

COLLEGE OF THE SISKIYOU

THE CAMPUS CONNECTION

February 7, 2017

PRESIDENT'S OFFICE

As usual, we have had a very exciting beginning of the spring semester; the amazing weather during this time has certainly been extremely memorable. I am told that it has been over ten years since we have had this much snow. All things considered, things are going very well.

Spring semester base enrollment is currently up close to 30 FTES - as compared to last year at this time. Our goal is to grow our base and or ISA FTES by about 150 during the spring and summer 2017 semesters. If we can accomplish this, we can remain close to the 2,819 FTES funding amount for FY 2017-2018. I remain optimistic that we can accomplish this goal.

It turns out that we basically have the same number of students residing in the Lodges during the spring semester as we had in the fall Semester. This, I believe, is a testament to our doing a very good job in Lodge and Food Service operations.

On January 10, the Governor released a conservative State Budget proposal for FY 2017-2018. There was an error in their calculations which resulted in an understatement in expenses and he understated state revenues according to the Legislative Analyst Office (as he usually does) and these differences may actually offset each other. We expect discussions in the Legislature, updated projections of State revenues, and a revision by the Governor that we normally receive around May 14. The final State Budget should be approved by the Governor in early July.

The Governor appears to be taking a more conservative position in order to protect the substantial gains that have been accomplished recently and maintain reserves and protect the progress that has been attained during the past couple of years. He continues to express concern that a recession is overdue and will be coming in the near future.

At COS, we will be working along the same lines of protecting our reserves and creating a FY 2017-2018 budget that we can live within. By taking advantage of the opportunity to grow our FTES to 2,819 last year, we were able to grow FTES funding by 10 percent, increase our reserves, and assure a significant increase in guaranteed funding from the State for this current year, and also acquire additional time for increasing our FTES.

The effect of extending temporary taxes by the passage of Proposition 55 is more than offset by the less optimistic revenue forecasts contained in the Governor's Budget proposals. The ongoing operational costs caused by natural inflation and dramatic increases in California State Teachers' Retirement System (CALSTRS) and California Public Employees' Retirement System (CalPERS) employer contributions, will present us some challenges as we seek to develop a balanced FY 2017-2018 Budget for COS with less state revenues as proposed under the Governor's plan for 2017-2018.

At the federal level, we expect to see more shifts in education policy. The incoming Administration's cabinet choices in the areas of education and immigration suggest changes in policies and attitudes. We are likely to see greater focus on K-12 school choice, perhaps including voucher initiatives and expansion of charter schools.

California is heavily invested in the Affordable Care Act (ACA). Should there be a major change or full repeal of the ACA, tough decisions will be coming for the non-Proposition 98 side of the Budget which could impact education directly as well as indirectly. Immigration is another area to watch California's demographics as overall student population could be impacted.

We also have changes at the State level. We now have a supermajority of Democrats in both the Assembly and Senate. This political power is unprecedented. Without one single Republican vote needed, the Governor and his party have the power to prevail on almost all legislative issues. We are likely to have in California law mandatory union employee orientations in anticipation of the appointment of a conservative U.S. Supreme Court Justice.

Uncertainty and risk are major factors in the Governor's rationale for this Budget. Uncertain times also serve to expose those who are unprepared to high levels of risk.

I believe that we are 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 are expecting to create a FY 2017-2018 budget for COS that balances expenses and revenues and maintains the Board directed 12 percent reserve balance.

I attended the Annual Effective Trustee Conference with Trustee Kathy Koon and our Student Trustee, Calvin Wagner, this past weekend. Calvin and I also attended the Annual State Legislative Conference Sunday and Monday. We each had many networking opportunities and received some really good information that we will be sharing. I took two dozen COS Presidential job announcements to the conferences and had an opportunity to talk with some potential applicants.

The Presidential Search is proceeding as planned. The first meeting of the Search Committee was delayed from January 20 to January 31 due to snow. However, all members have been identified and have agreed to the schedule.

We will be working on our report that is due to the Accreditation Commission in October during the next couple of months. The dialogue about Accreditation in California should slow down a bit now that San Francisco City College is fully accredited again. I attended a meeting at the Legislative Conference and received an update on the California Community College System's Workgroup I and Workgroup II. The latest is that recommendations will be going to the Community College's Board of Governors that the California Communities should transition to WASC Senior (WSCUC) over the next ten years. It will take us that long to switch over and we are expecting that WSCUC and the ACCJC will evolve into a single organization. A "White Paper" is being developed to provide us with more details on this.

