The composition of the committee to review classified positions was determined. Dave Fishbaugh handed out two lists- one list for the positions that were requested and some
filled. The newer list was compiled of currently requested positions.

Two people must still be ratified by (or voted upon) by their respective groups.

* Classified senate put forward Sandy Carter's name. (Must be ratified)
* Dennis Madison was selected by SEIU.
* Facilities Manager was selected--Rusty Hall
* VP of Student Services- Dr. Ernie Smith
* Admin. Asst. for Personnel--Kelly Murphy
* DCC Chair selected Chris Gaiero
* Academic Senate has five (5) people interested in one position on this committee. A vote will be needed.

Julie Maia raised the issue of a policy of a "smoke free campus" @ WVC. A process to get the buy in and discussion with all the constituent groups must be determined. More discussion is needed by many groups before this policy is finalized. Michael Renzi mentioned that Mission College has a quasi "smoke free campus" policy which allows smoking only in the parking lot at MC.

**DCC Update**

New faculty requests are due October 17, 2007. A new form was made for non-faculty and one for teaching faculty.

Program review is due 11/5/07. Tied to hiring process via new monies.

Old rankings are not being used. The hires will be re-ranked. We will probably look at hiring less than 11 or 12. All are fund 100. The new forms will be sent out this month. What we are going to teach needs listing out by end of this month.

HBA – meeting with the auditors today to determine which courses are okay. It is happening parallel at Mission. Curriculum is drafting an HBA certification process by end of month for all HBA courses.

Diversity courses are now more global and we will add classes as we go.

**VP Update**

Dr. Smith thanked all the DCCs who worked on the new hiring forms.

Enrollment report was good with 10,500 plus students.

We are going to have a Mesa program. Will be operated out of Instruction Office. We will be asking for a grant.

Mesa is for engineering and science achievement. Deadline is Friday 11/16/07.

Input for the Chancellor brochure. What do you want to see in your chancellor? Give me your comments on what you want. What kind of leader do we want? Talk about desired characteristics

1. Vision for growing this district.
2. Looks at students as a whole person using equal instruction and student services.
3. A unifier and team builder.
4. Visibility in campus and community.
5. Work well with the board and educate them about our institution.
6. Chancellor needs to focus on what’s good for the student.
7. Step up and be a leader for diversity. Advocate strongly.
8. Integrity of the process.
9. Look at characteristics that are already listed and reaffirm the good ones.
10. Fantastic communicator.

**Smoking Policy**

We would like to make this campus a no smoking campus. It is not a matter of if, but when.

Survey to students was 4500 voted with 800 responses. 83.4% are in favor of no smoke campus.
The following is the recommendation of the SSC:

**SSC recommends, by formal vote, that WVC adopt a Smoke Free Campus policy and recommends that all other shared governance groups consider recommending the same.**

**This policy, as recommended, would mirror the Mission College Smoke Free Campus policy that has been in existence since July 1, 2005.**

**This was seconded and passed by unanimous vote by the Student Services Council.**

**Next meeting of SSC is October 23, 2007 in Club Room at 12:30p.**

The DCC’s are refining procedures for faculty hiring.

There are two positions that will be hired for classified.

There will probably be 3-4 Faculty positions.

These will go to a committee to determine. This is only for Fund 100 positions.

They are working on out-dated curriculum. Most of our curriculum is 20 years old or older. We are working on a plan phasing in deletion of unused courses. And in Phase II will revamp classes and prerequisites.

Program review is tied into extra funding in the Spring, so it is imperative that funding needs to be prepared in program review.
R18 in Datatel will be installed on the weekend of October, 12, 13, 14, 15, 16.

**Battered Women, Sunnyvale**

Laura Loriman brought people to meet the Council from the Battered Women, Sunnyvale Center. Denis Henderson, the Clinical Therapist spoke on their services:

- 24 hour hotline
- Legal Advocacy
- Therapy
- La Familia program
- Teen program
- Safe house
- Victim advocacy project.

They wanted to establish a relationship with West Valley to refer students to them.

**High School Counselor Conference**

Date has been changed to Wednesday November 7. There will be a committee meeting from 2:30p-3:30p in Room 7 in Counseling. The conference will be from 8:00a-1:00p.

**Other**

The Research Analyst position is going to interview in October.

There is a basic skills initiative training this Friday in San Mateo.

