

## President's Advisory Cabinet Meeting

Friday, September 18, 2015

9 a.m. Board Room

### NOTES

**Present:** Melissa Green, Sheila Grimes, Jan Harris, Doug Haugen, Eric Houck, Dennis Roberts, Valerie Roberts, Bart Scott, Todd Scott, Nancy Shepard, Dawnie Slabaugh, Greg South, Sharon Swingle, Bob Taylor, Scotty Thomason, Jayne Turk, Meghan Witherell

**Absent:** Nancy Funk, Kent Gross, and Nancy Miller

#### **Todd Scott**

Todd Scott stated that the Instructional areas are currently working on the spring schedule. It came to his attention through Instruction Council that evening classes do not have a final exam schedule. Therefore, one has been developed and will be presented to Instruction Council later on today. Instruction Council will also be reviewing their Committee's self-evaluation. Todd noted that the Instructional areas are working on completing program reviews.

Scotty reported that we recently received written communication from the Accreditation Commission regarding the low levels of on-going assessment of our courses. The Academic Administrators along with the faculty have been working diligently on this issue. We will be addressing our progress in this area in the Self-Study report.

Todd Scott and Melissa Green are working together and focusing on dual enrollment, reconnecting with high schools, and beginning to explore producing a one-year schedule beginning with FY 2016-17.

Scotty announced that the State Legislature forwarded AB 288, which deals with dual enrollment, to the Governor for his approval. Scotty sent a letter to the Governor in support of this Bill. If this Bill is approved, we will be allowed to offer classes during the day at the high schools.

#### **Meghan Witherell**

Meghan Witherell explained that Gainful Employment was established to track students who are getting Title IV funding for Certificate of Achievement programs. In other words, to validate that school to work programs are successful enough to receive financial aid. She went on to say that we recently submitted two years of data to the National Student Loan Data System for Students (NSLDS) to ascertain if we are including all of the appropriate information. Once we receive feedback from NSLDS, we will then submit the next four years of data. Six years of past data is mandatory in order for the College to keep their Financial Aid. Scotty explained that we were one of eleven Community Colleges out of a hundred and thirteen who were behind in submitting this data.

Census was last week and Meghan gave a list to of students who received an "unsatisfactory" to Charlie Roche and Valerie Roberts so that these students can be contacted regarding possible assistance.

**Doug Haugen**

Doug Haugen handed out, "COS Preview Day Schedule of Events," for the upcoming COS Preview Day which will be held on Monday, September 21. We have several presentations/demonstrations that will showcase our own COS Programs to entice the high school students to come to COS. We are expecting 392 participants from Siskiyou County High Schools to be on campus that morning. Doug invited everyone to join them for the music, cotton candy, and popcorn. The College Fair will be held in the Gym where there will be recruiters from thirty colleges and universities.

During the COS Preview Day, Valerie Roberts announced that our advisers and counselors will be meeting for forty minutes with fourteen of the local high school counselors to find out how we can better support them as well as to provide them with updates on changes in the assessment process with the common assessment, the increase use of multiple measures, and to talk with them regarding our local high schools using the Early Assessment Program (EAP).

Doug Haugen announced that on October 15 we will be doing a Campus Emergency Preparedness Drill. This date coincides with California's State-Wide Shake Out Day. A few weeks ago, there was a fire just outside the Yreka Campus boundaries in which everyone was asked to evacuate and notification was given through Everbridge. If you do not have access to Everbridge, please contact Doug and he will assist you in signing up. Doug is currently working with Nancy Funk for a request for proposals for cafeteria service beginning June 2016. In the Lodges, we are working on helping everyone complete their Financial Aid packages.

**Melissa Green**

Melissa Green stated that Student Service's Council will begin meeting soon. She will be contacting last year's Council members to assist with the 2014-15 committee self-evaluation. Student Service's Council will be reviewing our Student Equity Plan, Enrollment Management Plan, as well as other various plans.

**Jan Harris**

Jan Harris noted that this year COS went to auto packaging for students who did not have any additional documents to submit based on their FAFSA information. In previous years, every file was reviewed individually which caused a delay in students receiving their financial aid. Higher One disbursements was also implemented. For those students who opened a Higher One account, funds were deposited directly into their accounts. So far this year, the total Pell Disbursement for 720 students was \$697,915. Cal Grant B recipients will be awarded an incentive grant of \$600 which will be disbursed next week.

