

## COLLEGE OF THE SISKIYOU

### THE CAMPUS CONNECTION

*March 10, 2015*

#### PRESIDENT'S OFFICE

The most important update for me to share at this time is that it appears that after several years of declining enrollments we have finally stopped the decline in our base enrollments. This has been accomplished through a lot of hard work by the entire COS community ☺. In addition, it appears that we are increasing the number of FTES generated above what was include in our revenue projections in this year's budget to a level that will fully restore us to our FTES Funding CAP. Fully restoring our FTES will provide us a couple of hundred thousand dollars "above" the revenues we projected in this year's budget. It will also allow position COS to be able to increase our funding next year if in fact there are growth funds available to the California Community Colleges in from the State. The Governor has proposed 2% "growth" funds for community college in the FY 2015-16 state budget.

I attended the Council for Advancement and Support of Education (CASE) regional conference in Newport Beach at the end of last week. We had planned to attend the annual CASE conference back in September, however, the Boles fire preempted that trip. CASE is an Association of Foundation and Advancement staff from educational institutions. We learned a great deal about the operations of other institutions and have identified several areas that we can pursue here at COS to improve our Foundation and Public Information operations.

Since the last COS Board meeting, I have: attended a Lake Shastina Property Owner's Association meeting with Carol Cupp and spoke with that group; attended an AB 86 (GED program) meeting at Shasta College with Yreka High School Principal Randy Baker, COS CTE Dean Bob Taylor, and Kim Greene from Bob's staff; visited the San Francisco Policy Academy with Dr. Greg South; and attended the annual Association of California Community College Administrators (ACCCA) conference in Burlingame also with Dr. South.

March is proving to be a very busy time relative to my traveling on behalf of COS. I will be on an Accreditation Team Follow-Up visit to Imperial Valley College March 15<sup>th</sup> and 16<sup>th</sup>, then attending the Northern California CEO Annual Conference in Yosemite March 21<sup>st</sup> thru 24<sup>th</sup>.

We are making good progress in our much anticipated employee classification study and our institutional accreditation self-study. Vice President, Administrative Services Nancy Funk is making excellent progress in developing our FY 2015-16 tentative budget. Budget managers were recently provided with budget and expenditure data from the last 3 years. We are using this information to project our budget requests for the next year.

At this time it appears that we are living within our budget ☺. While we are struggling to live within the budgeted amounts for adjunct faculty expenses – as every institution does when seeking to increase enrollment – we have budgeted savings in other areas. These savings will help us to offset over expenditures.

We are currently searching for a Director of Nursing as well as a full time nursing faculty. We are finalizing the details for announcing a full time fire faculty position. The process of creating a prioritized listing of additional full time faculty positions that we might announce has recently been finalized and submitted to the Executive Cabinet. We may be taking steps to announce additional faculty searches this semester to increase our Full Time Faculty Ranks for next year.

We are also finalizing the job announcements for the administrative and management positions that we have been talking about hiring for next year. You will recall that several positions are filled on an interim basis and others are needed to complete our administrative structure. We expect to announce the positions of Vice President of Academic Affairs, Vice President of Student Services, Director of Admissions and Director of Facilities around the end of March. I

consideration of not having all employees available after the end of the Spring semester, we want to start these recruitments very soon to assure the participation of our employees on these search committees.

I believe you've all heard now that Kathy Gassaway is going to retire the end of June. I know that we are all going to miss Kathy. In addition to her position, we may also need to announce a couple of other classified positions. What we do in this area ties very strongly to our FY 2015-16 budget.

We are having a COS Foundation event Saturday evening, March 14<sup>th</sup>. We will recognize past service and strengthen our ties to our community at this event.

Our women's basketball team just completed one of its best seasons ever 😊. We are working on having an end-of-year sports banquet event later this semester. Again, this is something COS did in the past that needs to start up again to recognize all the accomplishments and hard work of our students and employees. This is an essential aspect of our institution that I know that you are all interested in accomplishing.

## **ACCREDITATION UPDATE**

The Accreditation Steering Committee has been meeting twice each month to orchestrate the Institutional Self Evaluation process and the writing of the institutional Self Evaluation Report. Teams comprising administrators, faculty, ASM, classified staff, and students have also been meeting regularly, focusing their research and writing efforts on individual standards of accreditation.

The College is a little bit behind on the timeline that had originally been set for completing the whole institutional self-evaluation process. The writing teams have completed rough drafts of narrative descriptions of evidence that we meet the Standards and of analysis of COS policies and processes. In March, these rough drafts will be compiled into a first draft of COS's Institutional Self Evaluation Report. This compilation draft should be ready for review by the end of the month. The draft report will then be published College wide for review. Members of every constituent group will be encouraged to read the report and provide feedback. The President/Superintendent will host forums in April when faculty, staff, students, managers, and others can share their ideas to add information or to correct errors of fact.

