

# WSSSC Summer Meeting 2019 Notes

## July 9 and 10, 2019

### Joint WSSSC Liaison & Council Leadership meeting- July 9

#### Welcome and Introductions

<p>Councils present</p> <p>ACC (no)</p> <p>ARC (yes)</p> <p>CESC (yes)</p> <p>CUSP (yes)</p> <p>DSSC (yes)</p> <p>FAC (yes)</p> <p>MSSDC (yes)</p> <p>VMSC (yes)</p>	<p>Liaisons present</p> <p>ACC (yes)</p> <p>ARC (yes)</p> <p>CESC (yes)</p> <p>CUSP (yes)</p> <p>DSSC (no)</p> <p>FAC (yes)</p> <p>MSSDC (yes)</p> <p>VMSC (yes)</p>
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#### Governance structure overview

- Jess provided overview of WACTC governance structure, including WACTC, Commissions, and Councils, and the role of SBCTC staff
- Question: Will CDEOs become a formal commission? Joe stated that currently there are CDEOs at 11 CTCs and there is not a critical mass yet to establish a full commission
- Rubin noted that some of the grant writers at CTCs are interested in becoming a council, as are child development center directors (24 campuses have child care centers). Jess informed the councils that WSSSC updated their bylaws last year that outlined how new councils can request formal recognition.
- Conversation about the importance (and challenge at times) to collaborate across councils, particularly if they report through a different commission. Discussion about whether how we traditionally organize and gather is meeting the needs of the system.

#### Liaison effectiveness & Council liaison expectations and responsibilities

- Shared governance roles and expectations:
  - Advance communication between the commission and council stakeholders
  - Promote shared decision-making
  - Ensure cross-commission and council input

- Support WSSSC strategic plan and work plan
  - Uphold charges for assigned council
- Liaison role - to be present at meetings with councils; at the very least call in to meetings
- Responsibilities and Expectations
  - Understand and support council charges
  - Support WSSSC strategic plan and college work plan
  - Engage with council and system-wide stakeholders
  - Look for opportunities to partner and own goals and outcomes
  - Provide leadership through liaison roles
- Joint liaison role - will that continue? This year, go back to one liaison role as primary point person. Want liaison to be in permanent position at their college (no interim VPs)
- Important for liaison to bring council info back to commission; more challenging is getting WSSSC report to council. Is there a way to centralize that info?
  - WACTC moved to model that the president at the host campus will provide WACTC update to WSSSC
  - Increase expediency of meeting minutes
  - Use Canvas shell for councils?
  - Can we include a summary at the end of our WSSSC meetings that we would send to council liaisons and councils presidents?
- Liaison Effectiveness Strengths and Gaps
  - What does liaison effectiveness look like to you?
  - What are we doing well in your liaison effectiveness?
  - What do we need to stop doing in order to enhance liaison effectiveness?
- Benefit from more structure - information gets transferred informally; no template for info sharing. Can we formalize the structure of what reports should include? There is a form but gets used inconsistently. Put in place for liaison to put report together for WSSSC. Does not get submitted regularly. Should this be done in collaboration with liaison and council president? Ruby - likes the idea of joint completion of report out form.
- Helpful when liaison has the background of the council (e.g. FAC liaison has FA background)
- FAC created a liaison position to specifically liaise with ARC especially given ctLink. East side/west side travel challenges.
- Most state leg folks come from west side schools
- Consistency of the liaison is very helpful
- If WSSSC meets after council, no WSSSC report; but if council meets and has an issue, takes months to get it resolved. Exec committee may be able to act more quickly

- State board has shared master calendar system (Trumpa) that may be able to help with overlapping meetings and coordination
- How are liaisons assigned and what direction do we get (VMSC)? -
- Transition documents for new people would be helpful
- Time of year for summer meeting is challenging for FAC. Would be helpful to have document with basic onboarding - what do we need to know? Who is liaison, WSSSC president, etc.
- Onboarding and coaching training for new liaisons? Similar to coaching model for GP.
- How can the councils integrate with GP to improve our effectiveness?
- Can there be a more formal report to council to liaison. New members at each council meeting for DSSC - so more formal info for those council members. In person reports is very helpful
- VMSC will need more help since everyone will be new; help with membership; leadership; hosting; guidance from WSSSC for finding out way
- For those without permanent VPs, hard to get info from WSSSC - not getting back to campus. Was helpful when council members subscribed to listserv. Had informal mentor during interim VP
- Deanstu is still open list; WSSSC listserv for more private conversation; WSSSC could clarify when to use which listserv for which purpose

