I. **Introductions** – Dr. Hindes welcomed Sean Pepin, the new Director of Student Development, to the Council. The Council members introduced themselves. Sean gave a brief intro of himself. Azar Babakan was introduced to the Council as she will begin her role in assessment on Wednesday, February 18. Dr. Hindes also welcomed everyone back to the first meeting of the term and thanked all for their great work.

II. **New format for facilitating Student Services Council** – discussion lead by Dr. Hindes, the Council discussed a new format for the meetings. Discussed: new time, different facilitators, timely minutes, who sets agenda, additional standing reports, keeping a parking lot of items, how to keep agenda topical and follow up on items discussed. **Outcomes:** rotate facilitators (HH will be on 2/17); keep same meeting time; Dr. Hindes will continue to be responsible for the agenda; add to standing reports: Weekly IS meeting, BRAC **Tabled item:** extending the meeting (or some meetings) to 2:30; room – fix AC/heat issue

III. **Communication to students**

- “Common Letter to students regarding requirements for enrollment—Maritza & Angelica shared the draft and the Council suggested edits. Key to the success of letter: simple, straightforward. They will review the suggestions and it will be carried forward to the next meeting on 2/17.
- Student Success team messaging— the council reviewed and discussed a flow chart of the required steps created by Melissa Salcido. The Council made suggested edits.
- **Outcomes:** Need to be very careful of using the word: priority; Maritza will send out the information - Datatel screen tells which steps a student has completed; Dr. B will check with B. Harp if we can give students the look up ability/better use of this info in Portal; Bernie reminded the group of the great brochure provided by the state/how to leverage the graphics already created;
need to add counseling class 12 and 5 to the chart; need to make sure the schedule and catalog all are consistent with message and look/feel of any graphics

IV. Finalize SSC Retreat: Date: the council discussed the pros/cons of the 2 dates that were being held. Date selected: Friday, Feb. 27 9:30 -1. Joe McDevitt/Angela Sias volunteered to look into locations off campus. Location: TBA - Lower Lounge has been secured for retreat if no off campus location can be found. Agenda will include time to review: What went right/what didn’t go right? since last retreat – this is both at the micro & macro level; training component Follow up: M. Mora-Evans will check with M. Francis about flex credit; need a retreat committee and meeting

V. Update on Student Services Positions and Program updates—DESP: final interviews this week for front desk position - goal name to Board on 2/17; SOC position extended application filing to 2/8; Counseling: front desk position – applications are being reviewed, Azar to begin in assessment position on 2/18; EOP&S: counselor position - reviewing applications, part time counselor to begin on 2/12; A&R opening in A&R to replace position vacated by Azar, Maritza currently looking into temporary hire; Health Services: Mae Conroy will lead the search team, will be an Academic Administrative position; Student Services: dean position – applications closed on 2/2.

VI. Keeping up with graduation—Sean & Berni - Graduation will take place at Mountain Winery on Thursday, May 21 5pm; Buses from campus will be available; plenty of parking on location; reception after the graduation; Grad Fair April 8 from 10 –noon.

VII. Policies and Procedures—VH – a team will be reviewing, editing and updating the procedures. First meeting will be Friday, Feb. 6.

VIII. Student Services Presentations—Cheryl – reviewed list of future presentations.

IX. Other: Calworks: had a clean audit; Need to follow up on how job applicants are screened for minimum qualifications; Jan. 27 the new statewide admissions application opened, 168 applications (between WVC and Mission) were not automatically rolled into system, Maritza is working with IS, March1 Applications for Summer/Fall open; Nelnet (payment plan) conversations are ongoing; TRIO Grant: submitted to feds; International: first field rep visiting campus, recruitment underway; Athletics: Dr. Wong will no longer be an athletics counselor; Student Equity Plan: please see email from Jean asking for input for activities; Program Review Budget Survey: due on Friday, Feb. 13

X. Attendance: Hindes, Pepin, Heimbaugh, Wong, Clark, Miller, Babakan, Ehlers, Hamp, McGinley, Mora-Evans, Bangle, Cantarero, Walker, Johnson, McDevitt
Future topics:

- Tutorial
- DESP
- CalWORKs
- Articulation/Transfer
- Veterans

STANDING REPORTS
- College Council
- Academic Senate
- Classified Senate
- Student Senate