At this point, it appears that the self-evaluation process is accomplishing its purpose. The College is using the process to identify areas of needed improvement in order to raise the quality of programs and services. Here are examples of improvement areas that we have identified:

### **Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity**

- The College needs to be able to generate equity reports from Banner and MIS data and from CurricUNET in order to identify service gaps and achievement gaps.
- The College must make known its institution-set standards of achievement and report the extent to which it achieves those self-identified standards.
- College governance groups need to have more conversations about student achievement.
- All areas must complete Program Reviews as directed.

### **Standard II: Student Learning Programs and Support Services**

- The College needs to establish *institutional* procedures for program review.
- The College needs to create programs or course schedules that allow students to complete certificate and degree programs within a period of time consistent with established expectations in higher education.
- Faculty need to map assignments as assessments of particular student learning outcomes.

### **Standard III: Resources**

- The College needs to create a job description for the Faculty classification.
- Evaluations of personnel need to be completed in a timely manner consistently across the institution.

- Assessment of learning outcomes needs to be a regular component of evaluations of faculty and other staff who provide direct support of student learning.
- Administrative Procedures for Human Resources need to be uploaded to the COS website.
- The College must ensure regular ongoing contributions for its unfunded liabilities.

#### **Standard IV: Leadership and Governance**

- The College must update its Participatory Governance Model, including creating or updating related policy and administrative procedures.
- Student representation should be included on participatory governance councils.
- The College must ensure the Participatory Governance Model and procedures are followed.
- The College must regularly evaluate its governance structures and processes and communicate the results of these evaluations to the College.
- The Board of Trustees must conduct its self-evaluation annually and communicate the results of this self-evaluation to the College.

In addition to working on the Institutional Self Evaluation Report, personnel are working on the annual reports to the ACCJC. ALO Steve Reynolds and Director of Research Bart Scott are compiling student achievement data for the Annual Report. Comptroller Kent Gross and Vice President of Administrative Services Nancy Funk are compiling the data for the Annual Fiscal Report.

## **FOUNDATION / PUBLIC RELATIONS**

### **Public Relations**

#### **March Events**

March 4 – Baseball vs. Shasta College at 2PM, Baseball Field

March 5 – 8<sup>th</sup> Grade Day at COS, 9AM at Weed Campus

March 10 – COS Monthly Board of Trustees Meeting at 5PM, COS Board Room

March 13 – Baseball vs. College of the Redwoods at 11AM & 2PM, Baseball Field

March 13 – COS Spring Musical *RENT* 7PM, COS Theater. Tickets \$12 General / \$8 Students & Seniors  
(Additional showings March 14, 20, and 21 at 7PM, and March 15 and 22 at 2PM)

March 14 – Foundation Hosts President's Circle Banquet at 6PM, Snow Creek Studios, Mt. Shasta

March 17 – Softball vs. Lassen College at 12PM, Softball Field

March 19 – COS Speaker's Series Presents "The Mt. Shasta Collection" at 7:30PM, Building 3, Room 9

March 20 – Baseball vs. Lassen College at 1PM, Baseball Field

March 21 – Baseball vs. Lassen College at 12 & 3PM, Baseball Field

March 28 – Baseball vs. Butte College at 11AM & 2PM, Baseball Field

March 30 thru April 3 - Spring Break: No Classes

**Expanding our Reach to Students** – Last fall the college began using a new emergency alert / communication system. All students, staff, and board member are encouraged to sign up for the system and receive text message or email alerts in the event of an emergency (such as severe weather closures, etc.), or to receive information on general campus announcements, athletic updates, student registration and more.

<http://www.siskiyous.edu/ia/publicrelations/pressreleases/2014-2015/december/109.pdf>

**Expanding Your Horizons Event at COS** - College of the Siskiyous, in cooperation with the Siskiyou County Office of Education, College OPTIONS, Expanding Your Horizons, Northern California Girl Scouts, and the AAUW Siskiyou Chapter, are hosting a career options conference for Siskiyou County middle school girls on Saturday, May 2. The conference will highlight careers in Science, Technology, Engineering, and Mathematics (STEM) fields by featuring hands-on presentations by local women in STEM careers as well as a keynote address by a motivational and accomplished female in a STEM profession. <http://www.siskiyous.edu/ia/publicrelations/pressreleases/2014-2015/february/136.pdf>

