

**Expanded President's Cabinet
Meeting Notes
Wednesday, December 12, 2018
Board Room**

Present: Cora Brownell, Vickie Donaldson, Kim Freeze, Ryan Galbraith, Janice Gonzalez, Melissa Green, Sheila Grimes, Kent Gross, Jan Harris, Dr. Doug Haugen, Desiree Kaae, Wayne Keller, Mark Klever, Beverly Muelrath, Nathan Rexford, Theresa Richmond, Dennis Roberts, Val Roberts, Dr. Stephen Schoonmaker, Carie Shaffer, Dawnie Slabaugh, Karen Tedsen, Christina Van Alfen, Meghan Witherell, Dr. Zack Zweigle

Absent: Angel Fisher, Kelly Groppi, Cindy Martel, Darlene Melby, Nancy Miller, and Eric Rulofson

Guests: Carly Zeller

The meeting began at 10:06 a.m.

1. Updates:

• **Step-back Consulting - FTES History:**

Melissa went over some of the notes from the meeting where we consulted about FTES History. Melissa stated that there are a lot that we are doing to recruit students but she is not sure that we are having a great impact.

- Maintain connections with Elementary and High Schools
 - Dual Enrollment Program
 - 8th Grade Day
 - High School Preview Day
 - GATE students come to campus
 - Science classes show up to campus
 - 8th Grade Health Career Day at the Fair Grounds - Nursing
 - CTE collaborative meetings
 - Nursing goes to High Schools for Career Fairs
 - We need a brand for College of the Siskiyous to bring students here
 - STEM
- Recognize our base
 - We need to identify what our base FTES truly is – Right sizing and needs to be descriptive
- Recruit from impacted Districts
 - If students register too late at the bigger colleges and cannot take the classes that they need then they could come to COS
- Focus on the Funding Formula Goals
 - The Enrollment Management Committee have identified the goals for 18-19
 - They looked at completion of certificates and degrees
 - Number of Pell Grant Recipients
 - Number of California College Promise Grants

Dr. Schoonmaker suggested that Melissa invite the Enrollment Management Team to an Expanded Cabinet meeting to present their ideas.

• **Emergency Loan:**

Melissa shared that the Emergency Loan is now available. If you know of a student in need please have them contact Regina to go over the process. Dawnie and her decided that the Emergency Grant will be added to the Emergency Loan application. If the student is not eligible for the Emergency Loan then they will check to see if they qualify for the Grant.

- **Book Loans, Calculator Loans, and Supplies for Winter and Spring:**
Melissa shared that there will be a book loan, calculator loan and money available for supplies for the Winter and Spring Semesters. Dennis and Dr. Zweigle will ensure that instructors are aware of this. Dr. Zweigle suggested that this should be part of Base Camp. If you know of a student in need please contact Regina.
- **Eagle Café Hours and Closures:**
Desiree shared that the Eagle Café will be open on Friday, December 14, from 7:00 a.m. – 12:00 p.m. to serve students breakfast before checking out of the lodges. The Eagle Café will then close at noon through Tuesday, January 1, 2019 and will be open from 8:00 a.m. – 3:00 p.m. Monday through Friday.

The Dining Hall will be closed on Friday, December 14, all day and will remain closed through Tuesday, January 1, 2019.

There will be maintenance and deep cleaning during Winter Intersession so they will alternate between the Eagle Café and the Dining Hall for breakfast and lunch service. There will not be any dinner service during Winter Intersession and will resume service for the Spring Semester.

- **Non Resident Tuition:**
Dr. Schoonmaker would like us to encourage out of state students to gain residency in California. We could help them with this process and also help them setup a bank account.
- **ACCJC Partners in Excellence Conference – April 30 through May 3:**
Dr. Schoonmaker shared that there is an ACCJC Partners in Excellence Conference in Burlingame from April 30 through May 3.
- **IEPI – AB 705:**
IEPI – AB 705 meeting scheduled for February was canceled. Dr. Schoonmaker asked that Val, Nathan, and Dr. Zweigle send Sheila some available dates in February and March that they may be able to attend this meeting so it can be rescheduled.
- **Economic Forecast Conference – January 10, 2019:**
An Economic Forecast Conference is scheduled for Thursday, January 10, in Redding. The attendees will be Kim Freeze, Melissa Green, Mark Klever, Darlene Melby, Nathan Rexford, Dr. Schoonmaker, Dawnie Slabaugh, and Dr. Zweigle.
- **Next Meeting Location – Weed Community Resource Center**
Our next Expanded Cabinet Meeting on Wednesday, January 9, will be held at the Weed Community Resource Center.

2. **Step-back Consulting Topic: “The ASC”**

We broke out into groups and then Dr. Zweigle gave a brief history of the ASC. Dr. Zweigle took on the responsibility of the ASC in September. One of his first decisions for the ASC was he put Carly in charge. Discussion followed. Dr. Zweigle wanted us to tell him what the ASC might be missing. He also wanted to know if we had any ideas for funding due to the BSSOT Grant ends December 31.

- **Group 1:**

Group 1 came up with the following suggestions:

- 1) The ASC should become more of a financial aid warning, academic probation, and academic dismissal process program hub which would include adding study skills, career, probation, and financial literacy workshops
- 2) Include Base Camp
- 3) Possibly having weekend hours
- 4) BSI and Student Equity Achievement funds could be used for continued embedded tutoring and supplemental instruction
- 5) District funds should be used to support the ASC Coordinator and the Tutoring Coordinator
- 6) Advisors, Financial Aid staff, and other key members should spend some time in the ASC to be available for students
- 7) Make the hiring and selection of tutors a less cumbersome process
- 8) "Buy in" from various areas on campus
- 9) Yreka needs to start using Tutor Track and SAGE
- 10) Yreka needs embedded tutoring for English

- **Group 2:**

Group 2 shared the following ideas:

- 1) Needs to address basic skills and technology needs
- 2) Develop Non-Credit courses for basic skills and need registration assistance
- 3) Individual needs assessments
- 4) Develop virtual workshops
- 5) Use social media platforms to stream workshops
- 6) Yreka needs more of a central student center for students
- 7) Faculty/Staff supervised but student run student success blog

- **Group 3:**

Group 3 shared the following suggestions:

- 1) Bring in an ESL component for students
- 2) Find a process to identify trained tutors
- 3) Integrate the Library and ASC to make a whole learning center
- 4) Incorporate a career component
- 5) Student learning assessments
- 6) Include Base Camp
- 7) Change the culture to be more inclusive instead of exclusive
- 8) Coffee bar to build community
- 9) Add a decompress room
- 10) Include academic support
- 11) Non-credit workshops
- 12) Study hall classes
- 13) Guided Pathways, AB19, Complete College America could possibly be funding sources
- 14) Workshops for students, faculty, and staff

- **Group 4:**

Group shared the following ideas:

- 1) Guide desk for information
- 2) Connections among students
- 3) Focus on other needs such as magic cards or a climbing wall
- 4) Homework hotline
- 5) Base Camp in the ASC
- 6) Student study groups

- 7) Include specific cohorts and their needs
- 8) ESL support

Dr. Zweigle and Carly will take all of the suggestions into consideration. They will work on this over the holiday break.

3. Good of the Order

- Dawnie shared that the last concert of the season is Sunday at 3:00 p.m.
- Dr. Schoonmaker shared that our Chinese visitors are scheduling their flights and are hoping to be here January 15.

There being no further business, the meeting ended at 12:00 p.m.