**Valerie Roberts**

Valerie Roberts shared that Josh and Blaine have been working on the College Fair. The Cal Works' year-end report was recently submitted. EOPS and CARE year-end reports will be submitted soon and DSPS is presently working on their year-end report. Accreditation Standard II.C is complete and has been submitted. As required, EOPS and SSS students have been checking in with the office regarding their status in the classes in which they are enrolled. Michele, our new Counselor, is meeting with Basic Skills students who have received an unsatisfactory and who do not have a connection to another program on campus. Student Equity and SSSP will be receiving a substantial increase in funding this year. The SSSP Plan is due the end of October and the Student Equity Plan is due in December.

**Eric Houck**

Eric Houck reported that reporting for MIS and IPEDS is well on its way. Curriculum has been meeting; however, so far, not many courses have come to the Committee's level for their review. Timelines were developed last spring for having curriculum updates in place no later than December for the upcoming academic year, with the exception of minor course corrections and non-substantial updates, will be sent out to the faculty within the next few weeks. We are working on reviewing and updating the three-year review cycle for curriculum. Eric is continuing to work on Degree Works and evaluate what kind of reporting we can do from this program. The Planning Committee is working diligently on an update of the Education Master Plan and everyone will hear more about that on Planning Day.

ASM has been working diligently on the Salary Classification Appeal Process and submitted their appeals to Human Resources on September 8. ASM is now waiting to see how the appeal process moves forward. Scotty stated that part of the process is that the individuals submit their appeals; the appeals then go to the Oversight Committee; and then the Oversight Committee will make recommendations to be forwarded to the Executive President's Cabinet the first week of October.

**Dennis Roberts**

Dennis Roberts gave an update of how our sports teams are doing. He is currently working on the Equity in Athletics Disclosure Act (EADA) Report and the Gender Equity Report.

Scotty reported that at the first home football game this year the Bookstore sold \$1,600 in merchandise and last year sold \$1,400 in merchandise combined for all of the home games. The Booster Club is also selling items based on the level of participation as a Booster Club member.

Dennis and Scotty will be attending the Golden Valley Conference meeting on Monday, September 21, at Shasta College. Scotty will also be staying on for the Region I CEO meeting in the afternoon.

**Bob Taylor**

Bob Taylor stated that he is currently working with STEP in developing two grants, Agriculture Organic Farming/Organic Greenhouse and a program entitled, "Slingshot." Slingshot will be funded by both the federal and the state to train people who have been unemployed for thirty months. Bob noted that there are additional funds available for grants, possibly \$5,000 to \$7,000, for Rural Community Colleges.

**Sharon Swingle**

Sharon Swingle stated that CSEA is currently in the middle of negotiations with the District. She noted that this year's negotiations have resulted in a lot of positive outcomes. CSEA has tentatively agreed for new classified hires to work up to 28 hours per week without benefits. However, they might go to impasse over the elimination of benefits for full-time classified employees whose hours are cut below 28 hours a week. However, one excellent result has been the development of a new evaluation form which should prove to be a better evaluation tool.

**Jayne Turk**

Jayne Turk stated that the District has not met with Faculty for negotiations yet this year; therefore, they are currently working without a contract.

The focus of today's Academic Senate meeting will be committees. In order to fill all the committee slots for faculty, it would require each full-time faculty to be on 5.8 to 8 committees. Jayne has been working with Melissa and Todd on reducing the number of committees. The Academic Senate will also be looking at developing a new Distance Education Committee.

The Faculty believes that there are some minor glitches in the hiring processes. This year they will work with Human Resources on resolving these issues.

Jayne also wanted to bring to everyone's attention that due to lack of attendance at the Volleyball games, the Volleyball players have requested that more people come to the games and support them.

**Bart Scott**

Bart Scott is presently working on an Environmental Scan. Bart requested that the Deans inform the faculty in their respective areas that the Noel-Levitz survey will be administered this year. If a faculty member would like to request that this survey be administered in their class, please let him know. On Monday for COS Preview Day, Bart will be giving a presentation entitled, "Make More Money."

**Greg South**

Greg South reported that the LA&S area has completed 98 percent of their SLO assessments. He is also working currently with his area in fine tuning the spring schedule. Greg has met with all of the departments in his area except for Science. He has also met individually with faculty regarding their concerns.

