I. Debrief from Retreat – All
   - Members gave feedback on their impression of the retreat, most felt that it was very productive and were surprised that they were able to get a lot accomplished

II. Mission Statement – Hindes
   - Jean Finch volunteered at the retreat to write up the updated Mission Statement
   - The new Mission Statement is: “Student Services enriches the educational experience of students by providing programs, services, and instruction that engages them in their learning and empowers them to obtain their academic, personal, and life goals.” The Mission is formed by the five following guiding principles. 1) Promotion of self-responsibility and empowerment, 2) student
success, 3) collaborative community for support, 4) equity and diversity, and 5) forward thinking.

- Becky Perelli moved to approve the new Mission Statement and Irene Serna seconded. All were in agreement to updating the Mission Statement

III. Emergency Fund Procedures – Perelli

- An electronic copy of the Emergency Student Assistance Fund Policy and procedures were sent to SSC members by Dr. Hindes and is also attached to these minutes.
- Becky felt that an additional authorized signatory was necessary in case there are days where the Health Director and Division Chair were not available. The Director of Student Development can also approve the Emergency Fund.
- The fund is maintained by the Foundation Office and there is approximately $2000 in the account.
- An approved student will receive their check in about two days.
- Students can use the one-time funds for any number of things such as: utilities, books, and rent.
- The Vice-president of Student Services, Division Chair, or Director of Student Development can sign off on issuing the check once the Director of Health Services has approved the funding of the student.

IV. General Announcements – All

- Stephanie Kashima – There has been a change to her assignment and will now be supporting the Office of Instruction 100% by the end of November. There will be an interim Dean of Student Success. The details are not available at this time but more information will be provided once it is available.
- Herlisa Hamp – November 18th is priority registration. Students who are eligible would be: CalWorks, DESP, Foster Youth, EOPS and Veterans. Early registration is November 19th and the students who are eligible are: TRiO, ASO, Puente, Athletes, First-Year-Experience, Success, and Honors. The online schedule of classes is set to post by October 28th and the booklets should arrive on campus by November 5th.
- Becky Perelli – Becky will be leaving West Valley College, she has been elected to be the new Director of Student Health at San Francisco City College in January.
- Victoria Hindes – The core group met with the architects on Friday to discuss the new Student Services Building. They performed a need inventory based on the square footage allocated by the bond measure. The user group meetings will be held in the future. Stephanie’s position in the core group will not be replaced.

V. Student Success and Support Program Implementation Summit – Hamp, Hindes, Pavan
Carol, Herlisa, and Victoria attended the two-day conference in Sacramento last month that discussed the implementation of the new Student Success Act. Handouts and notes were given to members off SSC to review.

There will not be allocations for the counseling orientation courses because they already receive apportionment.

West Valley will need to have a functional degree audit system to assist in education planning and course offerings.

Ed-plans and orientations are separate requirements. The college can be paid for preliminary ed-plans as well as comprehensive ed-plans.

3 RFAs were put out by the State: a) IS, b) common assessment, c) educational planning. Currently, they are working with Hartnell College to work on K-16 Bridge Grant to develop a data pipeline. The counseling department did develop an electronic ed-plan last year and will have other offices use it since we will do not have an ed-plan module in Datatel.

West LA College has a pilot program where they use an app to track check-ins and how much time each student spends in a service area. At the end of each term the app calculates the amount of time the student spent in counseling, library, tutorial and does a comparison to the grades and sends the student discounts to the cafeteria, bookstore, etc. It’s an app that gives students an incentive for using campus services to help them gain good grades.

The portion of the conference that Herlisa enjoyed the most was the student panel. She always knew how much auxiliary counseling services contributed to student success but it was wonderful to hear it from the students how these wonderful programs helped them succeed.

VI. ADA Compliance for Documents – Anne Crosby and Berni Walker

Gave a presentation to SSC regarding how to make documents for the web ADA compliant.

Showed a brief video that explained some of the frustrations students with special needs have accessing documents online.

A handout with a brief overview of how to create an ADA compliant document was given to SSC members and sent via email. Also, links to tutorials were sent.

Be mindful of hard returns and Tabs because the screen reader will read these out to the person accessing the online page.

Color selection is important because certain colors are difficult for people with color blindness to distinguish.

It is impossible to go back and change all the past documents so they are ADA compliant but moving forward everyone should make sure that their documents meet the requirements.