



College of the Siskiyous
The Campus Connection
March 2020

Office of the President

March began with much hope to continue many important long-range projects and efforts for the long-term viability and sustainability of College of the Siskiyous. It quickly transformed into a day-to-day existence coping with the rapidly evolving, and increasingly disruptive, situation with COVID-19.

I can't thank everyone enough for the incredible work that has been done these past two weeks in both proactively planning, and abruptly responding to new developments, to maintain the health and welfare of our students and employees. So many of you have stepped up for the good of our students, the College and community, and – perhaps best of all – in support of one another. Please try to keep a balance in your life, and continue to enjoy and find wonder in each day along life's journey. You are amazing in your care and commitment for our students, their learning, and success. Thank you.

Unlike the last emergency the College faced with the Boles Fire, this state of emergency has no foreseeable end. Instead of a sprint to mitigate, prepare and respond, and then quickly moving into recovery mode, the College, our community, the region, state, nation, and world faces a marathon in a sustained emergency unlike any situation most of us have faced in our lifetimes. This has meant protracted mitigation, and extended preparing – with multiple revisions the result of rapidly changing information. We must continually find the patience, and the endurance, to weather the challenges we face. We have done well so far in mitigation and planning. As we start our response in the days and weeks (and likely months) ahead, remember that you are not alone – I am here supporting each and every one of you, along with your friends and colleagues. We share a greater purpose in fulfilling our mission, and it will take each of us pulling together to see the College successfully through.

The quote this month is taken from a speech given by my paternal grandmother, Rebecca W. Cadbury, and published in *The Student*, Volume XI, Edited by Martha H. Garrett and Lloyd Balderston, Jr, October 1890-July 1891. I hope it offers some peace and kindness from me to you.

Dr. Stephen Schoonmaker, President, College of the Siskiyous

Quote of the month:

“Gentle courtesy, which is said to be love in little things, and good manners should be fostered, not obsequious flattery; but as we discard what many call flattering titles, those we teach should be carefully instructed to speak with becoming respect, and to observe the wholesome rules of good manners, which may be only an outgrowth of genuine humility and deference to others.”

Public Relations & Foundation: Just a reminder, as we get closer to the start of a new registration period (summer and fall 2020), to send information for promotion to the Public Relations Office. We want classes and events to be successful and want to help out as much as we possibly can.

Earlier this year, the Foundation began fundraising to purchase two cement benches and a bronze plaque in order to bring closure to the Liming Memorial Trees Commemorative Action project. A

dedication event was tentatively set for Monday, April 20. However, in light of the current situation occurring with the coronavirus our plans will be adjusted. Stay tuned...

Due to the Governors proclamation on March 19 to "Shelter in Place", the Eagle's Nest is temporarily closed to the public. We hope to reopen as soon as it is safe to do so. Stay tuned...

In case you missed it, here are some of the recent articles / feature stories that were published by local media:

- COS Hoops Legend Tom Powers Set to Retire
<https://www.mtshastanews.com/sports/20200302/cos-hoops-legend-tom-powers-set-to-retire>
- Snowy Conditions Don't Stop Disc Golf Tourney
<https://www.siskiyoudaily.com/sports/20200317/snowy-conditions-dont-stop-disc-golf-tourney>
- College in Weed, CA Offers Cannabaceae Credit (This event is postponed until fall 2019)
<http://theleafonline.com/c/lifestyle/2020/03/weed-cannabaceae-credit-2020/>

March Activities & Events: Event dates, times, and locations based on information available at the time of publication and are subject to change. Due to the spread of the coronavirus and updated restrictions imposed by the state and federal governments as well as the Centers for Diseases (CDC) and Siskiyou County Public Health, all our extracurricular activities such as spots, music and theater, etc. have been suspended until further notice.

- March 17 – 20: Classes Cancelled
- March 23 – 27: Spring Break (No Classes)
- March 30: All courses that can continue through remote instruction (a process begun a couple of weeks ago, and intensifying this week) will resume in that modality until the end of the semester. Those courses – or course elements – that require face-to-face (f2f) instruction, will continue to be assessed, and additional information will be shared once we have clarity on those courses.
- April 7: Board of Trustees Meeting, 5PM Closed Session / 6PM Open Public Session (Delivery of this meeting TBA)

Administrative Services

During the month of April, the College will be moving to the next step in the budget development process by holding Open Hearings at IPB meetings: April 3 – Presidents Office and Administrative Services; April 10 – Instruction; and, April 17 – Student Services. This will allow each area to share a recap of their program reviews and present CQIPs for General Fund, grants and categorical funding.