## **Foundation**

**Eagle's Nest Shop Reopens** – Last month, the Eagle's Nest has sustained significant water damage from the extreme rainfall held earlier in the month. Angel and the volunteers were able to move clothing books, and other assorted items to the Vintage Nest so work to fix the water damage could be done. **Good News...after being closed for three weeks, the Shop was able to reopen March 2.** The Eagle's Nest is open Monday – Saturday, 9 a.m. to 4 p.m. *When you support the Eagle's Nest and the Vintage Nest, you're also supporting COS students!*

**Last Call...2015/2016 Foundation Scholarship Applications Now Available** - Scholarship applications for 2015-2016 are now available for Siskiyou County high school seniors (graduating June 2015) and current COS students who plan to attend COS during the 2015-2016 year. Scholarships range from \$250 to \$3,000. Applications are due March 13. Download and application from the College Foundation's website - [www.siskiyous.edu/ia/foundation/scholarships.htm](http://www.siskiyous.edu/ia/foundation/scholarships.htm)

**COS Extension (Community Education) Classes** - Community Education class for summer 2015 and fall 2015 are being scheduled. Instructors have been contacted and asked to submit information. In accordance to Title 5, section 55002, a Community Service offering must meet the following minimum requirements:

1. Is approved by the district governing board;
2. Is designed for the physical, mental, moral, economic, or civic development of persons enrolled therein;
3. Provide subject matter content, resource materials, and teaching methods which the district governing board deems appropriate for the enrolled students;
4. Is conducted in accordance with a predetermined strategy or plan;
5. Is open to all members of the community willing to pay fees to cover the cost of the offering; and
6. May not be claimed for apportionment purposes.

In order to cover costs most classes must have at least 15 students enrolled. If you know of someone wanting to teach a class, have them contact the Foundation Office at 938-5373.

**Celebrating Our Donors** – Back after a 3-year hiatus, the Foundation will host the 2015 President's Circle Banquet on Saturday, March 14 in Mt. Shasta at Snow Creek Studios. Members of the Donors Club (annual gifts \$350 and higher), as well as honored award recipients (COS Distinguished Alumni, COS Distinguished Service, and COS Partner of the Year) will be recognized.

**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. Registration information will be posted and sent out by the end of March.

## **ACADEMIC AFFAIRS**

Spring enrollment numbers are encouraging. At the time this was written it appears that on ground enrollment numbers are stabilizing and may be increasing. Currently on ground enrollment for Spring appears to 924+. If that is the case, then combined with solid Fall numbers, summer school enrollment, and Institutional Service Agreement enrollments, the possibility exists of this being the first year in recent times that we have a chance of getting close to or attaining the budgeted target number of 2481. This projection, while encouraging, is certainly fraught with variables and potential unanticipated consequences that could impact final enrollment numbers. So with cautious optimism current indicators are reporting positive indicators.

Our President, Scotty Thomason, and I attended the Association of California Community College Administrators (ACCCA) annual conference in San Francisco. There were many good take-a-ways that will benefit this institution. Chief among them was an outline that will serve as a blueprint for the development of a formalized Enrollment Management Plan. Last week a rough draft of that outline went to Instruction Council and Student Services Council for their input. Over the next two weeks both councils will work on and help develop this document. From there it

will be developed through our governance process with College Council and Executive Cabinet input. I look forward to seeing the evolution of this document and ultimately having a formalized Enrollment Management Plan. There were interesting seminars on strategies to empower faculty and increase resources, institutional effectiveness, rebuilding trust, enhancing student success, and advancing organizational professional development in under-resourced environments. All useful information for our institution. We also spent the morning prior to the beginning of the conference meeting with the Chief of the San Francisco Police department and toured the San Francisco Police Academy. It is gratifying to report that he is very happy with our partnership and looks forward to continued growth of the Academy.

There are several examples of the excellence of COS staff:

- Dennis Weathers is the curator of a top level art show in Dunsmuir
- Tom Powers had another outstanding season
- Softball and baseball are both off to good starts
- Les Courtamache's recruiting efforts have resulted in almost twice as many track athletes
- Neil Carpentier-Altings' troupe performed at a festival at Central Washington University
- Chiharu Sai's piano performances were sold out

We are fortunate to have such extraordinary staff making a difference.

## **ADMINISTRATIVE SERVICES**

**New and exciting happenings:** We entered into a contract with Higher One which will allow us to electronically disburse financial aid to students. This really will be a plus for the students as well as the District. Students will have 3 options as to how they receive their funds. They can opt for a paper check as they have always received, they can choose to transfer the funds into their already existing checking or savings account, or if they do not have an existing bank account they will be able to open an account with Higher One. The students will get their funds faster and safer. There will be a Higher One ATM on the Weed campus where students using Higher One as their bank will be able to withdraw funds without fees. Higher One has great financial education on their website which helps to give our students resources on financial literacy and budgeting. The company even has one of their top executives serving on the advisory committee for student financial aid at the federal level by invitation to do so. We have started some teleconference implementation meetings with them and will have our big Kick Off meeting on 3/25 which will be 2-3 hours.

