I. Introduction to SSC – Hindes, Heimbaugh, and Clay
   ❖ Dr. Hindes formally welcomed Sharon Heimbaugh to SSC as the interim Director of Health Services.
   ❖ Whitney Clay was introduced to SSC as the new Student Success Coordinator.

II. Student Success Coordinator Overview – Whitney Clay
   ❖ The position is available only to faculty and it’s at 0.5FTE (16.4 hours/wk).
   ❖ It is funded by BSI state funds
   ❖ They are to serve for 5 semesters, spring 2014 to spring 2016.
   ❖ Duties include:
     - Oversight of the Student Success Team and work closely with the Student Success Core Team.
     - Must stay current on state regulations and mandates.
     - Lead college-wide discussions on teaching, learning, and exploring new and innovative pedagogy.
     - Manage the collection of data and facilitate reports to the state.
• Attend DCC/PGC and possibly SSC meetings twice a month.
• Coordinate BSAC.
  ❖ This position reports to the Vice President of Instruction.
  ❖ Dr. Hindes requested the SSC members allow the Student Success Coordinator be a standing member of SSC.
  ❖ The members decided to deliberate with their constituent groups before voting.
  ❖ Voting will take place at the next SSC meeting, February 18, 2014.

III. MHSAC Handout and Transition Update – Heimbaugh
  ❖ Sharon is a nurse practitioner and has been working at West Valley for 11 years.
  ❖ She is the interim Health Services Director.
  ❖ There isn’t a lot of change and the transition thus far has been smooth.
  ❖ The handbook will be available online under faculty and staff resources. A limited number of hard copies are available and will be distributed to key areas on campus.
  ❖ There are new topics added to the handbook such as “Disturbing Writing”.

IV. Safety Video – Hindes
  ❖ We are required to have all students watch the safety video that is on the Portal but this is not a mandate.
  ❖ Encourage students to complete the questionnaire at the end of the video.
  ❖ Will request instructions be provided on how to act in an emergency situation when your classroom does not have an emergency phone.

V. Updates – All

College Council
  ❖ There hasn’t been a College Council meeting.
  ❖ Barbara Ogilvie and Carol Pavan have stepped up with interest in joining College Council once Jean’s term ends.

DESP
  ❖ Had a mini Retreat
  ❖ Nearly set up for first orientation in March
  ❖ On to College Night has been changed to On to College Orientation. Instead of meeting with 100 students it will be broken up into sessions with 20 people.
  ❖ Requested 100 Orientation Handbooks for the session.

Health Services
  ❖ Mental Health Advisory Committee meets on Wednesdays and there are already two cases that will be discussed at the first meeting.
  ❖ There is not a designated area/person to store/share information on cases because this would violate confidentiality. In cases where there is a risk of harm for the individual or others the committee will inform college staff.

A&R
  ❖ Extremely busy and enrollment is slowly increasing.
  ❖ There is an enrollment push event this Saturday.
The Finance department sent collection letters to current and former students and listed the Admission and Records number to call for assistance so the office is being inundated with calls. This has added a necessary but untimely burden to the Admissions Office which is busy assisting students who are trying to get into spring classes and pay fees. Recommends sending such letters after the heavy registration period in the future.

ASO
- Held Books for Food event in the Campus Center for the last two weeks, and it will end on Friday.
- Pending Board approval the Campus Center fee is scheduled to increase to $18.

TRiO
- Lee Rodriguez has left the program and has moved back to Florida.
- In the process of expanding Amber’s responsibilities for the interim since there is only a year left in the grant, it wouldn’t be productive to hire someone for short term.
- Will re-write the position when applying for grant renewal.

Bookstore
- There has been a noticeable impact on book sales due to low enrollment.
- More students are opting to rent the books when applicable.
- Friday is the last day to receive a refund; dropped courses are exempt but will need to provide proof.

Campus Center
- Welcome Week events were held last week.
- Will know by next week as to how many clubs there will be for students to join.

DCC
- Held two meetings and a Retreat before school began in January.
- Enrollment was down 33% and now it’s at 26% so it’s slowly going up. May not reach target number but it would be ok if we’re only under by 10%.
- Added 90 new sections to help increase enrollment.
- Will consolidate divisions from 8 to 7.

CalWorks
- Had a Board presentation two weeks ago.
- VTA line cut has affected some students and is a growing concern. This may discourage some students from attending West Valley and direct them to finish their programs at another local college.

Outreach
- Attending the Middle College Conference in Los Angeles regarding Dual Enrollment.
- There has been a huge increase in the number of high school students who want to have a campus visit.
- Hosting a high school superintendent’s lunch.
Counseling
❖ Alicia Cardenas has joined general counseling, she transferred over from EOPS.
❖ There is a call out to counselors who would be interested in transferring from general counseling to go to EOPS.
❖ Looking at doubling the number of Counseling A (Orientation) classes for summer and fall.
❖ Transfer Center will be hosting Colombia University. The university is only outreaching to adult re-entry students.

First Year Experience
❖ Next year the program will double in size.
❖ Going to do a presentation at San Jose High this weekend. Also have plans to do presentations at Santa Teresa High School.

Academic Senate
❖ Working on division structure.
❖ There’s a new BRAC (Budget and Resource Advisory Committee). Please encourage to have a member of SSC to join this committee so that Student Services can be represented.
   • SSC nominated Herlisa to represent SSC at BRAC.

VI. VP Updates – Hindes
❖ Gave handout regarding Common Core State Standards to review.