Fiscal Services:

- All departments are encouraged to continue review of 2019-2020 budgets and make any necessary budget changes as needed to line up the with the actual activity for the year. For those who manage categorical or grant programs, budgets should reflect the final program allocation as some may have changed since approved by the Board of Trustees in September.

- Training for the Budget Managers and their assistants was held February 25, 28, and March 3. There were 33 attendees who received hands-on training to learn about self-service budget development and how to access their budgets through self-service. A few individuals have requested one-on-one training. Contact Jeannine (ext. 5538) to set up a training or if you need assistance or have questions regarding budget development. Budget development opened on February 18 and will remain open until March 27.
- We have exciting news! Fiscal Services is nearly ready to start training employees for Online Purchase Orders and Budget Transfers. Staff have been busy setting up and testing as many scenarios as can be thought of. Trainings will occur in late April/early May with the plan to go live July 1. In addition, Third Party billing is planned for set up in the upcoming months. Fiscal Services and other departments will start training in May.
- We are also excited to be able to offer direct deposit to all employees and students. Please find the direct deposit form on mySiskiyous and return it to Human Resources.
- Some housekeeping... Emails have been sent to Budget Managers requesting review of all open Purchase Orders. The purchasing cutoff date is set for April 17. Please plan accordingly as this deadline applies to all areas of the District including categorical and grant programs that are required to spend out their funds by June 30. Any requests after April 17 will require a Vice Presidents approval to be considered for processing.
- One final reminder to all employees: please continue to double-check the federal and state withholding amounts being deducted from your paycheck to make sure it is what you expect for the 2020 calendar year. No one will like the nasty surprise come next April. You can complete a new W4 (Federal) or DE4 (State) at any time. Forms are available from HR, or visit the IRS (Federal) website (www.irs.gov/pub/irs-pdf/fw4.pdf) or CA EDD (State) website (www.edd.ca.gov/pdf_pub_ctr/de4.pdf).

Facilities:

- Work on the main entrance doors to the Lodges has been completed, allowing access with proximity keys 100% of the time.
- We are expecting a botanical survey as the next step in our Timber Harvest Plan process. Up to this point, completion of the cultural resources field survey and wetland evaluation have taken place.
- The final Public Forum for the Facility Master Plan process is scheduled for Thursday, April 2 at the Weed Campus in the ASC Loft (Building 2) from 2 to 4 p.m.
- New hand sanitizer dispensers are being installed on campus in various locations. Facilities has added 28 new units to all common areas for everyone's use.

Technology Services:

- To improve both the coverage and performance of the College's wireless network in the Lodges, an additional wireless access point as has been deployed, and a new wireless network that is limited to the Lodges has been created that has twice the available bandwidth as the public wireless network.

- The Technology Advisory Committee (TAC) has drafted a charter to clearly define its role and objectives and is now working on formalizing its procedures for reviewing and making recommendations concerning technology.
- Tech Services staff attended the California Community Colleges Information Systems Officers Association (CISOA) conference in Monterey where they obtained valuable information and established new and renewed existing relationships with peers in other schools.

Student Services

Student Services is collaborating with Florraine Super of the Karuk Tribe to host an event on our campus honoring our Native American college and high school graduates. The event will also include interactive cultural demonstrations, such as basket weaving, language, storytelling, games and gambling, and a cultural dance performance. Stay tuned for more updates as the college considers our community's safety when it comes to COVID-19.

The third annual Extended Orientation for Siskiyou Promise students (held prior to the fall semester) is currently in the planning stages. A new addition to the orientation this year will be to include parents. The goal is to increase retention and success rates among our Siskiyou Promise students.

Student Services is continuing planning for providing critical student services in case of closure due to COVID-19.

