will return to being fully accredited. This will probably lead to the San Francisco Police Academy reverting to being operated by CCSF. We just heard from the San Francisco Police Department that they expect to return to being operated by CCSF beginning in July

2017. We have expected that this would occur, since we assumed running the SF Police Academy back in 2012. It looks like we will finally be making that transition during FY 2017-2018.

The loss to COS in FTES that will result from the SF Police Academy reverting to CCSF will be about 600 during FY 2017-2018. Much of the increases to our enrollments during the 2017 spring and summer semester will continue in FY 2017-2018, and I expect this will yield increased enrollments in next years' summer, fall, and spring semesters. Losing 600 FTES is a lot to make up. We have known and discussed that the SFPD Police Academy would benefit COS for a limited time, since this ISA began back in 2012. We recognized that it was buying us time to strengthen COS and increase our base FTES and the FTES that we generate from other sources like the FIELD ISA.

We have accomplished a great deal during these past several years to strengthen COS and build our reserves. This puts us in a good position to be able to weather possible challenges if we experience declining enrollments or funding reductions from the State of California during the next several years.

We will know more about the FY 2017-2018 financial picture as we proceed through the 2017 spring semester and the State Budget evolves over the next several months. We will incorporate what we learn into the Preliminary, and then Final, FY 2017-2018 COS Budget.

The Governor is expected to release his FY 2017-2018 Initial Budget proposal on January 10. You will recall that the process is that the State Budget for FY 2017-2018 will continue to be discussed and evolve into the early summer until the Final State Budget will be approved by the Governor in June or July. We should be able to share some initial information about next year's State Budget at the Board meeting.

COS was recently notified by the Ford Family Foundation that they will be giving us a grant of over \$67, 000 to be used with our new COS Police Academy as soon as we receive official approval from the State for our program. We are also in the final stages of submitting the final documentation and request to receive the Institutional Effectiveness Initiative \$200,000 in funds from the State. We expect to receive these funds by the end of January.

The COS Maintenance Department continues to do fantastic job. They worked on several projects during the Christmas Break and have been doing an admirable job in keeping our campuses open during the recent storms. They have also been working hard to have all offices and classrooms ready for the beginning of the spring semester.

Our Annual Flex Day will be next Thursday January 12. We will begin, at 8 a.m., with a continental breakfast and then an update from the Administration. This will probably end about 10 a.m. Faculty will spend the rest of the day working on their Program Reviews, while the rest of the employees return to work.

I will be attending the Annual Effective Trustee Conference in Sacramento January 27 thru 29 with Trustee Kathy Koon and Student Trustee Calvin Wagner. I will then stay in Sacramento on January 29 and 30 to attend the Annual State Legislative Conference.

Announcing our search for our new President is proceeding as planned. The Search Committee is being put together and we expect the job announcement to go out January 17.

The COS Basketball season is progressing. The Women's Team is doing extremely well, and the next home basketball games at COS are this Saturday at 4 p.m. and 6 p.m. against Shasta College. Please come out and support our students. 😊

All signs point to a strong beginning for our spring semester. When this semester starts off well, it really is a blessing to all of us and particularly to our community and the students that we are serving. It is a result of a lot of hard work by the entire COS Family. Thanks everyone. 😊

## **FOUNDATION/PUBLIC RELATIONS**

Happy New Year, everyone!! Where to begin?? December was such a busy month at the College. Finals, concerts, parties, games... It was a really “packed” month filled with lots of activities.

The month started off with the Annual COS Photo Alliance Student Art Show and Ceramics Club Sale. The student groups held an artist show, sale, and reception on December 1. The show/reception was really well attended and the works featured in the Student Art Gallery and the Learning Resource Center Foyer was truly exceptional. The students who showcased their work are truly talented (shout out to the Art Department Faculty who inspire our students to bring out their creativity and joy). The next day (Friday, December 2) the COS Foundation Craft Fair opened for a two-day event. I reported on this event at the December meeting so I won't spend much time on the details, only to say it was a lot of fun and really well attended. The weekend concluded with the annual Winter Orchestra Concert led by Conductor Chiharu Sai.

On December 9, the Ladies of COS gathered for their Annual Christmas Ornament Exchange Party at Strings Restaurant in Yreka. Always a fun event, it was well attended and a great time to get together to enjoy the holiday season. Later that same weekend, Ron Slabbinck and his vocal groups – Concert Choir, Chamber Singers, and Vocal Jazz Ensemble – performed three phenomenal concerts that were each so good that many people in the community are still talking about it!

Then it was finals week!! Busy, busy, busy... The last events of the semester were the Vocational Nursing Pinning Ceremony and Scotty and Sharie Thomason's Annual Christmas Party held at their home in Lake Shastina. The Eagle's Nest Shop also celebrated its 19<sup>th</sup> Anniversary in December. What a great month of activities to bring the year to an end!

