

## Spring 2019 Minutes



### Pierce College Fort Steilacoom

Cascade Building (CAS)  
Performance Lounge (C421), 4<sup>th</sup> Floor  
Lakewood, WA 98498

### Wednesday, April 24, 2019

12:00 Brown Bag lunch and informal orientation for new members

1:00 Introductions and ice breaker  
What is your favorite cartoon character and why?

1:15 ARC Listserv Group Discussion  
217 members currently on listserv; some councils have both public and private institutions as members. Do we want to have a limited, private listserv?

Are the 'extra' people actually reading? Eliminate outside agencies? Email first?

It is helpful to have superiors (higher level administrators) on the listserv for information dissemination. Having two listservs would be difficult to manage.

What is it for, and why are we using it?

Anyone who signs up gets approved. Janet has authority to approve. Ruben vets applicants on several – to be a member must you must be using a college email address. Past practice has been to approve anyone.

Cleanup? Gatekeep applicants? Work together on etiquette to reduce traffic. Send out email to clarify who wants to stay on (don't reply all). Can we use the monthly reminder to send to everyone? Drake has a way to do it easily so it won't go through the listserv. If someone is unsubscribed, they will receive an email notifying them, and they can re-subscribe.

1:30 IB and Cambridge Update Ruben Flores  
ATC is meeting this week to finish/update the AP crosswalks, then build the IB crosswalk. Current bill re: reporting for AP/IB (passed). Concerns re: meeting reporting requirements – state board? Language 'as appropriate' 'where applicable' which gives us some leeway. Bill Moore from state board is attending and will report to Ruben.

Joyce Hammer has left the state board to work at Centralia. Interviews have been completed. New hire may happen soon.

Legislative session is wrapping up. Gov. Inslee is signing bills. HB2158 (workforce bill) B&O surcharge for business to fully fund State Need Grant and adjust income levels to include more middle-class students still in process. Number 1 priority going into session was salaries; we were 12% behind + cola compared to similar systems. Most of our requests were tied up with that bill; may still get a 3% cola raise – partially paid for by raising tuition. Capital budget looking good. Ruben has sent the prioritized list to listserv; looks like largest capital request would be funded; equals about half of the request.

CHS is expanding – dual credit scholarship bill specifically funds low-income students' costs plus book stipend for RS students (\$10 per credit). Bill requiring all colleges participating in CHS be accredited by NACEP by 2022. Not expensive but time-consuming. If you have questions or are looking to expand, contact Ruben.

Student interns from Edmonds and Tacoma participated with state board in legislature. We were very well represented.

Washington STEM exploring barriers to dual credit – Ruben meeting. Think about problems you're having and let Ruben know.

Steve Ashpole will be coming from Strategic Enrollment Taskforce to ARC. Adult re-engagement is part of the initiative. ACPL workgroup being reformed. ARC has sent statement re: concerns that Ruben reported to ACPL. Looking for opportunities to partner; may be able to send reps from ARC. Concern about making progress vs re-hashing same old problems. Still disconnect between what CTCs accept and what the BIs will accept. Should we push issue over to JTC so that BI policies can be changed? May not be any use to meet until changes are made at BIs. WASAC is interested in knowing how they can help move the issue forward. Annual report for ACPL – Ruben sent to listserv. CTCs looked good and BIs were down significantly. This report goes to the legislature. Should make it obvious where the issues are.

WSSC summer meeting at Grays' Harbor on July 9

See list of approved CIP codes for Opportunity Scholarship. Ruben sent to listserv. Applications open May-July; only about 550 students will receive. Ruben still asking for refund policies, census lock, etc. Watch for more info.

1:45 SBCTC Update Ruben Flores  
See above

2:00 SBCTC IT Update Ray Gartner/Ryan Jackson/Marla Coan

Web Admission update. Suggested changes from last ARC meeting – NW tribes, and phone fields, HB1079 changes have been approved by WSSSC. 'Other' gender choice has not been finalized.

