I. Welcome Whitney Clay – All

II. Program Updates – All

Bookstore – Inventory next Friday, March 14th. The store will be closed. Special flash sale on Thursday, March 6th (t-shirts take an additional 50% off).

TRiO – Holding a meet and greet today, attended a pre-conference on grant writing. Amber has been doing classroom presentations and getting ready for EA.

DESP – Joint Advisory meeting today at 4pm. Started receiving sign-ups for orientations. Regional DSPS coordinator meeting will be at WVC. There are Title V changes in the works for DSPS, will share updates once they become available.

Health Services – Attended annual health services conference last week. They focus on 1) students of concern and how other colleges are dealing with situations, and 2) how to get students involved in identifying students of concern and assist.
A&R – Preparing for summer/fall registration. Students will receive registrations date and time. Before students just received a registration date but now they will receive a date and time. This will help alleviate stress to the system and hopefully present server overload, etc. Some students will be able to register at 5am and others at 1pm even though they may have the same registration date. Please be sure to tell your students to read their registration date and time carefully to prevent unnecessary frustration.

Assessment – Been using Accuplacer since January. Waiting on IS to be able to upload onto Datatel, Jeremy is still uploading the scores manually. ESL is not using Accuplacer, still using the paper and pencil test. Common assessment is still being developed by the State.

Financial Aid – Scholarship application deadline is March 6th by 4pm. Students who have submitted incomplete applications are being contacted. More to come on preventing and resolving issues related to identity theft. Distance Learners have to have other means of verifying identity.

FYE – Would like to submit a program review and is in the process of working on making that happen. Jean Finch will submit a request to Academic Senate.

Outreach – Will be definitely off campus starting this Thursday. Working with Mission College to mirror concurrent enrollment practices. Next Wednesday will be doing a Student Success Act workshop at the Share, Learn, Connect Conference at USF.

Classified Senate/Veterans – Some food vouchers left for Veterans please send students that need them. Lynda.com pilot program is almost over, going to seek district approval to keep using the service. Successfully completed the ASO Retreat. Completed Black History Month event at the Campus Center, Lower Lounge. Setting up for the Women’s History Month event, they will have a tea exchange and cookie contest.

Counseling – K-16 Bridge counseling representatives are Melissa Salcido and Christina Llerena. Collaborating on creating a waiver of orientation with Mission College. Working with A&R to accept online transcripts.

III. Hours of Operation – M. Donohue-Mendoza
   - Please send department hours of operation during spring break.

IV. Accreditation Check List – Departments Share What They Are Doing – V. Hindes, All
   - Student Services offices are requested to close this Friday, March 7th for an accreditation preparation activity.
   - Breakfast will be served.
   - Departments gave examples of how they are preparing for the site visit.
V. Cesar Chavez Day Celebration, “Sharing the Vision” – V. Hindes
   - The annual Cesar Chavez Day celebration is tentatively scheduled for Wednesday, March 26th.

VI. Students of Concern – Protocol and Discussion of Trend – V. Hindes, M. Donohue-Mendoza, and S. Heimbaugh
   - Dr. Hindes and Dr. Donohue-Mendoza saw six students of concern just last week.
   - More students are being reported because people are being turned away from other county services.
   - It is vital to create more awareness for students and staff. Students aren’t as aware of the support services provided by Health Services.
   - Students tend to seek help where they feel comfortable, like a trusted instructor, friend, or staff rather than at the support services.
   - Will provide more information to adjunct faculty.
   - Instructors need to understand that it’s better to notify a problem student earlier rather than waiting till it’s grown into a bigger issue, prevention instead of dealing with a crisis.
   - SSC will review this topic again, Dr. Hindes will seek out colleagues from other colleges and share-out some useful tips and suggestions.

VII. Standing Reports
a. College Council
   - During the last SSC meeting discussed the flexibility of budget reduction and because of that discussion College Council was notified that two positions that were being paid from (now) incorrect budgets needed to be corrected. The two positions are from Basic Skills and Matriculation positions and the adjustment could total $120k. This reduces the flexibility.
   - BRAC committee presented.
   - Laurel Kinley addressed the council regarding enrollment management and the impact on classified staff workload when creating additional contracts for the late-start classes.
   - Banner/ERP tabled till next meeting so will share out the input SSC gave at the next meeting.

b. BRAC
   - Had their first meeting, there are 11 members.
   - Pat Fenton explained in depth how our infrastructure is managed.
   - Played an interesting game called, “Budget Manageable Game”. There were 14 hypothetical budget request scenarios and the group had to come up with different solutions.
   - Budget allocations are due by March 28th; please include as much detail for each line item.

c. Academic Senate
Will be holding a special meeting today to finish discussing the allocation of divisions.

Had the first District Academic Senate meeting. In the future when a call goes out for new Academic Senators they will be informed that there are district meetings to attend as well on top of the regular meetings.

VIII. Other

If you’re the program lead or contact person and haven’t received an email regarding Program Review please let Inge Bond know. Program Review is due April 11th.

Future agenda item: New SS Building.