Voting Members Present:
President Edwards Lange
Daniel Chowritmootoo
Vice-President Orchard
Nicole Wilson
Representative Sutherland
Joe Holliday
Earl Martin
Representative Ramos
Senator Liias
Representative Ortiz-Self
Vice-President Campbell
President Woods
Heidi Matlack
Cathy Shaffer
Representative Rude

Attendees:
Arlen Harris
Scott Copeland
Lexi Swanson
Alicia Kinne-Clawson
Steven Ellis
Saundra Richartz

1. Arlen Harris- Welcome and introductions
   a. Review of logistics currently at SBCTC offices
   b. Considerations of new locations for the meeting in the future
   c. Introductions of all members
2. Selection of Co-chairs
   a. Missing Senate Republicans
   b. Representative Ramos and Sutherland chair remaining of Nov 18th meeting
      i. Agreed
   c. Senator Liias and Rep Ortiz-Self to chair subsequent meeting
      i. Agreed
3. Arlen Harris- Thank you from Jan Yoshiwara
4. Joe Holliday- Task Force Scope of Work and Timeline
   a. Final report and recommendations due Nov 1 2020
   b. Decision needed of meeting frequency
      i. January, March, and monthly after that through Oct
      ii. in Olympia for Jan and March meeting
      iii. consider in district meetings after March
   c. Moved through Power Point based on language in bill
      i. Minimum Standards
      ii. Best Practices
1. “and qualified staff members” (p.2 line 17) refers to who are the qualified staff members that can meet the needs of students- Ortiz Self

2. Need for a glossary of terms

3. Are we identifying a model?
   a. Sue Orchard- 4-year models standalone from student affairs
   b. Is part of best practice looking at other models such as 4yrs/K-12

4. Ortiz-Self- uniqueness of CTC system that is more similar to K-12 system than 4yrs
   a. continuum of K-12 system instead of stand-alone mental health center as 4yr institutions
   b. Can we create a unique set up to meet student needs at CTCs?

5. K-14 point of view- Earl Martin
   iii. Staffing Ratios
   1. Definitions of ratio (headcount vs FTE) Joe Holliday
   d. 16 voting members (without the republican senate members)
      i. Quorum is 51%
   e. Nov 1 2020 report date
      i. With data on each community and technical college’s student-counselor ratio
      1. Do we have ratios?
         a. Earl Martin- past attempts for this information has failed, most recent information is from Fall 2017
            i. State has never required that information from the colleges
         b. Earl Martin- Level of roles and descriptions has not been gathered, previous question was are you a counselor yes or no

6. Rep. Ortiz Self- we need to know, do you have staff that are mental health licensed while meeting other needs defined as x, if someone is in crisis who do they talk to and do they know who they need to talk to, we need to understand qualifications
   a. Shaffer- May 2017 survey of each CTC to determine counseling model used
   b. Matt- brief survey to student services VPs to answer questions could likely get answers easily

7. Joe Holliday- Committee/Sub groups to work on these

8. Earl Martin- People’s qualifications are prof training, service model is the model in which they are delivering services

5. Committees and Sub Groups
   a. Based on language in the bill
   b. Minimum Standards
   c. Best practices
   d. Staffing Ratios

6. Open Public Meetings
   a. Training
b. There should be a public comment section in the future agendas
   i. At the beginning of the agenda
   ii. Include sign in for public comments

7. Resources
   a. Survey
      i. Earl Martin- Very mathematical regarding numbers. did not consider service
         model or training of each faculty
      ii. Only counted faculty members who have the job title of counselor
      iii. It was filled out by the counselors with the names of each responder saved
   b. Joe Holliday- SB6514 work group about to release report about mental health needs and
      services disaggregated by sector
   c. One-Note from Cathy Shaffer and Earl Martin

8. Rep Ramos- January meeting date
   a. first week of session, Jan 9th 3:00-5:00pm
   b. room on capitol campus with call in ability

9. Adjourned 4:25pm