A few updates about COS operations:

1. We have submitted the final paperwork for the Institutional Effectiveness Grant and expect to receive the \$200,000 and begin the project shortly.
2. We are in the process of expanding our non-credit class offerings by between 30 and 40 classes.
3. Dr. Todd Scott recently visited Southern Oregon University and discussed our submitting a Joint Title III Grant proposal to the Federal Government.
4. Student Services has many outreach events scheduled throughout our service area evenings during the spring semester. COS Staff will also be attending College Night events in Klamath Falls, Manteca, Oakland, West Valley, Los Angeles, and Pasadena.
5. We will be having representatives from CSU Humboldt and UC Davis on campus in March to visit our students.

6. We have more students living in the Lodges than in the fall semester and we continue to receive additional applications to move in. We have a few spaces remaining until we will be full.
7. COS Student Services Offices will be open from 8 am until 5:30 pm for the rest of the spring semester.
8. Our Maintenance Department has done a fabulous job of dealing with snow, storms, power outages, and keeping the campuses open during these past several weeks.
9. We have "honed" our ice and snow protocols. ☺
10. Installation of the raised flooring in the Yreka Classroom and the Orchestra Pit Cover projects, have both been completed.
11. We have finished a small remodel project in the Ponderosa Lodge. This involved installing a garbage disposal and stainless steel shelving in the Laundry Room to facilitate residents being able to also use that room for food preparation.
12. We are getting close to completing the Updated Facilities Master Plan.
13. We have a consulting firm scheduled to come to COS and complete a security assessment for the College.
14. Our Maintenance Department has completed 839 work orders during these past 8 months.

COS is extremely busy doing a lot of really good things; everyone is doing a fabulous job. ☺

FOUNDATION/PUBLIC RELATIONS

Well...we did it!!! We made it through the first month of another brand-new semester at COS!! January was certainly a busy month. We started out the month with our first Planning Day meeting of the semester. Lots of information about the campus and what is coming up over the next several months was provided.

Mother Nature decided we have had enough dry winter weather and changed it up (a LOT!). Storm, after storm, after storm kept us all on our toes – especially our Maintenance Department! Late starts, early closures, and "snow" days were called throughout the month of January. I think the last time we had a snow day or two was in early 2011 (maybe 2012). The Maintenance Staff did a phenomenal job keeping the walkways and parking lots cleared.

There were also lots of meetings: Banner Training, College Council, Foundation meetings, etc. We also had one day (Martin Luther King Jr. Holiday) to regroup, reenergize, rest, and relax, before hitting the ground running the next day for the first day of the 2017 Spring Semester!! Way to go everyone!!! We made it!!

COS Sports Update

If you have not been to a home basketball game yet, please try to come out this month and support our Men's and Women's Basketball teams. Both teams are fun to watch and the games keep getting more and more exciting. Melissa Dailey was recently recognized by the CCCAA as one of two December Athlete of the Month. *"Dailey, a sophomore for the fifth-ranked Eagles, was an integral force for COS which went a perfect 11-0 to end the calendar year while beating five teams ranked in the Northern California coaches poll's top 10. Shooting better than 53 percent from the floor, including a sizzling 57.1 percent from three-point territory, Dailey averaged 24.8 points, 4.0 rebounds, 7.2 assists and 2.5 steals. She also made good on 72 percent of her free throw attempts."* Official CCCSIA/CCCAA release posted 1/30/17



This past Monday, January 30, sophomore Hannah Thompson scored 50 points in a 114-102 victory over Feather River College. The 50 points by Thompson set a COS school record for most points scored by a women's

basketball player. The previous record was 47 points set by Crissy Watts in 2009. The new record included Thompson connecting on seven 3-pointers.

There are only three home games left – February 8, 15, and 16. Game times are at 5:30 p.m. (Women) and 7:30 p.m. (Men). Let's keep our fingers crossed for a home playoff game... 😊

Baseball and Softball season has also just begun their spring season. Our Baseball team opened their season at Shasta College defeating Shasta College, 7-1. The next day, the team traveled to Gilroy to play Gavilan College and came away with a split, losing the first game – 5-2, and winning the second game – 6-4. Their first home game of the season is scheduled for February 25 (weather permitting).