### **WSSSC priorities and work plan summary overview**

- WSSSC modified their work plan to create more focus and reduce the amount of initiatives and make it meaningful and compliment the work of the system; Shifted to 1) GP 2) EDI and 3) SEM. Restructure meetings to infuse these three goals. Aligned with IC goals. Shifted to a 2-year plan. WSSSC may be tasked by WACTC; WSSSC may then task councils to complete work.
- Do councils develop 2 year plan?
- Needing better liaison communication to council re: work plan
- SEM (Luca):
  - What does it mean to lead with equity?
  - What will student services look like in 5, 10, 15 years from now?

### **Council liaison engagement and action**

1. How do you establish and assess your council's direction and work plan priorities?
  - a. Timely posting of updates and sharing out
  - b. Make work plans more accessible through listserv, Canvas

- c. Connect council work plan to WSSSC work plan and make it explicit what WSSSC wants councils to focus on
- 2. How do you help participating members identify and take ownership of council work plan priorities?
  - a. Make sure the work plan keeps the student focus
  - b. Use council meeting to work on work plan to engage more members. Assign duties from work plan rather than asking for volunteers
  - c. Assess members skills sets and interests to engage them in work
- 3. How will you partner with other councils/commissions?
  - a. At WSSSC conference in spring, have a session for exec board members?
  - b. WSSSC could set up work plan earlier to get back to councils
  - c. One large work plan with links to all of the work plans?

### **Joint WSSSC membership & Council Leadership meeting**

#### **Welcome and Introductions**

#### **Council and WSSSC Work Plans**

- 1. FAC report: Heidi Townsend
  - a. Annual report handout and work plan handout
  - b. Highlights: ctclink conversion. Focus on BCFG and crosswalking; redo policies and procedures on SNG to Washington College Grant
  - c. Work plan: PD funding for FA professionals; assessing salary differential; GP; technology to reduce steps in process for students
- 2. DSSC: Marisa
  - a. Process and procedure; intake for students (WAPED recommendations about DSS info sharing for students and common practices);
  - b. Trainer to demo AIM
  - c. Advocacy work - changes in HP on SMS screens to limit who can see disability codes; Looking at how ctclink codes SWD; ctclink accessibility concerns - not screen reader accessible; OAA accessibility concerns; issues with accommodations and dual credit - trying to clarify which laws pertain; letter to advocate for an official home for CATO and Policy 188 implementation (Carli - SBCTC is working on CATO location and their own accessibility plan)
- 3. CUSP - Brian Murphy
  - a. Developed four pillars: PD, student leadership, civic engagement, and ?
  - b. Launched new website

- c. Will meet in August to set agenda for next year; mission and vision statement develop will be occurring
  - d. How does our work align with GP
- 4. ARC
  - a. EDI focus
  - b. PD at all three meetings; Jess Thompson on accessibility; What does safe feel like on campus; Vulnerability speaker
  - c. ctLink - Legacy transcripts is a concern
  - d. GP
  - e. SEM
  - f. OAA and access issues
  - g. Coding
  - h. Members on several state workgroups
- 5. CESC - Dani Trimble
  - a. Distilled work plan to GP and EDI
  - b. GP - council's role and recommendations on early career exploration and development
  - c. Equity gaps - three questions: 1) what are some unconscious bias might we have as career professionals and how it impacts work with students; 2) how does current system and lack of representation impact our students' aspirations; 3) what systems of oppression exist. Looked at data from SB; next - build outcomes. Three workgroups - exploration, engagement and employment. Career exploration questions - set of questions and resources for anyone to use in advising and career counseling role
  - d. Met jointly with ACC in spring - 3rd or 4th year of doing this. Focus on looking at undecided students.
- 6. ACC - Jesse Knappenberge and Allison Warner
  - a. Accomplishments - Balance advising and counseling roles - overlap and distinct; GP; collaboration with CESC; Holistic advising and counseling
  - b. Map exploratory needs with CESC; onboarding with student success; Advising redesign and advising syllabus; SSIPP model; HS completion and college transfer; Telling our stories
  - c. Next year's goals:
    - i. MH First Aid; role of counselors in system; practice of advising; advising and counseling ratios, Holistic Student Supports, leadership and change management and PD; cross collaboration with other councils; assessment; technology
- 7. MSSDC - Doris