Broadcast Advertising – The College went back “on air” in December (continuing in January). In addition to the TV advertising, we have also been running a digital marketing campaign during the same time period.



**Stay Connected:** Every day, week, and month we are encouraging our students to sign up for our communication system, Everbridge, especially now, that we are experiencing winter weather (YAY for snow). To sign up, click on the Everbridge button located on the COS homepage, and follow the directions.

### **January Events:**

- January 2: Campus Closed
- January 7: Women's and Men's Basketball vs. College of the Redwoods, 2 p.m. & 4 p.m., COS Gym
- January 10: COS Board of Trustees Monthly Meeting, Closed Session at 5 p.m./Open Public Session at 6 p.m., COS Board Room
- January 12: Spring Planning Day – COS Theatre – All employees are required to attend from 8 a.m. to 10 a.m. Faculty will be working on Program Reviews from 10 a.m. until the end of the day.
- January 14: Men's and Women's Basketball vs. Shasta College – 4 p.m. & 6 p.m., COS Gym
- January 16: Campuses Closed for Martin Luther King Holiday
- January 17: Spring Semester Begins
- January 28: Men's and Women's Basketball vs. Lassen College – 4 p.m. & 6 p.m., COS Gym

## **ADMINISTRATIVE SERVICES**

Well, Happy New Year to everyone. I hope everyone enjoyed at least a few days of rest and relaxation. I know some worked right through with projects going on around both campuses. I am looking forward to a great spring semester and a blessed 2017.

The Governor will be putting out his proposed budget next week and the following week will be the State Budget workshop in Sacramento. Haven't heard much coming out of Sacramento; so, here is hoping he likes what the Board of Governors brought forward to him.

Lastly, I want to express a **huge thank you to the maintenance staff** who has really been working hard to maintain our parking lots, sidewalks, and streets with all the snow and ice (especially in the freezing temperatures out there).

### **Bookstore**

The bookstore is again ramping up for the beginning of the spring semester and is ready to meet the needs of our students. We look forward to another great semester.

### **Business Office**

The year-end is upon us and we will be getting going on W-2, 1099, and 1098T prep for all the different groups. This is a time of year that affects everyone, staff, students, and our vendors. It is a busy time to say the least. We are also working on budget prep and the beginning of 2017-2018 process. You will be hearing more about this in the upcoming weeks.

### **Food Services**

Job offers have been made to three new potential staff members and we are going through the pre-employment physicals and such. We are looking very forward to having additional permanent staff to go with our already great staff.

For the next week until classes begin again, Food Services will be open from 10 a.m. – 2 p.m. with some yummy breakfast offerings and some lunch options. And of course, always coffee ...

### **Maintenance**

The raised flooring project for the Yreka Tech building is almost complete and will be by the time classes begin for spring. The orchestra pit cover replacement also is almost finished and will be ready for spring semester. In addition, some continuing work is going on in the Lodges to provide some additional features and more room renovations.

### **Technology**

The computer lab in the ESTC building is now complete and ready to go for spring. There have also been some upgrades going on in Yreka. That project has to do with video conferencing and much needed upgrading.

## **INSTRUCTION**

On a belated note, on November 4 the Paramedic Program held its first ever graduation ceremony where 18 students graduated and are now ready to serve the community. Beth Watt did a great job with help from Anne Marie Acord in putting together a well-attended, wonderful event. The guest speaker was Mark Belden, Operation Manager at American Medical Response-Shasta.

December 15 was the Vocational Nursing pinning ceremony. Congratulations to our newest 19 nurses! Work continues on the Institutional Effectiveness Partnership Initiative work plan. We have signed an agreement to use eLumen as our curriculum and program review platform. We look forward to the next few months for the transition.

## **STUDENT SERVICES**

### **Vice President of Student Services**

Spring 2017 enrollment is looking good; so far, we are slightly above in FTES at this same time last January. (That is, comparing the first Mondays in Januarys). Now that the holidays are past, we expect a jump in applications and enrollment.

Student Services will be facilitating “Welcome Days, Spring 2017” during the first days of the semester, January 17 through January 19, at both the Weed and Yreka campuses. This will include an information table with campus maps, Everbridge sign-up information, hot drinks, and more. If you’d like to table with us, or have information you’d like us to share, please contact the Student Services office.

We are also planning Welcome Week for fall 2017 as well. Since this is a bigger event, we are planning an entire week of activities. We welcome your participation. Let us know how you’d like to be a part of welcoming (and welcoming back) our students.

