I. Welcome Sharon Heimbaugh/Transition Plan – Perelli
   ❖ Sharon is a nurse practitioner at West Valley College and may be the interim director for Health Services.
   ❖ In the interim the position allocation will not change but it may change into a district admin position in the future.

II. Integrated Budget Planning Model – Pat Fenton
   ❖ Gave a draft of the Budget and Resource Advisory Council (BRAC) description to SSC members and encouraged them to have a representative on the Council.
   ❖ An example of what the council will discuss: SLO of Biology department indicates that they could offer more courses but they are limited due to lack of prep staff. With this data the college can allocate more funds to hire staff which would allow more Biology sections to be offered thus assisting in increased enrollment.
   ❖ The tentative budget is loaded in July so that funds are available at the fiscal year and the final budget is set in September with Board approval.
BRAC should meet as regularly as needed. During the fall semester the group may meet every 6 weeks or so but in spring may need to meet every two weeks.

- Academic Senate can have a say in the budget planning process that pertain to academics but not in planning for the district budget.
- This committee is in development and will be in place in the future.

III. Student Success Committee – Hindes, Pavan, Salcido

- Whitney Clay has been selected as the Student Success Coordinator. She will receive 0.5 release time starting in spring.
- There will be a call out for a work group in either December or early spring to work with Whitney.
- Students, staff, administration, and faculty are welcomed to participate in the work group.

IV. Student Services Representative to College Council – Hindes

- The group was asked if they preferred to have Jean Finch continue as representative to College Council till the accreditation site visit or have her continue till the end of the term and vote for a new representative in May. (Jean’s tenure was extended to cover till spring at a previous SSC meeting. It was because of the FAIT process and the group wanted a consistent overview of the process).
- Some members felt that there should be a new person “in training”
- Others felt that the discussion would be moot if no one was willing to volunteer for the position. Also, Jean states that she would be willing to continue as representative.
- One member indicated that we must how that we follow our established processes.
  - Motion to have Jean extend her position as College Council representative to May 2014.
- Jean will give a synopsis of her role and responsibilities and time involved to be in College Council at the next SSC meeting.

V. Accreditation Check List: Status Report From Programs – All

- SSC members were asked to compile all the different online services that are provided by Student Services.
- Dr. Hindes will attend the NelNet presentation in USC in two weeks in LA, this conference will focus on online assistance for Veterans.
- Tutorial list some informational items/resources for study skills online.

VI. Standing Reports

a) College Council

- There needs to be a member from SSC to represent in BRAC
- Two action items came up this week and since she did not have time to discuss the items with SSC she elected to Abstain from voting. The two items were:
  - Motion was to state that College Council was satisfied, that the FAIT process was open and collegial
  - That the College Council will vote on the recommendations
- Passed a motion that the College Council will now forward the recommendations that the Cabinet made to the President without further action from the council.
- Brad Weisberg was selected to be the interim Dean of Workforce Development.

b) Classified Senate

- Will be completing first year of Lynda.com.
- Raised $700.00 from the used book sale.
Dec. 11 will be the Winter Celebration.

- Academic Senate
  - Continued the discussion regarding reassigned time for department chairs.