April Multicultural Celebrations

- **April 2:** World Autism Awareness Day.
- **April 2:** Ram Navami, a Hindu day of worship and celebration of the seventh avatar of Vishnu (Lord Rama).
- **April 3:** Lailat al Miraj, a Muslim holiday
- **April 5:** Palm Sunday, a Christian holiday commemorating the entry of Jesus into Jerusalem.
- **April 6:** Mahavir Jayanti, a holiday celebrated by the Jains commemorating the birth of Lord Mahavir.
- **April 7:** Lord's Evening Meal, Jehovah's Witnesses commemorate an event believed to have occurred on the first night of Passover.
- **April 8:** Buddha Day (Vesak or Visakha Puja), a Buddhist festival that marks Gautama Buddha's birth, enlightenment and death.
- **April 8-16:** Passover, an eight-day Jewish holiday and festival in commemoration of the emancipation of the Israelites from slavery in ancient Egypt.
- **April 8:** Lailat al Bara'a, or Night of Forgiveness, an Islamic holiday.
- **April 9:** Holy Thursday (Maundy Thursday), the Christian holiday commemorating the Last Supper.
- **April 10:** Good Friday, a day celebrated by Christians to commemorate the execution of Jesus.
- **April 11:** Lazarus Saturday, a day celebrated by the Eastern Orthodox Church and Oriental Orthodoxy to commemorate the raising of Lazarus of Bethany.
- **April 12:** Easter, a holiday celebrated by Christians to recognize Jesus' return from death after the Crucifixion.
- **April 13:** Vaisakhi (also known as Baisakhi), the celebration of the founding of the Sikh community.

- **April 17:** The Day of Silence, during which students take a daylong vow of silence to protest the actual silencing of lesbian, gay, bisexual and transgender (LGBT) students and their straight allies due to bias and harassment.
- **April 19:** Orthodox Easter (also called Pascha), a later Easter date than observed by many Western churches.
- **April 21:** Yom HaShoah, Israel's day of remembrance for the approximately 6 million Jews who perished in the Holocaust.
- **April 22:** Earth Day.
- **April 23-May 23 (sundown to sundown)**
- Ramadan, an Islamic holiday marked by fasting, praise, prayer and devotion to Islam.
- **April 24:** Armenian Martyrs' Day recognizes the genocide of
- **April 27-28:** Ninth Day of Ridvan, a festival of joy and unity in the Bahá'í faith to commemorate the reunification of Bahá'u'lláh's family.
- **April 28-29 (sundown to sundown):** Yom Ha'Atzmaut, national Independence Day in Israel

Admissions and Records: As part of Admissions and Records ongoing efforts to implement a more proactive and personal approach to Out-of-State residency reclassification, Athena Oreck, the residency specialist, has been working on ways to educate the campus community and help assist students in the yearlong process. These efforts include new marketing materials that will be part of the recruitment and onboarding process, and workshops and presentations that are available to any department that wants a refresher on the topic. Athena presented to the Athletic Department staff and coaches during their monthly meeting held March 12. These presentations will overview the basic requirements and timeline of the residency reclassification process as well as the resources and support that the Admissions and Records office is offering. By being proactive, informative and available Admissions and Records is hoping to increase the number of students applying for, and receiving, California residency at College of the Siskiyous.

Counseling and Advising: Necessary work on transcript articulation and DegreeWorks (our degree audit and education planning system) continues in order to maximize the effectiveness and capabilities of the DegreeWorks program. This task is complex and time-consuming, and will result in increased efficiency and improved service to students. A big "thank you" goes to Josh Collins and Ashley Sadler for leading the efforts and doing the majority of the work on this project.

With Sunny Greene's departure, Michelle Knudsen has agreed to serve as the Articulation Officer. She is learning the intricate details and process. One of her first duties was to verify Associate Degrees for Transfer (ADTs) upon request from the California State University system. Counseling Services is happy to report 25 ADTs have been verified this year, as compared to 13 last year. The increase is attributed to proactivity of the counselors and advisors in promoting ADTs to students, reminding them to petition for those degrees, and in assisting students with/in the process. It is important to note that most students earning verified ADTs met with a counselor or advisor more than once during their time at COS.

Beckie Hobbs provided information to the EDUC 0670 students in "Ask an Advisor" workshops as part of the Student Success Seminar series through the ASC. Her sessions have been well received, and Beckie said they provided the opportunity for some beneficial question and answer periods with students.

On February 25, Beckie Hobbs, Ty Speck, Athena Oreck, Karen Chandler, and Valerie Roberts attended the Implicit Bias Training offered by the California Community Colleges Chancellor's Office. The trainers

encouraged participants to look deeply into their own implicit biases and evaluate how those biases influence our work with various student populations. The training also initiated awareness raising about the biases present in institutions of higher education, and of our own institution and processes. Strategies given included: better understanding the perspective of populations of students, keeping our minds clear and open when interacting with others, and addressing uncomfortable “call outs” when we see or hear unacceptable interactions between coworkers and between coworkers and students.