Student evening phone is currently being used as cell for DG3 folks. Ryan will take back to developers. Jerad has some concerns about opting in language. Was not included because there is no standard opt in or out; each school using different providers. Ruby's info as proposed by WSSSC: opt out language to contact Admissions (not great as different campuses have different titles/areas have different responsibilities)

Should we wait for all updates, or move ahead with the updates that have been approved? Either way is OK with Ryan, who will have to make it work; 100% voted to move forward with currently approved changes, and change gender when approved. Change could be made by next week, once evening phone question is resolved. Theresa asked if we can change legacy to reflect day/other – probably better to change conversion parameters; can't change labels in SMS or what it does with the data; need to have conversation with data entry staff that day=main=cell. Ryan will check to see if student evening phone translates as cell.

Changes to DSS field. New screen SM500A – operates the same as SM5001; code fields are masked; only changeable on the new screen.

GP support – metamajor field implemented, added to SM5006, new TBL3, etc. Next phase – student screens field will be added for metamajor; phase 3 MIS reporting; phase 4 modify remaining key student services screens to display SM4002, SM5018, SM6015. Clover Park has added metamajors to EPC codes; Pierce had questions regarding state reporting and # of pathways

Student Center Adaptive Display – student services pages with single logon and adapts to phone so student can get access to all main web screens. This is for Legacy. End of 2019 should be completed. Can be modified at each campus. Not required to use it. Where does FA link go? FA portal? Should have been forwarded to ITR – Ryan will check to be sure.

PCI audit has been completed at state board. Challenges. Proposed modification: process all cc info through cybersource to remove risk and not store cc info at college or state board. Function should be relatively the same for students.

Ryan will send slides to listserv

2:15 Email, electronic tools and FERPA?

Group Discussion

Shoreline uses student email accounts – did the issue come from schools that don't use student emails?

Whatcom originated question based on their IT putting strict requirements on info in email; how do we conduct business if we can't send SIDs to other staff/depts using email.

WVC IT has told them to encrypt all emails, even internal, for safety. Email is an encrypted form anyway. Pierce says fax is more secure than email – email is a stored document somewhere, fax should be sent to a secured fax machine. No SSN in email, but SIDs are OK since they need two-factor authentication to be used. In PS – students can designate a preferred address, many schools using student emails which can be problematic – get all departments (FA) to use campus email and inform students that the campus email is the communication required. GH equates snailmail and email – student gave us the means to communicate, use reasonable level of caution.

Only BTC does not include SIDs in internal emails. They only use the last 4 digits. Difficult. Must use secure site to transmit lists with SIDs. Security issue per their IT based on data classification from state board. GH says that data classification is an institutional decision.

Miranda sent info to listserv. Be prepared to answer questions/discuss with IT. May need to get cross-system input and AG decision. Students expect tech response, not phone calls or in-person so we are somewhat limited in the ways we can effectively communicate with them. (State law to email loan notification, fed requirements for encryption. Notify student to look at Portal.)

2:30 Break

2:45 Adding Parchment as a Transcript Option with PS?

Group Discussion

Currently, NSC is the only transcript option in PS. Usage varies by campus – some Parchment, some NSC, a few using others. Do we want to ask state board to add Parchment as a secondary? Issue with PS being set up correctly to fully use NSC to send – will happen once everyone on PS. Parchment has print driver that can circumvent the problem. Manual process. Pierce uses Parchment and is thrilled with how it works, and may have integration to work so you don't have to print first; excellent support and electronic send feature works; quarterly meeting – over 10K transcripts in one year – huge time savings, may use Parchment to print transcripts.

Parchment seems like it can do what we want, but the philosophy of the ctclink is one solution. Bellevue and Walla Walla using Parchment for digital diplomas.

8 using Parchment; SPSCC leaving Parchment and going to NSC because of poor customer service to students.

WVC - Parchment is specifically for college, not for students; additional cost for student support and still bad service. Difficulty with refunds, bounced back to campus, difficulty with uploads/error and slow fix; NSC customer service not great either.

We can still download info and push out to Parchment; that's the way that NSC is working now.