- a. Undocumented/dreamers trainings in the fall with over 100 participants. Hope to continue next year
  - b. Meet in August to work on 19-20 work plan
  - c. SOC conference. 938 participants in April. Next year 30th year. Expensive to put on conference - need more funding. Building in a funding coordinator to support the conference. Worked with DSSC to ensure conference was accessible
  - d. Queer I am conference - MSSDC and SPSCC managed jointly in the past. Conference had been on a 2 year hiatus but this year held it at SPSCC. Signed it over to SPSCC for future years. Will have a liaison to the planning committee. Next conference: Spring of 2020
8. VMSC - K Cobb
- a. First meeting Oct 7 and 8 at SPSCC

### **WSSSC Work Plan - How to align council work plans with commission work plan**

- 1. EDI
- 2. GP
- 3. SEM:
  - a. How can councils build collaboration within their work plans

### **2020 Student Services Conference: early planning, topics, structure**

Conference: April 29-May 1, Hotel Murano, Tacoma

August 26 - meeting with planning committee at Hotel Murano.

Committees:

- 1. Programming
- 2. Local arrangements and entertainment
- 3. Registration
- 4. Logistics
- 5. ADA accessibility
- 6. Evaluation
- 7. Sponsors
  - Theme TBD - see handout
  - How to make it meaningful to our staff
  - Student Success Institute in April - can/should we merge them together?

## New legislation relevant to Councils and its impact to our service of students

See handout

### Exec session: Agenda items

#### 1. ARC request

- Ask for an enhancement request so that emails defaults to BCC: instead of TO: to reduce risk of a potential FERPA violation
- Ask for support from WSSSC and IC
- Need a matrix to determine cost, time, number of requests
- Invite ctLink to fall meeting?

**ACTION ITEM:** Exec will forward letter to project team and ask questions about cost/time/etc.

- Once more info comes back, WSSSC okay'd exec to make final decision
- There's a form to request an enhancement request to the ctLink project team that asks for level of urgency/priority

#### 2. Membership dues: Chio Flores, Treasurer

- Current model: \$200/year. 2 years ago moved from \$50/meeting to \$200/year. Increase cost of catering. Also pays for VP orientation (yearly).
- On average, have seen an increase in catering costs. Summer meeting costs more b/c more people included.
- Increase by 5, 10, 15%: \$210, \$220, or \$230
- Recommend 10% increase: \$220/year. Allows to create small reserve. Effective fall 2019
- Discussion: Should it be higher so we're not having this discussion a year from now to increase it again? If we have a reserve, can it be used for PD or other support to councils if need?
- **MOTION** from Ruby Hayden: Increase WSSSC dues for 2019-2020 to \$250 annually and then increase dues starting in 2020 to \$300 annually.
  - Seconded by Matt Campbell
  - **APPROVED** unanimously by 24 voting commission members present to increase WSSSC dues for 2019-2020 to \$250 annually and then increase dues starting in 2020 to \$300 annually.

#### 3. Decision needed regarding signature authority for WSSSC bank account

- Issue: Currently two people have signature authority on the WSSSC bank account: Matt Campbell, past-president for WSSSC, and Rosie Rimando,

President of South Seattle College and former WSSSC member. Due to geographical and logistical challenges of both signers being able to sign on the account and for succession planning if/when members leave WSSSC, it was recommended that all elected WSSSC Executive Board members have signature authority on the WSSSC bank account.

- **MOTION** from Matt Campbell: All elected WSSSC Executive Board Members have signature authority on the WSSSC bank account. Elected Executive Board members include:
  - Past President
  - President
  - President Elect
  - Treasurer
  - Secretary
- Motion seconded by Chio Flores.
- **APPROVED** unanimously by 24 voting commission members present to allow all elected WSSSC Executive Board Members signature authority on the WSSSC bank account.