The Softball team opened the 2017 season against College of the Sequoias, losing the double-header – 5-2 and 4-2. The Lady Eagle's Softball team won't have a home game until March 15 against College of the Redwoods.

It's also Track & Field season!! The COS Track & Field team has a new coach and will open competition for the spring season soon. Congratulations to all our student athletes!!

2017/2018 Foundation Scholarship Applications Now Available

Scholarship applications for FY 2017-2018 are now available for Siskiyou County high school seniors (graduating June 2017) and current COS students who plan to attend COS during the 2017-2018 year. Scholarships range from \$250 to \$3,000. Applications are due March 15. Students interested in applying for a scholarship may download an application from the College Foundation's website -

www.siskiyou.edu/foundation/scholarships.htm

February Events: Here's what's coming up in February:

- February 7: COS Board of Trustees Monthly Meeting, Closed Session at 5 p.m./Open Public Session at 6 p.m., Board Room
- February 8: COS Basketball vs. Butte College – 5:30p.m. (Women) and 7:30 p.m. (Men), Gym
- February 10: COS Campuses Closed for Lincoln Day Holiday
- February 15: COS Basketball vs. Feather River – 5:30 p.m. (Women) and 7:30 p.m. (Men), Gym
- February 16: COS Basketball vs. Redwoods – 5:30 p.m. (Women) and 7:30 p.m. (Men), Gym
- February 20: COS Campuses Closed for Washington Day Holiday
- February 24: Performing Arts Club Presents "Rhinoceros" – 7 p.m., Theater
- February 25: COS Baseball vs. Shasta College – 11 a.m. and 2 p.m., Baseball Field
- February 25: Performing Arts Club Presents "Rhinoceros" – 7 p.m., Theater
- February 26: Performing Arts Club Presents "Rhinoceros" – 3 p.m., Theater
- March 3: Performing Arts Club Presents "Rhinoceros" – 7 p.m., Theater
- March 4: Performing Arts Club Presents "Rhinoceros" – 7 p.m., Theater

ADMINISTRATIVE SERVICES

What happened to January? It has flown by. With late starts, closures, meetings, and highway closures, I have not been on campus as much as I would have liked to have been in January. As a result, I am playing catch up in major ways. The budget process is just a bit behind schedule (all on me), but we are beginning to have it roll along. By the time you receive this, the manager training sessions will have occurred and they will be working on their budget requests.

The Governor released his January proposal. Although it is not as robust a budget as the past few years, it still is a decent budget for community colleges. At present it does include a small COLA of 1.48 percent and 1.34 percent growth. The COLA will be applied to categorical funding but not all grant funding. There is also a small increase in our base foundational grant funding which is a piece of our total apportionment calculation. The

Department of Finance sets the revenue projections for the development of the State budget and it is usually pretty conservative at this point in time. The May Revise will adjust should the revenue projections come in differently at that time. The trailer bill language, which oftentimes explains how funding will be distributed, is due out February 1. The funding that has been proposed for "Guided Pathways" will be explained more fully in those trailer bills. We are awaiting that information to see what needs to be done to apply for one of those grants. The Legislature will now begin their discussions to influence the final outcome of the budget in the May Revise and in the final June budget.

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). The weekend of the big storm, our crew worked all weekend trying to keep up with the snow and power outages. **Food Services** also worked hard that weekend making sure our Lodge students were fed when no one else could get here. **Thank you to all of you!**

Book Store

Having come through the beginning of another semester, we are not quite as busy as we have been. Please come on by and see what we have in new clothing and other school memorabilia. Come see us and get your Siskiyou spirit on.

Business Office

The year-end reporting, W-2's, 1099, and 1098-T's are all distributed or posted electronically. Thank you for all who chose to have your W-2 electronically. This was our first time doing it and we did get quite a few going that route. We are hoping for more next year as this is much more efficient for the College. We did our 1098-T processing in house this year for the first time as well, saving a few dollars. We will be beginning the budget development for FY 2017-2018 this week.