Create a pdf of a transcript, save to desktop, then upload to NSC and send electronically. No direct print option in PS – comes from a pdf. Can batch print multiple transcripts – yes there is a batch function. Similar to Parchment.

When you go live, you can use either. No integration yet. In the future, transcripts will go directly from NSC rather than campus staff looking at it, printing, etc.

Old transcripts (not converted) – will be able to print. State workgroup is working on this. Converted transcripts – may be easier to build from scratch.

Can we ask/recommend that Parchment be added as a second entity? Wait till integration? Integration will be 2 separate projects – get pm support to put it into scope. Cost impact? None for NSC. Parchment – man hours by state board. Need cost/support estimates from Parchment in writing.

Big picture – everyone can keep using current processes. Integration – make recommendation to WSSSC to add an additional transcript option such as Parchment. Better to go through pms. Wait till everyone live? Start speaking to pms now for future planning.

3:00 Strategic Enrollment Taskforce (SET) Workplan Update Steve Ashpole  
Meeting for past 2 years looking at what can be done to help with enrollment, promising practices, etc., ex: improving admissions module.

Today's meeting: final college staff input, state board will write report. Various councils and commissions included.

4 areas in report: 1. K-12 alignment for seamless transition to college (RS, dual credit, etc.); 2. Move by state board and OSPI to create a Running Start-like program for tech (different from tech prep); college courses will need to meet HS graduation requirements, schedules will need to accommodate HS schedules; 3. Adult re-engagement, equity gaps, onboarding, etc., Survey for Joe Halliday on listserv – please complete, onboarding and entry – start tracking where students are getting stuck; 4. Persistence and retention

Representation has been primarily South Sound schools.

May start hearing from presidents asking what we are doing. Report will come from state board – perhaps end of May.

3:15 Workgroup and Committee Reports Reps on Each Group  
Move to Thursday

- OAA, looking at vendors, no out of box solution – still in progress, timeline out of sync
- SBAC, done – not much going on
- Data Governance (FERPA), presentation tomorrow
- Legacy Transcript, what happens to non-converted transcripts? How do we get them? State board working with us to create a tool (Sandy Maine); 2 zoom meetings so far, database with search items, maintenance capability, printing vs re-building for returning students (in PS), web based with different levels of access (view, 'God' level, etc.), will be phased in with general needs first, then add to and build as more needs surface, state board will maintain and update, future state request to feed directly into PS rather than having to build in PS if possible; other functions – debts to college, checkbox if already built into PS, FERPA release, merge and unmerge, update grades, update biodemo info, students will have access and be able to print unofficials and will be messaged if already built into PS and redirected; will be printable as official similar to current; clock hr and credits will be taken into consideration for formatting; working with NSC and Parchment for sending, and working on electronic sending; another call will happen
- GDR CPW Class Search, discussion re: schedule poll, rec is for 4-qtr rolling schedule: current qtr + 3 qtrs (in betw qtrs. – count next qtr)

3:30 Council/Commission Liaison Reports Liaisons

BAR (Johnathan), Jan update. IRS issues – no effect on registration. March meeting cancelled. June or July – PCI compliance.

IC (Shawn), absent

ATC (Caryn), absent. Jenny reporting – continuing to look at AP/IB, unrestricted electives, interdisciplinary curriculum; meeting this week – eliminate AS-T2, EDI, etc.

ACC (Kari), absent – meeting next week

DSSC (Karl), met last week; no info yet.

FAC (Steve D), brief history of FA system, getting updates in place so we can award; c-qtr codes; negotiated rulemaking re: gainful employment (07/01 deadline), rolling back a lot of things; program length reporting should match what you publish in your catalog (weeks/years); ctclink discussions, overlaps with ARC, Melanie is FAC liaison with ARC, joint meeting for future? Meeting formats very different, maybe meet in conjunction with WAACRAO.

