

**COLLEGE OF THE SISKIYOUS**  
**STUDENT SERVICES COUNCIL MINUTES – MEETING #5**  
*Wednesday, February 18, 2015*

**Present:** Vickie Donaldson, Jan Keen, Steve Reynolds, Valerie Roberts, Bart Scott, Scotty Thomason

**Absent:** Sunny Greene, Jan Harris, Doug Haugen, Charlie Roche, Greg South, Meghan Witherell, Stephanie Wroten

**Guest:** Dennis Weathers

**Item 1.** Approval of Minutes from Meeting 4

The minutes from meeting 4 were approved as read (Keen/Roberts). All in favor.

**Item 2.** Accreditation Self-Study Update

The Accreditation Steering Committee is working hard to complete a draft of the self-study by the end of the month. It needs to be edited so it sounds as though it is written in one voice. The committee will communicate with the campus community about their progress. Public forums may be scheduled in March to answer questions regarding the self-study. The committee will ask people to send an e-mail to Steve Reynolds if they do not believe we meet a standard. If it is determined that we do not meet a standard, we will attempt to rectify it if possible. There are currently concerns in 5-6 areas.

**Item 3.** Instructional Equipment

There is about \$90,000 for instructional equipment this year. Program Reviews were the driving force behind many of the instructional equipment requests that came forward this year. Also considered were instructional equipment requests from the \$2 million dollar list from last year. A few big ticket items on the list were not funded. The ADJ skid car may be paid for from a grant, the Chemistry atomic absorption spectrometer was not funded, and the District is looking at revamping our two computer labs (McCloud 4-102 and Temp 30-102). The computers from Temp 30-102 might be combined with the computers in McCloud 4-102, and Dr. Taylor has grant money to purchase new computers for a Computer Assisted Drawing Lab. There is also a \$70,000 grant available to update Distance Learning Classrooms. We may write a Title III grant. The Instructional Equipment items will be approved for purchase after the list goes to College Council.

**Item 4.** Enrollment Updates

- Compared to last spring we are up in enrollment. We estimated 2481 FTES, and we should reach that number. If we can grow to 2530-2540, we would be fully restored. If we are fully restored, we will get more money from the state.

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- We are trying to bring a fourth police academy into this year, and the estimate for SFPD classes is 400. The estimate for FIELD classes is 290, but we are adding classes and can go up to 400.
- The Board wants at least a 7% reserve.
- The part-time faculty budget is not as overspent as first thought.
- We developed a class for the Vanguard group which will generate about 10 FTES.
- Our average class size for our Base Enrollment Classes is now at 16.
- This spring we offered fewer classes than last spring, but enrollment and FTES are higher.
- We need to grow our base FTES because eventually SFPD will go back to City College San Francisco.
- The Deans and VPAA are looking at the class schedules for summer and fall 2015 that was developed by the instructors on January 9. The scheduling group will meet weekly to work on further development of the schedules.

Item 5.

Area Updates

**Jan Keen:** working with ISA's. The Oregon exchange is at 100 FTE. Students apply in April and not all of them end up attending here, so then we can add more students. Some Oregon exchange students are getting refunds. Most of the Oregon exchange students are athletes and nursing students. We can usually accommodate about 50 students each semester.

**Steve:** Jan and Steve attended the Yreka Chamber Business Expo last week. They made some good connections there. The Yreka Campus will be getting a part-time DSPS staff member. This will enable the office to stay open all day without closures at noon.

**Bart:** Accreditation is keeping him busy as well as special project for the VPs and President. Bart would like to hear updates from Instruction Council and Student Services Council after he presents information.

**Val:** Val received an e-mail from the Chancellor's Office approving a 6-month extension for spending SSSP and Equity funds. We have to match SSSP funds 2:1. We are putting a lot of SSSP money into Degree Works. We have six versions to catch up on. A project manager is here working with COS on this. When Degree Works runs properly it will eliminate the need for our advisors to do a lot of work that they currently do manually. It can help us determine which classes to offer as well. Val finished the Equity

plan and it has been submitted. The plan addresses information on access, course completion, ESL and Basic Skills course completion and transfer. There were no surprising results; however we need to work on supporting foster youth and veterans.

**Scotty:** A blueprint of the Student Center was distributed. The District is talking about updating this area. There is a student access fee that has been collected for several years and these funds might be used to pay for the updates.

Item 6.

Other

- The District is working with getting the Higher One system on campus to automate the financial aid disbursement process. Students will be able move funds electronically through the use of a Higher One ATM machine which will be placed on campus.

The meeting adjourned at 11:00 a.m.