Food Services

The beginning of the semester is always a challenge until we get student workers on board and trained. Things are beginning to level out with new students and staff in place. We are still finalizing the placement for one permanent staff member, but we look for that to happen very soon. The menu is posted online weekly on the Food Service website. Don't forget that all students and staff can purchase a reloadable meal card so it makes grabbing lunch very convenient. Dinner to go is a great plan too. We look forward to serving you and for things to just get better and better.

Maintenance

The new snow plow was put to the test during the recent snows providing greater mobility and more efficient snow removal. A replacement lawn mower with snow brush has also been ordered and is expected to arrive any day. A big thanks goes to the Maintenance Team for all their hard work and long hours. The orchestra pit cover replacement in Weed and raised floor construction in the Yreka classrooms are complete. The Facility Master Plan draft is being updated by our architect, Maintenance, Operations, and Transportation, and Dr. Scott's and Melissa Green's teams. Bid documents for the Prop 39 funded Lodges, LRC boiler replacement, and I Tech reroof are in final draft. Construction is scheduled for this summer.

More winter weather is expected do not forget to wear footwear with good traction and dress warmly.

Technology

Here is a little of what our Tech Staff has been working on:

- Support for Business Office and in-house tax document preparation (W2, 1098-T, etc.).
- CAT6 wiring work in Lodges completed over break.
- Prep for migration of Banner to Cloud environment (target switchover is early February).
- Installation of presentation hardware in McCloud Hall 101/111.
- Dealing with the interrupted, but busy time for IT due to weather/sickness.

STUDENT SERVICES

Vice President of Student Services

January flew by as we geared up for spring semester and beyond! Not only did we advise and register students for spring semester, we looked to improving our outreach and recruitment for the 2017-2018 academic year.

Outreach and Recruitment

We are in the process of reviewing and revising the following webpages: Prospective Student, Current Student, International Student, Campus Tours, Why COS, Fees and Payments, Student Ambassador, and Admissions and Records. We sincerely appreciate Anne-Marie Kuhlemann's expertise and patience! I will let you know when the work has been completed and we are ready to unveil our new webpages.

We are also reviewing our communication plan to prospective and new applicants. The goal is to have frequent contacts with just-in-time information targeted toward specific audiences, such as non-traditional or out-of-state students.

Final outreach news – below are our planned outreach events for spring 2017. (This is in addition to our high school visits.) Please let us know if you'd like us to include some of your information at our visits.

02/03/17	YHS College Preview Day, Yreka, CA
02/08/17	West Valley High School – College 101 Event, West Valley, CA
02/11/17	National College Resource Foundation, Los Angeles, CA
02/18/17	National College Resource Foundation, Oakland, CA
03/11 – 3/12/17	Sportsman Expo, Yreka, CA
03/16/17	Buena Park College & Career Fair, Buena Park, CA
04/12/17	Mazama High School, Klamath Falls, CA
04/22/17	Adelante Mujer Latina Conference, Pasadena, CA

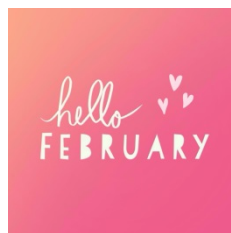
California Promise Innovation Grant

We've also been working on our grant proposal for the California College Promise Innovation Grant. The State appropriated one-time funding, to be distributed by the Chancellor's office, to selected California Community Colleges. Single college districts are eligible to apply for up to \$750,000. It's a very competitive grant, as a minimum of eight awards will be made at this level. Multi-college districts may apply for \$1,500,000. The purpose of these grants are to support districts to implement or expand a California College Promise program and develop partnerships with local school districts and community organizations that will encourage students to pursue higher education. Karen Tedsen and I participated in a Chancellor's office webinar on this grant on December 16, 2016. Final awards will be announced March 1, 2017.

Spring Enrollment

Despite our heavy snowfall and campus closures, our enrollment is looking good. We are (unofficially) 28.38 FTES over this time last spring at 738.52 FTES. (These numbers are based on our internal Argos reports.) We have several classes that haven't started yet. So, I am hopeful about our final enrollment numbers.

In closing... Have a great February!



Admissions and Records

Recruitment

- Student Ambassadors – Four new Student Ambassadors (seven total) were hired for the Spring 2017 semester. They will begin their training the first week of February and will be set up for their office hours the week of February 6.
- We are working on several recruitment and retention projects. Regina has been out presenting to local high schools and we have four college fairs in February that we will be attending.