ICRC (Sindie Howland), would like ARC to discuss transfer credit from OR schools with regard to distribution areas and total crs in that area – on agenda for tomorrow; reverse transfer – Eastern and Spokane schools thru NSC, Eastern might be willing to work with others; restricted vs unrestricted and discussion with BIs – lists to be reviewed each year WaACRAO (Jenny) at Evergreen on Thursday 08/01 with half day residency the day before, with possible mixer that evening; keynote will be Jack Minor (AACRAO president); need a few more presentations (need more 2 yr specific presentations). Registration opens next month.

4:00 Question Box

1. How many people share student directory info with anyone who asks? Most will not – more restrictive than FERPA directory info; some wiggle room on employer, housing authority, etc.
2. How many use embossed transcript paper? 9 stamped (preprinted on transc paper) 10 Not - 6

4:30 Depart for hotel check-in

### Thursday, April 25, 2019

8:00 Breakfast provided by ARC

8:30 Welcome from Pierce College Dr. Debra Gilchrist

9:00 ARC member introductions and college updates  
What are you an instant expert at?

9:15 Rumbling with Vulnerability Greg Brazell, Pierce

Scan and attach handout; get link to video from Greg

“Today I choose courage over comfort.”

Touchstones – reference Parker Palmer

Netflix – Brene Brown. Research on shame, vulnerability, courage, empathy. (Warning: Colorful language.)

12:00 Lunch provided by ARC

1:30 Campus Tour

2:00 National Student Clearinghouse Dannette Sullivan

Danette retiring June 28.

Announcement for replacement will be sent. Louisa Caldrony in Virginia will cover until replacement for Danette is hired. Email her at: [lcaldroney@studentdentclearinghouse.org](mailto:lcaldroney@studentdentclearinghouse.org) Please reach out with questions and problems.

Sending transcripts electronically – NSC can help you do that. Pauline Marvin has experience in sending electronically from Legacy. Set-up was a little painful, instructions from Barbara Risman had to be tweaked. Going well now but took a few months to get it up and running. Transcript person loves it now. Budget savings. Send Danette an email and she will forward the ‘barbara document’. Danette will send to Janet and Janet will post on listserv.

Spokane prints the pdf and sends it electronically. Once we are all on ctcLink, the process becomes ‘touch-free’ by the campus; no holds – transcript sent electronically within 13 minutes of receipt of order. Once we have critical mass on PS, NSC can get things set up.

NSC printing transcripts. It is possible to have NSC print paper and send. Secureprint. Spokane schools are using it and it works great. Overnight/express orders can be done this way.

Reverse transfer. 2 separate issues in WA: state board guidelines and NSC process. NSC – only BI in WA using the process is Eastern; Danette trying to get other BIs on board. If interested in reverse transfer, contact Danette and she will approach your particular ‘feeder’ BI. Might be able to get something moving if multiple schools interested. WGU

and Phoenix are participating. They are no longer using individual articulation agreements. Majority of work is on the BI as they prepare file of what the student needs, and sends it to NSC. NSC sends it to schools that the student previously attended.

Audit Resource Center. Federal auditors looking at FA. Enrollment file keeps you in compliance with fed rules. NSC 'has your back' in an audit. Enrollment files are in audit center, and staff knows fed regulations. When auditor is coming, go to audit resource center and look at guide and print, give to auditors before they start. If questions from auditors, NSC staff will work with auditors to answer. ~89% of issues are resolved in favor of the school.

Clearinghouse Academy. Training. Good for staff and registrars – error reports and how to correct, etc. Live and recorded webinars, 'web-ette' (short ~10 minute guide), good for training new staff.

Contacts. Always need to be up to date. Put reminder on your calendar to check once a month. If problems, NSC needs to know who to contact.

Questions/Comments: Schedule for live events? Should be coming out within two weeks or so, and some of the events will be here in WA, hopefully.

3:00 Break

3:15 WSSSC Update Ruby Hayden  
At Murano next Spring – joint FAC/ARC?  
WSSSC meeting next week in Spokane. Let Ruby know if anything needs to go forward.