A month ago, members from the Math and English Departments attended a meeting at Shasta College on Accelerated Course Sequencing. Dialog regarding developing an accelerated curriculum for Math and English has transpired over the last few weeks. The Math Department plans to have their updated curriculum completed and to the Curriculum Committee by the end of this semester. The English Department plans to have their updated curriculum completed and to the Curriculum Committee by next September. Greg believes that the new curriculum will make a tremendous difference in the success of our students. He passed out information to the Council supporting his presentation.

Greg is working with Todd on Accreditation and also revising AP 4021, Program Consolidations/Discontinuance.

**Nancy Shepard**

Nancy Shepard reported that she has completed her Accreditation write-ups. Program reviews are partially complete and she is inputting the information into CurricUNET. With the budget being finalized, Technology Services is presently reviewing the Campus needs and planning how to spend their funds as well as looking at other funding sources. Nancy's area is working with Ellucian on putting together an action plan for us in terms of a Banner upgrade and for our Luminis portal. After the classroom upgrades in DLC, Nancy is realizing how much video conferencing planning we need to do for equipment updating.

**Dawnie Slabaugh**

Dawnie noted that Foundation Mini-Grants are due to her today by 3:30 p.m. She commented that late submissions will not be accepted.

Dawnie reminded everyone that the Scholarship Dinner is tomorrow night. She was happy to announce that so far she has sold 160 seats.

This year, the Craft Fair will be held on Friday, December 4, and Saturday, December 5. Vendor registration is now open and registration materials are available on line.

The Booster Club kicked off at the beginning of the school year and is doing very well.

Dawnie has been working with the local media to ensure that we have a strong, viable, and positive relationship with them.

**Scotty Thomason**

As part of our current service agreement, Scotty stated Ellucian will be coming to COS to perform a three-week analysis of where we currently are in terms of our Banner technology needs. After which, they will present a plan detailing a plan of how to fully implement Banner which could take up to three years.

Scotty attended the Weed Resilience meeting on September 15 which was the one-year anniversary of the Boles Fire. We continue to work with the Community and the City on the recovery. With the grant funding we have received, the College is working with the City in constructing a few new homes as well as providing training to build modular homes.

The Ore-Cal Resource Conservation & Development Area Council held a two-day meeting in Yreka in which they focused on their strategic plan. This Council is interested in educational opportunities for people who live in Siskiyou, western Modoc, and Shasta Counties as well as Klamath and Lake Counties in Oregon. Todd Scott was able to attend one day of this meeting while Trustee Bob Rice was able to attend both days.

On September 24 and 25, Scotty along with Greg Hanna and Carol Cupp will be attending the Governance Institute for College Success (GISS) at Grossmont College as a team. GISS is a nationally recognized initiative that provides action-oriented training for community college trustees and presidents to assist them in developing tools necessary for effective and data-informed governance to promote student success and completion.

The State Chancellor's Office released a report from the Accreditation Task Force. This Task Force was put together to review Accreditation and see where we are as a system. The Task Force made several recommendations along with mentioning a few shortcomings and challenges with the current Accreditation Commission. Additional work will be done throughout the spring at which time we will look again at Accreditation to discern how we should proceed as a system. In the meantime, the Accreditation Commission has scheduled a meeting on October 9 in Sacramento where they will be addressing the short comings that were identified. The Task Force Team Members and all the Community College CEOs have been invited to this meeting and Scotty is planning on attending.

On Planning Day, we will be discussing our Education Master Plan (EMP). Our plan was to have an EMP for FY 2010-14 and then in FY 2014-15, we were to reflect on the past four years and incorporate what we learned from our Accreditation Self Study to create a new plan for going forward. Hopefully, our new EMP will be completed in the spring.

The Accreditation Self-Study Report should be finalized by the end of October. We are currently working on our Quality Focus Essays. The Accreditation Team visit is scheduled for the end of February and the first part of March.

As we grow closer to the holidays, employees will begin requesting time off, please make sure that your offices are covered during this time.

Mark Healy contacted the State to seek Prop 39 funding for the Campus Light Post Project. We were unsuccessful; however, COS will continue funding this project until its completion.

Before beginning a project in your various areas, Scotty requested everyone to follow the correct process by completing a Work Relocation Request and obtaining authorization through the appropriate Administrator prior to starting any work.

Scotty announced that he will be on vacation the last three weeks of October. The first two weeks Nancy Funk will be in charge and the third week Melissa Green will be in charge.

There being no further business, the meeting was adjourned at 10:33 a.m.