Admissions

- We are working with CCCApply on improvements to the process including automation of follow-up letters.
- Student Ambassadors will be calling students who have applied to assist them in the registration process.

Registration

- Many add/drops for regularly scheduled courses were processed as well as additional registrations for late start courses.
- We are working with area high schools and Carondelet High School on getting students signed up for both full-term and late-starts courses.
- We received hundreds of registrations from FIELD the first week of school and are processing them now.

Transcripts

- We have processed over 300 transcripts since the first week of January.

Petitions

- We are currently processing 115 petitions for Associate of Arts and Sciences (AAS) or Certificates of Achievement (COAs) for the 2016-2017 academic year.

Counseling and Student Support Programs

Counseling and Advising

As with the other Student Services areas on campus, we have implemented extended hours for the spring semester. We are open from 8 a.m. – 5:30 p.m., Monday through Thursday and 8:00 a.m. – 5:00 p.m. on Friday.

Since returning to work on January 2, the counselors and advisors in Weed have had over 400 documented contacts with students, and Kim Peacemaker in Yreka has had over 85 contacts. These numbers do not include assistance provided through emails or phone calls. For counselors, these contacts included financial aid appeals, academic reinstatement petitions, comprehensive education plan development or updates, assisting students in selecting a full load of classes, meeting with students on probation, and assisting with other needs as available. The advisors assisted students with class selection and registration, spring schedule adjustments, calls to students who didn't pass prerequisite courses in the fall, calls to students in cancelled classes and assisting them with selecting a new course, and assisting with finding courses when the student had been dropped.

Josh Collins, Beckie Hobbs, and Shannon Eller gave an overview on programs, services, degree requirements, and transfer requirements to the FIRE class students, per Mike Wilson's request.

As counselors and advisors meet with students to develop education plans, we will be adopting a "Take 30 in a Year" approach. The goal is to have more students complete 60 units in two years.

Personal counseling services continue to be available for the spring semester. Lauri Hunner is available Mondays and Thursday from 11 a.m. to 2 p.m. Those hours can be expanded should the need arise. Students in need, whether it is a crisis situation or situational stress, should be referred to the Counseling Office to make an appointment with Lauri. Students' wait time is typically short.

Kim Peacemaker met with Yreka High School Principal, Marie Caldwell, to discuss high school elective credits for students that take COS classes. Marie confirmed that if Yreka High School (YHS) students take a COS course that they do not offer, once the class is completed, the students can provide YHS with their COS transcripts and the student will receive credit towards an elective for graduation. A three-unit course from COS counts towards ten credits at YHS.

Shannon Eller, Kim Peacemaker, and Regina Weston have been invited to participate in the Yreka High School Preview Day events. This event is Friday, February 3. Shannon will present on EOPS, and Kim and Regina will be available to answer student's questions at the COS information table.

DSPS

The DSPS staff had 1,898 contacts with students in the fall semester, and over 400 contacts to date with students this spring. Impressive!

EOPS/CARE

Last month, we reported that grants would be given to EOPS and CARE students who completed the requirements to receive one. We have those totals...over \$66,000 in fall grants were given to EOPS students and over \$13,000 in fall grants were given to CARE students. As was the case at the end of spring 2016, several students have told us that this grant money will help them stay in college and continue working toward their educational goal.

EOPS has 202 students for spring, and we issued \$80,000 in book vouchers. High quality backpacks filled with school supplies were also provided. These resources allowed those 202 students to start the semester prepared for their classes.

We will be hosting the Region 1 EOPS Directors/Coordinators meeting in early March. The Regional CARE Conference will be the primary focus for this meeting.

Employment preparation and success workshops for the CARE students will start in early February. Upon completion of these workshops, thanks to a Foundation Mini Grant, participants will receive a complete work outfit from the Eagle's Nest at no cost to the student.

Foster Youth Success Program

The Foster Youth Success Program (FYSP) currently has 13 participants.

Shannon Eller will be starting "Monthly Meet-Ups" for this group. The Meet-Ups will be an opportunity for the students to meet people on campus who provide support and serve as resources on campus and allow students to get to know each other and create a support network.

New this year will be the FYSP Birthday Club. Students in the program will receive a birthday card from Shannon. We hope this reminds these students that they are valued on our campus.

