Voting Members Present:
Sue Orchard
Nicole Hoyes-Wilson
Earl Martin
Joe Holliday
Marko Liias
Cathy Shaffer
Heidi Matlack
Matt Campbell
Senator Randall
Rebekah Woods

Attendees:
Scott Copeland
Lexi Swanson
Basha Alexander
Alicia Kinne-Clawson

1. Welcome and Introductions
   a. Senator Brown and Senator Holy have resigned their appointments to the Task Force
   b. Earl Martin moves approval of minutes from previous meeting (November 18, 2019)
2. No members of the public signed in to testify
3. Task Force Members- Student position
   a. Student position member must be approved by the Speaker of the House and the President of the Senate
   b. Considerations
      i. Joe Holliday will reach out to CUSP
      ii. Send referrals to Joe or Lexi
   c. Goal to have a member confirmed by the following meeting
4. Sub-Committee Discussions
   a. Minimum Standards
      i. Members
         1. Sue Orchard
         2. Skyler Rude
         3. Nicole Wilson
         4. Earl Martin
      ii. Sue Orchard will take lead position
      iii. Topics covered in minimum standards
         1. Level of education
         2. Internship/Course Content/Practical experience
         3. Define counselor
         iv. Part of definition is role from student services manual
      b. Best Practices
i. Members
   1. Rebekah Woods
   2. Cathy Shaffer
   3. Joe Holliday
   4. Emily Randall

ii. Joe Holliday will take lead position

iii. What is the focus
   1. CTC Counselors

iv. How do we define/compare best practices
   1. Some best practices can be drawn from K12 system due to running start type students
   2. Can also pull from national partners
   3. We can do surveys from in state folks and get good responses

v. Effective/promising/best practices - consider language and context for best practices
   1. Context is important and may require compilations of types of practices (effective/promising/best) for colleges to review and make best decisions for campuses
   2. Legislative view - will need performance expectation
   3. New name for the group instead of “Best Practices”

C. Staffing Ratios
   i. Members
      1. Robert Sutherland
      2. Heidi Matlack
      3. Matt Campbell
      4. Sheila Edwards-Lange
      5. Lillian Ortiz-Self
   ii. Matt Campbell will take lead
   iii. 900:1 ratio must be considered
   iv. What are existing ratios
   v. State counselor’s association on Fall 2017 information completed entire system survey using definition of “counseling faculty” current ratio per school (fall 2017 information) is available on the website
      1. Ratios done by student head count
      2. These counselors were state funded (not including federally/grant funded counselors)
   vi. Outcomes of the existing ratios
      1. Are the institutions with ratios near 900:1 providing results that we are hoping for?

D. Sub Committee function details
   i. Sub-Committees will meet in February
      1. Bring back ~15min report to next Task Force Meeting
      2. Sub-committees are not subject to Open Public Meeting Rules if they do not make decisions
ii. Each coordinator will be responsible for organizing their sub-committees (see above items for coordinators of each sub-committee)
iii. Joe Holliday is available for technical questions

5. Review of resources
   a. Information regarding student needs
   b. K-14 guidance plan
   c. Student voice
   d. Tele-Health integration
      i. Consider models to meet needs of smaller rural branch campuses
      ii. Supplemental to add capacity
   e. Pipeline of counselor education
      i. Lack of internship space/placement

6. Roundtable of takeaways
   a. Racial Equity- Vision statement of SBCTC to lead with racial equity
   b. Looking at mental health is considering preventative care and crisis counseling
   c. Topic overlap between sub-committees
   d. Do our staff/faculty reflect the students they are serving
   e. K12 is important model to consider but average age of students is 26
   f. Consideration of financial side
      i. Want to avoid unfunded mandates to avoid burdens of campuses
   g. Prevention and Equity are connected
   h. Equity in hiring practices
   i. Important not to dismiss or demean other qualified professions that provide these services or similar types of work
   j. Clarity of work will come when we agree on definitions
   k. Encourage counselors to bring a student success story to each meeting

7. Next steps
   a. Meeting for end of March
      i. Spokane CC would host
      ii. Everett CC would host
   b. Future meetings will include share out from each sub-committee
   c. Draft of report created by early September
   d. Final meeting in October
   e. Appropriations bill- avoid an unfunded mandate
   f. Best practices/Diversity/Takeaways
      i. Avoiding stigma around access to services which often happens in medical counseling
      ii. Counseling on one topic often leads into other topics (career and academic can lead to mental health focused conversations)
      iii. Personnel across all sides of CTCs need to know who to connect students to