Doug Haugen and I facilitated a Title IX (sexual assault and sexual harassment) presentation with more of our student athletes. These presentations are part of our Title IX compliance activities. Please feel free to invite us to your classroom or department to work with your students. The presentation takes less than 20 minutes. Doug and I want to thank Associate Dean Dennis Roberts and Coaches Powers and Heath for the opportunity to meet with their students.

Student Services had a Holiday Gathering and feasted on a variety of food. We also had an “Ugly Sweater” and “Cute Sweater” contest. Congrats to Tyler Morrison, Alysia Garcia, Denise Broomfield, and Jan Keen! (I will let you ask them which prize they won).

Starting this month, we will be focusing on recruitment for fall, visiting high schools and attending college fairs. This is also the month to start recruiting for Siskiyou Promise. If there is a particular program that you want us to highlight, or if you’d like to be one of our recruiters, just let me know.

Welcome back everyone! Have a great 2017.

### **Admissions and Records**

The Admissions and Records Office had a busy December closing up fall 2016 and setting up for spring 2017. We processed grades and academic standing for more than 3,000 students as well as 48 associate degrees or certificate of achievements.

We also worked on recruitment and retention efforts:

- We sent out registration reminders to those already registered for spring 2017.
- We called students who had registered in the fall but not in the spring to see if they were interested in taking classes for the spring.
- We emailed students close to graduation to have them register and finish up.
- We called students who had applied for spring 2017 to see where they were in the registration process.
- We worked with the Vice President of Student Services on updating several Student Services websites.

In January, so far, our focus will be on filing the 320, sending out transcripts, continue to updating the website, and continue Banner maintenance.

## **Counseling and Student Support Programs**

Happy spring semester from the Counseling and Student Support Programs Office!

### **Counseling and Advising**

We are wrapping up the last of the pre-spring semester SOAR sessions. Online SOAR continues to be a popular option for new students.

We are working with students to (re)register after being dropped from courses for non-payment of fees and/or not passing prerequisite courses.

Students who will be new for spring continue to contact us, and we're helping them through the steps to enroll.

### **EOPS/CARE**

Fall EOPS students who met the specified criteria will receive a grant award. CARE students eligible at the end of fall semester will also receive a grant award. These awards are based on unmet need.

EOPS is accepting applications for the spring semester. Services for EOPS students include book vouchers, transportation assistance, meals cards, and grant awards. Counseling and advising as well as progress checks and general support are also provided.

EOPS orientations are mandatory for all EOPS students (new and continuing) and have been scheduled. Those dates and times are on the EOPS webpage.

### **Foster Youth**

The Foster Youth Success Program accepts applications from foster youth and former foster youth on-going. This program provides assistance with securing textbooks and the Chaffey Grant, transportation and meal cards, a semester starter kit, and monthly meetings. Also available to the students who qualify is support and assistance with securing additional resources (on and off campus) and understanding/navigating the educational system.

### **TRiO - Student Success and Support Programs (SSSP) and Upward Bound**

SSS is accepting applications for the spring semester. Services for SSS students include campus tours, assistance with transfer applications and scholarships, a study area with computers, and financial literacy. Transfer advising, progress checks, and general support are also provided.

SSSP funds were used to secure software which will allow students to make appointments online with a counselor or advisor and will track information regarding the appointment. This will allow for data collection on peak traffic times, needs of students, number of financial aid appeals and education plans, etc. It will also allow for more accurate and less time consuming MIS reporting which is how SSSP funding for each campus is determined.

New software for an improved online orientation was also purchased with SSSP funds. This program will allow for the development of modules and show student completion of each module. We will have the mandatory modules as well as information important and beneficial to students, such Title IX, athletic eligibility, financial literacy, and more.

These new programs will be developed and implemented over the spring semester and will allow us to provide better service to students.

## **Financial Aid**

Happy New Year! I think most of us spent the holidays battling colds and the flu. I hope by now everyone is rested and healthy!

The Financial Aid Office is getting ready for the spring 2017 semester and we are processing the first Pell Grant disbursement on January 20. Students who have their financial aid awarded can request a book voucher that will allow them to purchase their books and supplies at the COS Bookstore and the Yreka Campus beginning January 9.

We have currently brought in 2017-2018 FAFSA records for 973 students. We will begin posting financial aid documents to the students' Navigator accounts and following up with email notifications to instruct them on accessing their documents.

Another change for the 2017-2018 aid year is we will begin sending emails to students who have completed a FAFSA listing College of the Siskiyous but have not applied to our school. The emails will welcome those students to our school and provide instructions on how to apply. In the past, this group of students has had no contact from COS until they applied and were admitted. We are hoping that this will encourage them to apply and register at COS!

