

**COLLEGE OF THE SISKIYOU**  
**STUDENT SERVICES COUNCIL MINUTES – MEETING #6**  
*Wednesday March 4, 2015*

**Present:** Vickie Donaldson, Jan Harris, Doug Haugen, Jan Keen, Steve Reynolds, Valerie Roberts, Charlie Roche, Bart Scott, Greg South, Meghan Witherell, Stephanie Wroten

**Absent:** Sunny Greene, Scotty Thomason

**Guest:** Nancy Funk

Item 1.        Approval of Minutes from Meeting 5

The minutes from meeting 5 were approved as read (Witherell/Scott). No discussion. All in favor.

Item 2.        Higher One Implementation

Higher One is a method to electronically transmit financial aid disbursements. They are the largest third part disburser of financial aid. We will start using Higher One during the summer session. Students will be able to choose from three options to receive their financial disbursement: paper check, use an existing bank account, or open a Higher One account. Students also have the option to not participate. Higher One has many financial tools on their website. Nancy Funk has set up a meeting for March 25 to educate staff about Higher One. The cashier, counseling, Library, Bookstore, and lodges will all be involved and will be part of the launch team. The launch team will receive Higher One cards to use to see what options are available to students. The hope is that the Higher One option will be a better, faster, safer way for students to receive their financial aid checks. Higher One does not push credit cards on the students. An ATM machine will be placed on the Weed campus, but not the Yreka campus. Higher One will also help with loan repayment. The change to Higher One was discussed with the RAs in the lodges. There was a letter that was written by someone in Merced, which contains misinformation about Higher One. Now that Merced has used Higher One, they love it.

Item 3.        Accreditation Follow-Up Report

Last March we were asked to do a follow-up report by the ACCJC. They originally listed four recommendations that we needed to address. An accreditation team visited campus last summer and found that three of the four recommendations had been addressed. This report addresses the last recommendation, to develop a long-range budget plan to resolve OPEB financing. COS has not been meeting the ARC obligation. Going from self-insured to CVT has helped considerably and reduced our liability. We have already paid \$50,000 this year and expect to pay \$180,000. Nancy's goal is to catch up or get ahead.

Item 4. Administrative Procedures

AP 3720 – Computer and Network Use: The language was changed to align with the CCLC language and is much clearer. Our Wi-Fi is not protected and people can come to campus and use our network. This issue is being discussed at Tech Council. We may add a password or code to connect to the internet. Personal use of COS computers and the network will be monitored soon and staff will need to sign a form agreeing to abide by the procedure. It has not been decided how this will be enforced with students, but Val will add this information to the student orientation and EDUC 0670. This procedure does not address the use of cell phones using the campus Wi-Fi. It was MSP (Haugen/Roche) to support the procedure. All in favor.

AP 3620 – Enrollment Management Plan: This procedure is adapted from CCLS. The Recruitment and Retention Task Force will be changed to the Enrollment Management Task Force. SSC noted:

- The recruitment piece is missing
- Timelines may not work for recruitment efforts
- Education Master Plan is a huge umbrella that includes recruitment, retention, scheduling, academic calendar
- We need to decide what we want to focus on, because it is so big
- Associate Dean of Student Services should be Associate Dean of Student Success.
- Right now there is an instruction emphasis, and not so much Student Services

Before this procedure is finalized more people need to give their input. The District would like this procedure in place for next academic year. Greg asked that SSC members send their input on this procedure to Vickie by Monday.

Item 5. Financial Aid Process Changes for 2015-2016

Along with the implementation of Higher One, there will be changes to financial aid award packaging. Currently, we are about 7 weeks ahead of schedule. We will start auto packaging financial aid awards and students will get their disbursement faster if there are no problems with their financial aid file. A Banner consultant will be here this summer to look at satisfactory academic progress policies and procedures and automate the process. This will necessitate the need to evaluate transcripts from prior schools. Jan is also working

on updating financial aid forms and they will be available soon.  
GPA's for Cal Grants will be submitted very soon.

Item 6. SSSP/Equity Updates

SSSP: These funds are very specific to counseling. There is a 2:1 match this year. There may not be a match for next year's money. The match has to be District money and is spent on very specific things. The award is based 40% on FTE and 60% on services provided from the previous year. We have an extension on spending the money until December. The better we report and show positive results the more money we receive. SSSP is the new matriculation but is for core services.

The student equity funds are for access, course completion, ESL/Basic Skills course completion, graduation rates and transfer rates. There is no match for this grant.

Contact Val if you would like more information and review the student equity plan.

Item 7. Dropping Classes with a W or an F

Due to lack of time, this item was tabled to the next meeting.

Item 8. Other

- Student fees are being discussed at the District level and will be discussed at a future Student Service Council meeting.

The meeting adjourned at 11:01 a.m.