

**COLLEGE OF THE SISKIYOU**  
**STUDENT SERVICES COUNCIL MINUTES – MEETING #8**

*Wednesday, April 1, 2015*

**Present:** Vickie Donaldson, Jan Harris, Doug Haugen, Valerie Roberts, Charlie Roche, Bart Scott, Greg South, Scotty Thomason

**Absent:** Sunny Greene, Jan Keen, Steve Reynolds, Meghan Witherell, Stephanie Wroten

Item 1.        Approval of Minutes from Meeting 7

The minutes from March 18, 2015 were approved as read.

Item 2.        Administrative Procedure No. 3260 – Enrollment Management Plan

Scotty expects that people will come up with suggestions to improve the procedure. The feedback is a list of observations that we can work from. The Imperial Valley Community College is a good model for us to follow. If you find some good ideas from other schools, forward them to Vickie. The visual diagrams from the IVCC model are good and include many of the components that we need in our procedure. We should add staffing and the financial aid distribution to our procedure. This should be completed by the next meeting (April 15). Send your input to Vickie.

Item 3.        Dropping Classes with an F or W Campaign

- We have held some student seminars to educate them about F vs W and have one more coming up on April 13, right before the drop date.
- Sunny drafted a handout for faculty and sent it out to them for feedback. The final version is still being worked on. Val will send the final version to SSC. The handout is on the agenda for the next Academic Senate meeting.
- General information on F vs W has already been sent to students, instructors and coaches.
- Jan Harris created a brief, at-a-glance flyer as well
- A FAQs flyer will be in the Counseling Office
- Scotty would like to hand out this information to the Board members at the next meeting, and will mention facts from Bart's spreadsheet

Item 4.        Other

Oregon Exchange- this is an item on the Board agenda. The Board report will request that our policy be changed to accept more Oregon students. Currently, we can collect up to 100 FTES from Oregon students and report them to the state for apportionment. Education Code says we can admit more out of state students, but cannot collect the FTES. Once this change is approved by the Board we will get the word out to students and admit more Oregon students who will pay \$138/unit. Anything over 100 FTES will not

be reported to the state for apportionment. This change has the potential to increase our enrollment, increase class size, and help us stabilize and become less dependent upon ISA classes. The Oregon students will need to certify that they will not apply for California residency. We will open the Oregon student enrollment in April.

Accreditation – This is writing week and the steering committee will meet next week to see where we stand.

Institutional Effectiveness – A few people have attended workshops on the Institutional Effectiveness Initiative. The district needs to come up with a plan and submit it by June 15. Bart Scott and Eric Houck will present information to Cabinet on Friday. The plan will go to the Board in May or June. 18 elements are requested in the plan. Four of them must be included in this year's plan and the remaining 14 need to be included in the next plan. Greg South is the lead person for the initiative.

Job Announcements –

- VP, Instruction – will be advertised this week
- VP, Student Services – will be advertised this week
- Director of A&R – will be advertised this week
- Director of Facilities – will be advertised in the future
- Fire instructor – open now
- Counseling – will be advertised this week
- PE/Kinesiology – will be advertised this week
- Director of Nursing – open now, have received one application
- PE Assistant – will probably be opened soon
- DSPS Assistant – open now
- Executive Assistant – open now

Hiring committees are being formed now. Bart suggested adding the cost of living information to the job announcements to attract more candidates.

Classification Study – this is currently underway. The salary table is due from the consultant by April 28. The district will review it and see what we can afford. According to the CSEA contract, anything over the 1% COLA is supposed to be used to implement the classification study.

DegreeWorks Upgrade – We have hired SIG consultants to upgrade DegreeWorks. We are many versions behind. This will be implemented June 1 and rolling out to our students in August. It has many new options (completion rates, GPA, financial aid status, veteran status, athletic status, etc.) and is visually more appealing and professional. There is a “what-if” function for students to use if

they are thinking about changing their goals. Some things that are unique to California have to be changed in DegreeWorks. A person will be needed to input transcript information. This will help financial aid as well. SSSP funds will be used to hire this person.  
Student Orientation – Val is working on improving our student orientation. There is an online orientation shell available and we want it to live in Navigator. It was suggested that we move away from Navigator and move to MySiskiyous like many other schools do.

SSSP Funds – These funds increased this year and will increase again next year. We have carryover money we need to spend by 12/31. \$85,000 is budgeted for a new server for DegreeWorks. We have already spent about \$150,000 on DegreeWorks and we will be upgrading computers in Yreka.

Summer and Fall 2015 schedule of classes – the summer and fall schedules for 2015 are done. This process began on Planning Day in January. The Deans worked with their faculty members on the schedule and the scheduling team met many times to review the work and make adjustments where needed. The faculty contracts will be going out soon for summer and fall classes. This process was different from what we used to do to build a schedule.

Registration – Priority registration opens April 20. Priority registration is for foster youth, DSPS, veterans, EOPS, and CalWORKS students. However, any student with over 100 degree applicable units or SAP is exempt from priority registration. These students will have an opportunity to go through an appeals process. This affects 13 students who have already been notified and will need to see a counselor. The students who appeal will know by April 20 if they do or do not meet priority registration requirements. About 100 students take advantage of priority registration. Open enrollment opens April 27.

Student Ambassadors – Scotty is working on ways to get students trained to be student leaders. They will be tasked with calling potential students to encourage them to enroll. GUID 1010 is our student leadership class.

Student Health Fee – the student health fee proposal will revise the fee to \$19 for full-time students and \$16 for part-time students. BOG students will have to pay this fee now. This will allow more to add more days for the health clinic. This request will go to the Board in April.

Financial Aid – the financial aid award process is way ahead of schedule. Forms have been revised and certifications have been

made. Higher One kicks off in May. The Higher One card is call My Eagle. Students chosen for verification should be ready to turn in

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their paperwork in mid-April. Students can mail, e-mail, or fax their documents to financial aid. There was a suggestion to make the financial aid forms fillable PDFs. Jan is working with the counselors to streamline the financial aid process. The return of Title IV funds for students who withdraw from all classes is now posted on our website.

Purchasing cutoff – the purchase order cutoff is April 17. Purchases must be received and invoiced by June 30.

Board Meeting – the April Board meeting is scheduled for April 7.

The meeting adjourned at 11:11 a.m.