## **Student Equity**

Since taking on the position of Student Equity Specialist in November, I have been busy learning about my new role and have been focused on scheduling outreach events, as well as partnering with other departments to plan events. Below is a summary of what we have done so far!

I partnered with Financial Aid to hold the first of three FAFSA outreach events on December 7 from 11 a.m. to 2 p.m. in the Student Center. The other two events will take place on January 18 and January 25. During these events, we will provide small incentives to students who complete their FAFSA on site at the Welcome Center. During our first event, we spoke with a large number of students, were able to answer a great deal of questions, and provide assistance when needed. After these three initial events, we are hoping to hold twice monthly FAFSA workshops at other locations on campus.

I sent out a letter as part of my outreach to local high school counselors in Siskiyou and Modoc counties introducing myself and letting them know I would be contacting them in the next few weeks to discuss potential outreach events at their schools. The response from the letter has been great, and I am in the process of setting up dates to visit numerous high schools after the first of the year. The plan for these outreach events is to have myself as well as a representative from Financial Aid speak to students about the programs and services available at College of the Siskiyous, the Siskiyou Promise Scholarship program, and how to apply to the college.

I will also be partnering with Blaine Smith, from the Adult Education Pathways Program, and the local Community Resource Centers to provide adult learning recruitment events throughout Siskiyou County. At these events, we will meet with individuals who are interested in learning more about the Adult Education Pathways program, and we will also provide dinner and child care so that those with families will be able to attend. We realize that the Community Resource Centers reach a population that would directly benefit from the Adult Education Pathways program and that is why we are excited to see this partnership grow.

Blaine and I also met with Mike Michelin and Lilly Watters of the Siskiyou Child Care Council to discuss a potential partnership between the College and SCCC. The goal is to create short-term training programs for adult learners; specifically, family child care providers that will help them meet their training requirements through the California Childcare Initiative Project and also count for Adult Education Pathways. Although this is in the very early stages, coming from an Early Childhood background, I can see the benefits that this program would have on the child-care community.

### **Student Life/Lodges**

During a busy December, Lodge professional staff members interviewed nine Resident Advisor (RA) candidates and selected three. A student staff of five RA's will welcome Lodge students back to campus this spring. The RA selection process was needed as two RA's completed their academic programs and transferred to four-year colleges at the end of the fall semester. During "dead week" RA's and House Council Leaders hosted a Casino Night event where Lodge residents played games, listened to music, ate snacks, and won prizes. The end of finals week started the Lodge professional staff on the task of preparing 15 beds for new Lodge residents who are moving in after the semester break.

Members of the Behavior Interventions Team (BIT) wrapped up the semester by scheduling spring meetings and discussing how the BIT can offer more than just referrals to students in crisis.

Student Life staff also participated in a training on bullying in the work place hosted by Human Resources. The negative impact on employees who are bullied parallels the experiences of bullied students. A take away from the training is that educating staff and students to identify and stop bullying behaviors supports the welcoming environment we enjoy on our campuses.

## **HUMAN RESOURCES**

### **Associate Vice President of Human Resources**

I hope everyone had a wonderful winter break with friends and family. The time flew by! We are back to work now and our department is focusing on a long list of priorities. I look forward to rolling out many new things over the next few months.

#### **Doors**

The Maintenance Department is in the middle of our door project. When completed, there will be a locking door between Human Resources and the mailroom, and Human Resources and the President's Office. These doors will ensure confidentiality and security for our department. Please pardon our dust while the construction continues.

#### **Name Tags**

Please remember to wear your nametag! All staff and faculty are being encouraged to wear a nametag. If you do not have one, please contact Dawnie Slabaugh [slabaugh@siskiyous.edu](mailto:slabaugh@siskiyous.edu) in the Foundation Office to schedule a time for a picture. Nametags will not only help identify you as a COS employee, but will assist emergency personnel in the event of an emergency.

<b>Recruitment</b>	
<b>Position</b>	<b>Status</b>
Program Grant Manager, Basic Skills	Lorinda Forrest Meyer
Executive Assistant I, Student Services	Janice Gonzalez
ISS, Fine Arts	Amanda Thomas
Electrician & HVAC Technician	New Hire Paperwork/LiveScan Process
Food Services Assistant	New Hire Paperwork/LiveScan Process
Custodian	Reference Checks
Office Assistant II, HTC-DSPS	Final Interviews Scheduled
Program Grant Manager, CTE	Interviews 1/10/2017
ISS, Performing Arts	Screening
Interim Vocational Nursing Instructor	Initial Meeting 1/18/2017
Distance Learning Coordinator	First Review 1/19/2017
FIELD Instructional Service Agreement (ISA) Director	First Review 1/31/2017

*No other reports were submitted this month.*