

COLLEGE OF THE SISKIYOU
STUDENT SERVICES COUNCIL MINUTES – MEETING #4
Wednesday, February 4, 2015

Present: Vickie Donaldson, Sunny Greene, Jan Harris, Jan Keen, Valerie Roberts, Charlie Roche, Bart Scott, Greg South, Scotty Thomason, Meghan Witherell, Stephanie Wroten

Absent: Doug Haugen, Steve Reynolds

Item 1. Approval of Minutes from Meeting 3 (1/21/15)

The minutes from meeting 3 (1/21/15), were approved as read (Greene/Witherell). All in favor.

Item 2. Draft of Mission Statement

The old SSC mission statement was discussed and wordsmithed at the last meeting and was modeled after the Instruction Council Mission Statement. During this second look, SSC determined that the old mission statement better described the mission with the addition of some defining statements. A motion was made to adopt the mission statement attached to the agenda (Witherell/Roberts). All in favor.

Item 3. Recruitment Project (from applicant to student)

Doug, Jan, Ben and Meghan met last week and developed a process to follow-up with potential students who have applied to attend COS, but have not yet enrolled. Postcards will be ordered this week and will be sent to applicants advising them of the FAFSA deadlines and assessment requirements. Postcards will be sent out at the end of each month to applicants. In March phone calls will be made to potential students reminding them of upcoming registration for summer and fall. We will need people to make these phone calls (students, counseling staff, other interested staff).

Item 4. Update on Hiring Process for Open Positions

The following positions are currently open:

- Director of Nursing
- Instructional Support Specialist II, Library

Positions to be opened soon:

- Associate Degree Nursing Instructor
- Fire Technology Instructor/Coordinator

Positions to be opened later this spring:

- VP, Instructional Services
- VP, Student Services
- Director of Admissions
- Director of Facilities

Positions being considered:

- Athletics office support
- CTE office support
- New instructor positions—
 - Counselor
 - English/Basic Skills
 - English/Composition
 - Math (2 positions)
 - PE/Kinesiology
 - Welding

Positions to be restructured:

- Director of Enrollment Services

Positions recently filled:

- Director of Financial Aid
- Student Services Specialist II, Enrollment
- P/T, Temporary DSPS staff member in Yreka

Item 5.

Other

- Scotty is taking suggestions/ideas on how COS can do things better. People have commented that the campus was different and seemed to work better 4-5 years ago. He would like the campus to work together and wants positive suggestions; no blame.
- The San Francisco Policy Academies are scheduled by the city of San Francisco and they can change start dates at any time. They have changed the start date of the May 2015 academy by moving it up a week. The SFPD Academy will eventually end, but the FIELD ISA will likely continue to grow. SFPD wants to have a degree completion program in place and are eager to get it in place soon. They will recruit from academies and current police officers.
- Scotty would like to grow FTES by 240-250 this year. 90 FTES were carried forward to this year from last summer and we are expecting 100 additional FTES from FIELD. We don't know what spring 2015 FTES are yet and summer 2015 registration hasn't begun yet. Some more late start classes will begin next week and will help increase the FTES.
- Scotty is hopeful that the District will find money to implement the salary study changes. He's trying to make the District financially stable.

- There has been a push this year to enroll all high school students in COS classes during their high school years so they could potentially have a year's worth of college classes completed by the time they graduate from high school. We are also attempting to register all Siskiyou County high school seniors for next fall.
- Our CTE programs are growing and we want to be known for having stellar programs.
- COS staff have been attending college fairs and recruiting students. We can't advertise in other school districts, but we can attend college fairs when invited and distribute information.
- There is a college who is offering a free iPod to any students who register for class for one year. We're not sure how they are doing this, but funding for the purchases may be coming from a grant or allocation.
- Scotty has contacted a colleague to help us write a Title 3 grant if we find ourselves in a position to do so.
- 15 community colleges have been approved to offer a specific 4-year bachelor's degree in a discipline that is not offered at local 4-year schools. COS is not ready for this yet, but when this pilot program ends in 2018, we need to be in a position to offer something.
- COS does not currently offer all the online courses needed to complete a degree entirely online. The average class size for online courses is higher than 14. All of COS' online courses should be listed on California Virtual College.

The meeting adjourned at 11:09 a.m.