Voting Members Present:

Joe Holliday
Nicole Wilson
Matthew Campbell
Earl Martin
Lillian Ortiz Self
Heidi Matlack
Cathy Shaffer
Bill Ramos
Shelly Hoffman
Rebekah Woods

Attendees:
Scott Copeland
Sarah Myers
Lexi Swanson
Arlen Harris
Darby Kaikkonen
Alicia Kinney-Clawson

1. Introduction
   a. No public comment

2. Survey results
   a. Add survey results as appendix for use in the future
   b. Full college participation
   c. Data is answered differently by college
      i. Questions skipped
         1. Some follow up questions for blank answers
         2. Skip logic prevented a handful of colleges from providing crucial answers
      ii. Answered ratios by annualized vs quarterly # of appointments
         1. Filling in as possible and following up to colleges
   d. Best practices section will be covered in separate analysis
   e. Required credentials
      i. Aligns with minimum standards subcommittee findings/report
   f. Counseling related services being done by other folks
      i. Cross tab this with other questions
   g. Who supervisors counselors
      i. Almost entirely under student services, least in instruction
         1. Decision made due to practicality
      ii. Use this for recommendations on supervisor qualification

3. Committee Updates
a. Best Practice final report draft
   i. Lessons from California expanded from Cathy
   ii. Survey results
      1. Qualitative analysis of 9 themes
   iii. Providing recommendations after next meeting

b. Staffing Ratio Update
   i. Working on putting everything into a draft
   ii. Will be acknowledging shortfalls
   iii. Providing analysis of what does 900:1 look like
      1. Cost analysis of ratios to achieve them
   iv. FTE for employees specifically on mental health
      1. Ratio of FTE to total student FTE 2700:1 (mean across system- quarterly in Spring)
         a. FTE is averaging how many full-time students a college is serving
      2. Relation to total headcount 3600:1 (mean across system- quarterly in Spring)
         a. Headcount is raw number of students
         b. Services are typically by headcount, faculty are typically by FTE
         c. By quarter is typically a snapshot- fall will have highest load
      3. Ratio to quarterly service load 350:1 (average across system)
      4. To reach 1:900 for mental health it would be 4x the counselors
         a. 900:1 was intended for comprehensive counseling
   v. Request for a ratio for comprehensive counselors that are also licensed for mental health counseling
      1. Did not review this in survey
   vi. All colleges require at least a master degree in the field
      1. Every counseling service that we have captured data on are performed by master’s level counselors or above
         a. Could get a crude measure of “counselor” to student

4. Next steps
   a. Nov 12th 3-5pm
   b. Possible opening for a second meeting in Nov if needed