Student Success and Support Programs – SSSP

An updated timeline for the implementation of CCCAssess (the Common Assessment) was recently released. The original 12 pilot colleges will have an implementation date of fall 2017 for spring 2018 placement. After the tests are implemented and data from these 12 colleges is reviewed and needed adjustments are made, the colleges identified as Early Adopters will be implementing. College of the Siskiyous has been identified as an Early Adopter. This is a delay of over a year, but the CCCAssess folks are ensuring the assessment works effectively for all students.

Sunny Greene was selected as one of the Bias Review Panelists. She was one of several California Community College faculty and student panelists who reviewed questions for English. Sunny said the assessment is inclusive and will be well vetted by CCC faculty and students. She's excited about the new assessment.

Transfer Center and Articulation

UC Davis' Assistant Director of Admissions met with the counselors and advisors about shared efforts to increase the number of underrepresented students attending UCD from Siskiyou. We will be working to strengthen the transfer relationship for those students in particular.

The University of California campuses are making a push to increase the number of community college students who transfer to their universities. We have received posters promoting transfer to UC and information on links to share with students that show UCs as a viable option.

We recently received a request from Humboldt State to articulate classes from COS to their Master in Social Work program. That effort is underway.

We received a request to update our articulation with Azusa Pacific University, and that project was completed prior to winter break.

California Southern University contacted us requesting to articulate classes for their Nursing and Psychology programs. We sent them the requested information for review.

Updating existing articulation with Southern Oregon University and Oregon Institute of Technology is a project identified for this spring semester.

TRiO - SSS (Student Support Services) and Upward Bound

The TRiO Programs staff are coordinating COS programs and services presentations. Once these presentations are scheduled, invitations will be sent. This will be a great way for folks to learn more about how we all support students. If you are interested in doing a short presentation about a program or a service, contact Alysia Garcia in the TRiO Office.

Veterans

Currently we have 37 students who are receiving Veterans Affairs benefits. Denis Hagarty said this is the largest number he can recall. There are additional veterans that see Sunny Greene or Michelle Knudsen because they are part of DSPS and/or EOPS, but they are not receiving benefits.

Denis was recently contacted by the owner of Summit Dog Trainers Academy. They are a new business located by the Truck Village exit south of Weed. The owner is a former veteran who started this business of getting dogs from the local Humane Society, employing veterans to work with and train the dogs as service animals, and then provide those service animals to veterans who need them. The owner contacted Denis for potential vets to employ and invited Denis to tour the facility.

On March 11, Denis will be presenting information related to educational benefits available at COS as part of a day-long event to offer support for women in the county who have served in the military. The Siskiyou County Veterans Association is hosting the event in Mt. Shasta.

Financial Aid

We made it through January! We had a bit of a rough start, but that didn't keep us from getting financial aid to our students. We awarded Pell grants to 521 students for a total of \$575,578 on our first disbursement, January 20! We awarded Pell grants last spring 2016 to 402 students for a total of \$444,835.00. It has made a difference being fully staffed!

As of February 1, we have a total of 1,012 FAFSA records in our system for FY 2017-2018. We have had to delay posting 2017-2018 documents for our incoming students but plan to start notifying students to complete their files sometime in March.

Financial Aid has now expanded hours and we are open until 5:30 p.m. Monday through Thursday. If you have a student who can't get here before 5 p.m., let them know we are open!

Happy spring semester!

Student Life/Lodges

- Lodges are 81 percent full – the highest spring semester occupancy rate in at least 10 years.
- Resident advisors now have uniforms and radios to assist them in their work.
- New hire JonJon Junpradub is working tirelessly to update and overhaul policies and procedures in the Lodges. One notable effort relating to the conduct process will help create uniform consequences for all residents.
- On Wednesday, February 1, Assistant Director JonJon Junpradub took a van full of students to Shasta College in support of the Men's Basketball. Both the athletes and the spectators enjoyed the experience.
- The Laundry Room in Ponderosa is being updated with new paint, stainless steel countertops, and a utility sink.
- COS Service Club is having their first fundraiser of the semester supporting Upward Bound on Valentine's Day by offering 12 oz. bags of high quality coffee on a sliding scale \$10 – \$25. (Contact Lodge office to reserve yours 530-938-5237.)