4. FAC letter re: compensation that was shared at the winter meeting. Christina reminded the commission that a decision at winter meeting was that the Exec Board would respond to the letter but this has not happened yet.
  - **ACTION:** Exec will review and write response.
5. Need to appoint three WSSSC members to BAS commission to review proposals. No action taken at the meeting.
6. Need a CESC liaison. No action taken at the meeting.
7. Need WELA membership development group: No action taken at the meeting.



## JOINT CDEO/IC/WSSSC Meeting July 10

**Welcome and Introductions** - President of Grays Harbor College, Jim Minkler

- WACTC update: June 6 and 7 last WACTC meeting
  - 2158: Focus on the nursing faculty 26.5% increase in salary. What constitutes a nursing educator? Can any money left over be used for faculty who teach pre-reqs (no), can it be used for COLA (yes), can it be used to hire new nursing faculty to increase capacity (yes)
  - More money for GP
  - SEM taskforce recommendation - first read at WACTC, 2nd read at retreat in July

### **AAG Update and discussion - AAG Dave Stolier**

New trends -

#### **1. Students who get dismissed from academic programs for academic dishonesty and due process**

- What kind of process does a student have if they cheat/plagiarize?
- Student handbook/code of conduct is very clear about due process; student gets notice if dismissed
- Academic judgment/grades/mastering of course content - courts in favor of instructors, due process is more flexible in this setting. Won't question faculty judgment.
- Cheating/plagiarism is a hybrid - it's prohibited but applied in an academic setting. More than just professional judgement - did they/didn't they cheat. Some courts see it as academic judgment and won't touch it. Other courts see it as misconduct and the student may have a plausible rebuttal and have a chance to say their piece
- If Handbooks that say student may be dismissed for academic dishonesty then need to follow own handbook. However you set up the process, you have to follow it. May want to consider having a neutral fact finder and apply to professional judgment - may be harder to overturn.
- Need to have some suitable due process.
- Grades vs kicked out of program - level of consequence may be a factor. Standard is preponderance of evidence

- APA applies to all state agencies. Case out of WSU - Arishi (?) (misconduct). Did not provide student will full adjudicative process. Can use brief adjudicative process but need to outline what can be used in that way.
2. **Harassment** - has to be investigated, regardless of who is the recipient
  3. **Legal risks when implementing technology that is in conflict with Policy 188** - accessibility. Outward facing digital software.
    - There's a safe harbor. Web accessibility WCAG 2.0. Need to be in compliance
    - SBCTC is working with oracle to make it accessible.
    - Colleges need to provide alternative methods for students to access the tools; if OCR gets involved, likely amenable to a resolution to fix the issue
  4. **Legislature:**
    - Reference SB legislative report
    - 5380: Opioid reversal medication in student housing with 100+ students. Taskforce working on recommendations. Is there liability - there's immunity provision in there. Trying to get a standing order with Dept of Health to provide immunity
    - Faith and Conscious bill
    - Employees filing harassment complaints - exempting names and identifying information from public records
    - Initiative 1000 - on hold until Referendum 88. I-200 still in effect for now. (Affirmative Action)
    - Regular and substantive interaction in teaching for online courses. Anything happening in Washington? None at this time.
    - Title IX - no changes as of yet. Final rules in September.
    - ICE comes to campus? No new advice from email Dave sent out recently. University of Oregon website has good resources.

**Joint WA CTC Equity-Minded Leadership Workshop Guided Pathways Deep Dive - Debra Bragg & Joe Lott**

- See PPT

**Strategic Enrollment Taskforce - Jim Minkler & Carli Schiffner**

- See report. Provide feedback/input to committee

### **GP Expansion and Metrics - Kristi Wellington-Baker**

- See handout re financial allocation and accountability outcomes
- Oversight board - report yearly at system and individual college level

### **Joint Breakouts by Workplan Area**

- Proposal to move from three goals to two in the IC and WSSSC work plans by imbedding equity goals into the SEM and GP goals.
- What inequities exist in the system?

### **State Board Update - Carli Schiffner, Joe Holliday**

- Career Connect Washington - career launch, programs that lead to a credential from a HE institution. Create a list of career launch careers

### **Emerging/Hot Topics**