DSPS – Disabled Student Program and Services: COS has a new DSPS Director/Counselor! Natalie Bradley will start April 20. She comes to COS from the Santa Clara area, and says she is a “country girl at heart”. Natalie has extensive experience, and has worked in a variety of settings including vocational rehabilitation, as a private contractor, and at several California Community Colleges. More details to come from HR with an official introduction and announcement. We are looking forward to having Natalie join our team!

EOPS: While the number of students in EOPS for spring semester is down a bit, the participation is up! Of the 159 EOPS students currently enrolled for spring, 155 of them contacted our office (with most coming in to see us) to complete their progress check-in. That is an exciting 97.5%! Progress check-ins are focused on the student checking their census status to see if they are receiving a “S” (for satisfactory progress) or a “U” for unsatisfactory progress, and is part of the EOPS state requirements. If students are earning one or more “U”s, they can meet with an EOPS staff member to discuss strategies for improved grades and success in their class(es). Of those 155 students who did their progress check-in, only 21 had earned one or more “U”s. Final grades will be reviewed and compared with the census marks for evaluation of service to the student during check-in time.

Foster Youth Success Program: The Foundation for California Community Colleges in partnership with California Connects, offered five wireless hotspots to each community college. Three of our FYSP students requested one, and those have been distributed. With each hotspot, students receive 12 months of unlimited internet service. At the end of those 12 months, the students can purchase unlimited data for only \$19.99 per month.

Lodges: Servitas, LLC visited campus on February 11 and announced their desire to work in partnership with College of the Siskiyous to build additional student housing. Doug Haugen will be visiting with various committees and councils in the participatory governance system to consider if additional student housing fits within the campus plans and vision to reach enrollment and completion goals.

Student housing staff has been working with the Incident Management Team to implement the pandemic plans for disinfecting and isolation of on campus residents should that level of response be necessary.

Academic Affairs

Preparing for COVID-19: The Office of Academic Affairs is diligently working with faculty to develop an Instructional Continuity Plan. In the event of a campus closure, this plan will assist in preparing faculty to initiate a temporary, remote delivery of instruction. Key information for students such as, encouragement to check email often, expectations to participate in remote instruction and importance of maintaining communication with instructors will also be emphasized.

Instructional faculty have been encouraged to complete the following Instructional Continuity Plan form which solicits information regarding individual faculty plans as well as resources needed:

<https://forms.gle/fcMzXkyqHP9Av4GM6>

Faculty have also been asked to survey their students to determine any challenges with remote instruction such as:

- Inability to access required texts due to closure of Library
- Lack of technological equipment and/or internet connection
- Challenges with accessing college email and/or Canvas

In regards to courses/programs which cannot be taught remotely (specifically, Career Technical Education courses), the Office of Academic Affairs has consulted with the College's CA Teachers Association and will be drafting an MOU. In the meantime, faculty in these areas have been asked to identify opportunities where students can make-up hours (Ex. Once the campus has re-opened: Extended hours, Saturdays, etc....).

Although our hope is that the College will not have to impose a campus closure resulting from COVID-19, the Instructional Continuity Plan will prepare the College for any upcoming as well as future campus closures.

Upcoming Cannabaceae Studies Conference: Postponed! College of the Siskiyous has postponed its April 2020 Cannabaceae Conference. Please stay tuned for the new date. Participants can still expect to complete the following courses as well as interact with vendors to develop strategies that will help jump start a career in the Cannabaceae field!

- *Science of the Cannabaceae Family*: Overview of the peer-reviewed scientific literature relevant to the therapeutic efficacy and relative safety of Cannabaceae plants including hemp and cannabis. Instructor: Nick Joslin – [Lemon Remedy](#)
- *Federal v. State Law*: Introduction to the legal issues surrounding medical cannabis and the hemp/cannabis industry. Instructor: Nicole Howell, Esq. – [Clark Howell LLP](#) Lawyers for the Green Frontier
- *Politics v. History*: Learn about the political history of cannabis, and the key players and policies that have shaped the policy as we know it today. Instructor: Raymond Strack – CEO Shasta-Jefferson Growth Business
- *Industrial Hemp Essentials*: Learn about the basic farming practices for the different applications, of the respective parts of the hemp plant. Instructor: Tyler Hoff – Founder [Bulk Hemp Warehouse](#)

Questions? Contact Dr. Char Perlas by sending an email to cperlas@siskiyous.edu

No other reports were submitted.