

**COLLEGE OF THE SISKIYOU**  
**STUDENT SERVICES COUNCIL MINUTES – MEETING #1**

*Wednesday, December 10, 2014*  
*Board Room*

**Present:** Vickie Donaldson, Sunny Greene, Jan Harris, Doug Haugen, Steve Reynolds, Valerie Roberts, Greg South, Scotty Thomason, Meghan Witherell  
**Absent:** Stephanie Wroten

Item 1.        Role of Student Services Council

This group will consist of Student Services staff only. Scotty asked that everyone make this meeting a priority to attend so there can be some coordination and work together as a team. Val would like SSC to be taken as seriously as Instruction Council. These two groups (IC and SSC) are not the same as they were several years ago. It was suggested that teaching faculty be added to SSC. The teaching faculty may be able to identify a need and add a different perspective. It would also help with their understanding of what happens in Student Services. Agendas and minutes will be posted online, a mission will be developed, and a student rep will be added to the council membership. This group will meet every two weeks on Wednesday at 10 AM.

Item 2.        Administrative Updates

- The Board meeting was last night (Dec 9). A couple of grants were approved. The January meeting will be held in Yreka on January 13. The March meeting was changed to March 10. On January 9 the governor's proposal on the budget will come out. State revenues are up by about \$1 billion so there may be more money available.
- We had about 70 less sections of classes this fall, but spent about the same amount of money compared to last fall. We need to grow and need 40 FTES more to fully restore our FTES. If that happens we would be eligible for growth money next year. There is a new growth formula. Scotty wants to grow, not downsize. He believes there are things we can do differently, things we used to do 3-4 years ago.
- On Planning Day (Jan 9) we will have a speaker here to discuss DSPS accommodations. In the afternoon faculty and instructional staff will work on the class schedules for fall and summer 2015. We are not currently offering all of the classes that our students need. Faculty need to remember there are alternate classes students can take to get their degree or certificate.

Item 3.        Area Updates

Doug Haugen – More students are staying in the lodges than they anticipated and they have more students coming in. He has been working on getting students up-to-date on their payments and working on the first drop list. . Last year they got students on a payment plan and it has helped. The Dept of Education is currently reviewing Doug's dissertation and may use it for a project. Doug is

now the president of the Butteville Elementary School board. The ASB Children's Christmas party is scheduled for next week. Greg South – Greg South, Scotty Thomason and team have been visiting the county high schools (8 so far) to recruit high school students. There are only about 400 high school seniors in our district. The goal is to get every high school student to apply here and take classes from COS during their high school years. If they do this they can potentially have a semester's worth, or more, of college work done when they graduate from high school. This benefits both them and us. COS can waive the fees for high school students. The VPAA Office is working on the MOUs for each of the high schools. We are also working out the details of dual enrollment/dual credit. This is being well received by the high schools. We are also working on getting each high school senior registered here for fall 2015.

Item 4. Mission/Purpose of Recruitment/Retention Task Force  
Tabled to the next meeting.

Item 5. Recruitment  
Tabled to the next meeting.

Item 6. Outreach  
College of the Redwoods contacted Scotty and said COS was advertising in their district. What actually happened is that a high school counselor picked up a COS flyer at a college fair that advertised free tuition for high school students.

Item 7. Non-Instructional Program Review  
Bart Scott will be handling the non-instructional program reviews. He will be looking at the resources request pages.

Item 8. Other

- Ever Bridge is our new alert system. Scotty asked that all students be contacted to encourage them to enroll in spring classes and Ever Bridge and let them know a huge storm is headed our way. Meghan has been working on sending communication to our current students who are not yet enrolled for spring semester.
- Starting spring 2015 the minimum class size will be 20. Dr. South will send out an e-mail regarding the criteria. If a class is canceled, we will try to move the student to another class.

The meeting adjourned at 10:57 a.m.