HUMAN RESOURCES

Company Nurse Injury Hotline

Welcome to Company Nurse! This program is provided through Keenan, the College's vendor for insurance. Company Nurse is a 24/7/365 days per year program that provides "medical triage" for workplace injuries. During the triage process, the injured employee speaks with an INJURY CARE COORDINATOR. The coordinator gathers employee information and preliminary incident information. The employee and the gathered information are then transferred to a REGISTERED NURSE. The nurse will assess the injury, recommend the appropriate level of care and/or treatment, and may refer the injured employee to self-care, clinic, or emergency room.

Starting immediately, all injured employees must utilize Company Nurse:

In case of a workplace injury call 1-877-518-6702 (available 24 hours a day). The process is:

1. Injured worker notifies supervisor.
2. Supervisor/Injured worker immediately calls injury hotline.
3. Company Nurse gathers information over the phone and helps injured worker access appropriate medical treatment.

Supervisors/Managers will be provided further information. Posters and phone numbers will be provided for each department as well.

Fingerprinting Volunteers

Effective March 15, 2017 a revised Volunteer Procedure will be in effect. All volunteers will be required to have Live Scan fingerprinting and submit a Tuberculosis (TB) clearance before beginning service with COS. COS will cover the cost of fingerprinting. TB clearance process will also be covered if the clearance is completed by the College's RN. More details to follow on the complete procedure.

Superintendent/President Search Underway

While we will miss Scotty tremendously, the search for a new President is underway. COS is advertising in the Chronicle for Higher Education, HigherED Jobs and a number of targeted listservs. Our COS Weblink Team has created a special webpage announcing the search as well as instructions on how to apply. Brochures are available to anyone who may know of anyone who wishes to apply. Come by the Human Resources Office to pick up a brochure.

Recruitment	
Position	Status
Custodian	Amanda Young
Office Assistant II, HTC-DSPS	Jeanne Kilichowski
Program Grant Manager, CTE	Christina Van Alfen
Electrician & HVAC Technician	Onboarding Process
Food Services Assistant	Onboarding Process
ISS, Performing Arts	Interviews Scheduled
Interim Vocational Nursing Instructor	Final Interviews Scheduled
Administrative Assistant III, Human Resources	Screening
Distance Learning Coordinator	First Review 1/19/2017
FIELD Instructional Service Agreement (ISA) Director	First Review 1/31/2017
Administrative Assistant II, MOT	First Review 2/20/2017
Student Services Specialist, A&R	First Review 2/20/2017
Program Grant Manager, Adult Education	First Review 3/8/2017
Superintendent/President	First Review 3/10/2017

ACADEMIC SENATE

The Academic Senate met on Planning Day to assess and rework the program review process. After much discussion, we voted to move to a four-year program review cycle that will include short annual updates. We also decided to use our program reviews as evidence for future budget requests but noted that some new budget process will need to be implemented. COS used to have action plans that employees submitted in early fall, and program review could become a piece of evidence that one uses in an action plan. The Senate voted to have Senate Exec present a detailed model for the new program reviews at its February meeting. If all goes well, Instruction should have a new program review process by the end of the semester. All of this is part of the Institutional Effectiveness Partnership Initiative (IEPI) process and necessary to continually assess and improve our processes. SLOs are next.

The Senate is concerned about our hiring plan as it does not appear to match our revenue predictions. With the loss of the San Francisco Police Academy (SFPA) this summer, COS will need to significantly increase its future base funding. At the very least, the loss of SFPA means a certain degree of financial uncertainty for the future. In College Council, I advocated for a conditional hiring freeze until we know for certain what our FTES will be for FY 2018-2019. It is the Senate's position that any hire which requires District dollars should address how the position will continue or grow FTES.

The Curriculum Committee is working through 35 plus course proposals and the Distance Education Committee is drafting polices for online course evaluations and course standards that the Board will see soon. Senate Exec is also working to revise the participatory governance documents to better reflect what our current governance structure does. The documents online and in our most recent self-study do not match and need to be aligned/revise. Numerous other committees do a ton of work that is vital to COS and their efforts rarely get seen or recognized. In addition to hiring, non-tenure, and tenure committees, there are more than 25 standing/ad hoc committees on campus. Many of the committees, like Curriculum, require more than one faculty member. I would like for us all to recognize the hard work that all committee members dedicate to their various endeavors, in addition to teaching their full range of courses.

No other reports were submitted this month.