There is still not much news coming out of Sacramento as to how the budget talks are going.

Maintenance has been doing some great clean up and organizing of the area. They have painted one of the storage building which now looks great. They have installed the "Herschel Meredith" stadium sign and it really looks nice. These are all in addition to keeping our buildings and grounds in good repair. Please be sure to tell them how much you appreciate their efforts when you see any of our maintenance crew.

The Eagle's Nest is all cleaned up, repairs made, some new carpeting and back open. The community has expressed their joy in the fact that it is back open. Having used the Vintage Nest as a backup drew some folks into that shop which was actually a good thing because people didn't realize the type of inventory that was actually there. Always something good that comes out of difficult situations....

The process has begun for budget development for 2015-16. We are changing it just a little bit this year and working with the various budget managers has been a joy. Certainly helps me to get to know the college budgets and disciplines a bit better.

### **Bookstore:**

Spring clothing is due in any time at the Bookstore so be sure to stop by and take a peak. They will soon be gearing up for summer orders and spring buy backs.

**Business Services:**

Connie Warren and Kent really helped me a lot in putting together historical documentation that I wanted to provide budget managers for their work in developing their budgets. Thank you!

**Lodges:**

ASB and The Lodges Kicked off the month of February with a Super Bowl party in Ponderosa Lodge. The event calendar was further packed with ice skating and bowling open to the entire campus community, including staff and faculty. These events were well attended and enjoyed by all.

In the Lodges, students also enjoyed Valentines with a Fine Dining menu consisting of tri tip, crab cakes, asparagus, chocolate covered strawberries, and assorted cheese cakes. Mardi Gras was celebrated with a costume party complete with authentic Cajun music, cuisine, and traditional games.

ASB and Student Lodging will continue to pair up to keep students active and engaged in healthy alternatives while perusing their education.

## **HUMAN RESOURCES**

**Recruitment Update**

<b>Position</b>	<b>Status</b>
Instructional Support Specialist II, Library	Committee is currently Screening
Director of Nursing	Screening for Minimum Qualifications
Executive Assistant, Board & President	First Review 3/30/2015
A.D.N. Nursing Instructor	First Review 4/10/2015
Fire Technology Instructor/Coordinator	First Review: TBD

**COS Job Board**

Please stop by the COS Job Board in the hallway near the Staff Lounge to see new, open positions for faculty, staff and students. The Job Board features local openings as well as openings from other colleges, counties and cities. The board is maintained by Human Resources and is updated weekly.

**Classification and Salary Study**

The listing of classifications and job descriptions were recently received from the consultant. Employees and supervisors then had a chance to review their draft class specifications and provide feedback to the consultant. The next steps are for the consultant to provide a written communication regarding the feedback to each person who responded, and then the salary comparison part of the study will begin.

**Student Homework Dropbox**

In Fall 2014, an electronic lock was installed on the mailroom door and key fobs were issued to employees in order to provide increased security of intercampus and off campus mail. This meant that students were no longer able to enter the mailroom and drop off homework to their instructors. Therefore, a drop box (formerly the library book return) was repurposed for students to drop off their homework. The student homework drop box is located outside the Enrollment Services entrance on the west side of the Student Center. Students complete a short form indicating their name, the instructor's name and the class the homework is for. HR staff retrieves the homework at 8 a.m. daily and distributes it to the appropriate instructor's mailbox.

## **CLASSIFIED STAFF**

### **Classified Spotlight: David Fleet**



1. **How long have you worked at COS?**

7 years

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

I have worked as an Instructional Support Specialist II Technology-Technician splitting duties as an Information Systems Technician II. Currently most of my time is allocated to the IST II position.

3. **What do you love about working with students?**

I love the challenges they offer us in keeping up with their technology needs, as many of them now grow up with cell phone in hand. On the other hand, there are also the students that are unfamiliar with newer technology that did not grow up with it. Both need to be equally accommodated and that can be a challenge.

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

I am a certified Personal Life Coach, I have owned 13 motorcycles, I was a painting contractor for 12 years and used to carry 4 – 5gal buckets of paint at a time. I recently made fairly complex placemats for my brother's birthday present, sewing them on a friend's Bernina sewing machine.

David also recently received his **Extron AV Associate Certification**. The Extron Certification program is for AV professionals who wish to advance their knowledge of AV system technology, design, and configuration. The program consists of online and instructor-led training components and provides system integrators, installers, and consultants an opportunity to learn new skills, validate their skills, and gain a better understanding of the latest technologies and solutions. Great Job David!