Next meeting will be October 9, 2007 from 12:30p-2:00p in the Club Room.

**VP Update**

Dr. Smith reminded the Council to send in their personal goals and area goals to their dean.

As to Mission Statements, all areas should be working on theirs and sending them to their dean.

**High School Counselor Conference**

The date for the annual high school counselor conference has been changed to November 7, 2007.

Volunteers are needed to help the committee headed up by Melissa Salcido and Joe McDevitt.

Irene Serna, Angelica Bangle, Chauncy Edmunds and the counselors have volunteered to help.
Career Day w/Amy Baumgardner

The date was changed because there is a Career Day scheduled as reported by Michael Byers. They have several employers coming for this Career Day and need the support of many volunteers. Irene volunteered 2 students from EOPs and one faculty Joe volunteered a student ambassador, and Martin Jue volunteered.

Crisis Intervention Team

Becky announced that the Health Center is very excited to have Barry Goldman-Hall as consultant and he will take over the Crisis Intervention Team.

Becky also announced congratulations to George Magellis for achieving his Masters degree.

George and Helen Pivk are doing some personal counseling in the health center.

Becky announced NCHA a survey for students that has been sent out and gave the results of that survey.

There are some monies coming down for some health services. Will be groups with Helen and George that have specific needs, i.e. divorce/relationships, substance abuse, smoking cessation and success groups, i.e. social groups. The crisis intervention team meets again on Wednesday, September 12 from 11:00a to 12:00p.

Revisiting Disaster Planning and Emergence Response

Kim Aufhauser visited the SSC to discuss Emergency Preparation Month. Kim announced that DBAC has agreed to provide money for basic food and water. We need a communication infrastructure, need flip charts updated but what is needed most that all employees show that they care/ and are getting involved. We hope to be in better shape by January.

We need a sense of awareness and a response ability.

Staff needs to make a plan for disaster with their staff and their families. Maybe it would be a good idea to sell disaster kits for faculty and staff.

Phones for disaster reporting have been installed in all classrooms. An instruction sheet will be sent out on how to use the phones.

It was asked if we could get emergency phones in our service areas and Kim said he would check into that.

Kim informed us that ICS Sims training is mandated and will be planned in the future.

Middle College
There are 80 students in the middle college program and consists of Los Gatos High and Campbell High. Josh Hancock and Annie Blank are the high school administrators.

**DESP**

Classes are full
Working on Basic Skills and the initiative.
Having new calendars.

**FA**

Working on doing something for Constitution Day, are required by the Federal Government to do something.

FA Website is up as of September 17, 2007.

**Book Loans**

Quite a few book loans were given out due to lower $ requests and more granted.

**Academic Senate**

The Science and Math building remodel is on schedule. Some of the new labs, the pool will be completed by Spring.

Update on HBA could cost us a maximum of 8.8 million dollars and a minimum of 5.5 million dollars. Faculty has been asked to certify and fill out forms for this certification which could potentially reduce our max and min to 10 and 5.7.

There is an Academic Senate Meeting Tuesday, September 18 at 2:05 in the Board Room.

**Health Services**

Working on their new system it is in process of setting it up and training. This week is Nutrition Week and National Suicide Week is coming soon TBA.

**Tutorial**

There are lots of new tutors so send students.

**EOPs**

New part-time counselor – Malinda Tran hired for backfilling for Pablo Ortega. Alicia Cardenas is backfilling 18 hours for Pablo as well. Chauncy Edmunds is backfilling for Alicia Cardenas as EOPs outreach.

**ET**

Susan thanked everyone for Welcome Week activities. It helped outreach
Susan predicts there are more adult returning students.
Held a 2 day success workshop
And a 3 hour time mgmt, study skills and registration help.

FA

Will be a first week check distribution to students
Are encouraging more students to apply for FA.

Other

Faculty need to print out faculty census roster and send it to A&R.
Friday September 14 is last day to drop without a W.
Carol announced that new counselors need more training.
We are filling Nancy Vargas’ and Pablo Ortega’s positions.
Counseling classes are full.
We need subcommittees to work on Mission Statements.
All the activities we participated in were beneficial to students.
We are working on something for parents to happen before school starts.

Ernie is lobbying for an extra half hour meeting. The notice will go out to all SSC and a vote taken.

Next meeting on 9/25/07 in the Club Room.