

**COLLEGE OF THE SISKIYOU**  
**STUDENT SERVICES COUNCIL MINUTES – MEETING #9**  
*Wednesday, April 15, 2015*

**Present:** Vickie Donaldson, Jan Harris, Doug Haugen, Jan Keen, Steve Reynolds, Charlie Roche, Bart Scott, Greg South, Meghan Witherell, Stephanie Wroten

**Absent:** Sunny Greene, Valerie Roberts, Scotty Thomason

- Item 1.        Approval of Minutes from Meeting 8  
The minutes from April 1, 2015, were approved as read (Witherell/Reynolds). No discussion. All in favor.
- Item 2.        Administrative Procedure No. 3260 – Enrollment Management Plan Feedback  
The Recruitment & Retention Task Force will look at this procedure tomorrow and give their input. This is still a work in progress.
- Item 3.        Summer Work Schedule  
The District has proposed a 4-day work week, Monday-Thursday, for summer. This would begin May 29 and end July 31. They would like all staff present in August – no vacation. Campus closure on Fridays will be a cost savings and we do not typically have a lot of traffic on Fridays. Jan suggested we put a sign-in sheet on the outside doors to determine how many people come to campus on Fridays only to find the campus closed.
- Item 4.        Financial Literacy Training Team  
The District is required to increase our students' financial literacy. A team is being put together and will be trained to let our students know how to handle their finances. There is a link for Cash Course on the Chancellor's Office website and is an indicator of what we need to pass along to our students. The Chancellor's Office is requiring this training for students because of high default rates on student loans.
- Item 5.        Higher One Update  
The Higher One process is in place. On May 15 we will send our first wave of cards to our students. An e-mail will go out to students and to staff that explains the process and how it works. Enrollment Services staff are currently being trained.

Item 6. Oregon Exchange

At the April Board meeting, the Board approved increasing the number of Oregon students who can enroll and reducing their tuition to \$184 per unit. In the past we accepted approximately 50 Oregon students on a first come, first served basis and claimed apportionment up to 100 FTES. We will continue to claim 100 FTES to the State, and the FTES above 100 will not be claimed, but we will receive \$184/unit. SSC recommends that we accept Oregon students on a first come, first served basis, by using the day the student applies for the permit. Returning Oregon students who paid out of state tuition last year have priority (Doug/Steve). All in favor.

If the SSC recommendation is not approved, then SSC recommends that the first 50 (number will be determined by 100 FTE equivalent) Oregon students who register will receive a refund of \$46/unit; the rest will pay \$184. We need to find out if we can keep the \$46 or send it to the State.

Item 7. Other

- English Assessment – English staff are not happy with the writing tool and recommend that we move to e-Write in COMPASS. All students will have to submit a writing sample. The scores will indicate which class the student should enroll in. The writing scores will have to be changed in Banner. There might be a problem in getting this done in Banner before the fall semester begins. We will still accept other tests from other Chancellor's Office approved institutions.
- Look for an e-mail from Jan Harris about federal work study students.

The meeting adjourned at 11:08 a.m.