OAA – holding pattern about whether to go out for bid or fix current one. In the interim until decision is made, 14 things have been changed and are in production: adding next button, elimination of double entry of citizenship data, removing citizenship data from non-international applications, updating help text content; fixing alignment of dropdown and headers, not require selection of career, acad plan codes local, sort list of admit terms chronologically instead of alphabetically, header as additional rather than optional.

Recommendation re: day/eve phone vs cell phone. WSSSC wanted text relating to text field re: how to opt out. Need input re: language. "By adding cell phone # you may be texted by institutions"; language will be global; may be issues with vendors and whether they require opt in or opt out; run language by vendor; approved language - Ruby will take to WSSSC.

WSSSC approved in Winter: SSN removed from official printed transcript, matching DOB to PS version approved. [Get this from Janet/Ruby](#)

WAACRAO update: cancel residency workshop? No. May add some programming at WaACRAO. AG office may come – what kind of programming would we like? FERPA & digital; records requests vs public info requests; HIPAA; GDPR. Let Amber know if you think of anything else.

3:30 AA/DTA Distribution Requirements/Waiver re: Semester Hours Group Discussion

ICRC – converting 3 sem hrs to 4.5 qtr crs? All do.

Distribution requirements: 15 in each area, what do you do if all 3 are converted? GH requires additional distribution crs (any area), Ev says they've met the area; Pierce allows a maximum of 1 credit shortage, student has to make up with distribution cr. ICRC wants to add language to handbook to allow maximum 1 cr shortage

Met distribution with 3 courses – allow up to 2 crs shortage; equity issue; lack of 1 and 2 cr courses; FA issues;

up to 2 crs short, met other distribution requirements, meet 60 distribution crs overall ICRC was only talking about the 45 distribution credits – not to include communication and QSR?

Recommend up to 2 crs short in each area, but 45 total.

2:45 Question box

1. RS. Do you apply vocational overage waiver? How about for 15-18 crs - 01? Double waivers? GH did with one student. Had to get business office to manually process fees because SMS wouldn't. If RS students are above allocation, should be charged – waiver should apply to all students over 18 crs.
2. SHB1758 students – awarding HS diploma – do you require documentation that they were not getting diploma elsewhere? Issue comes up in contradiction in admissions and grad apps. They got FA based on admissions info. Wording on admissions app asks if they will grad before starting college? Even if yes, they might not have. Most would not give a diploma if they already have one.
3. GE. What does your college consider financial commitment? Scott Copeland says that once they are registered they have a debt = financial obligation.
4. How many colleges are using the online admissions app for RS students? About half are. Some schools give residency questionnaire at the point that we would need to have it (over allocation). Underage RS students using OAA get blocked and then re-coded by RS for some. UA code can be used. Use major indicator as “RS” when they apply.
5. Commencement. How does your school list students/degrees? Do they read every degree and student on the stage? Or just the name with the students organized into degrees? Sh uses ‘marching order’ – screen shows student, name and degree; name is read. BC does two ceremonies on same day, transfer degrees in one, voc and BAS in the other; don't read degrees, only names. CBC – BAS first, no degree reading, grouped into degrees in program. EvCC, reads name, specifies in program by degree; Pierce 3 hours at Tacoma Dome ~900 students; Seattle District all together but separates into groups by school – 3 hrs. Centralia – name, degree, honors ~400-500

Question Box

4:00

1. How does your campus acknowledge faculty awards during the ceremony? 8 do – 1 lets faculty have a speech; rest list in program and announce from stage.
2. What is your campus doing to prepare for GE? GR – crm to prospects and in catalog and on website; most are waiting to see if it gets cancelled again.
3. Clarification re: AP crosswalk: if crosswalk says elective, can campus make it a common course number? List from ATC – must follow that list.
4. Would you award a DTA to a student who already has one from another college? Any policy or RCW to prohibit? Per Joyce – no prohibition. GH – different at each campus (requirements, etc.) so will award a second DTA. Most would award additional DTAs with different CIP/EPC codes. FA issues if they've already received the same award.
5. Policy for process servers serving students? Don't reveal students whereabouts. In parking lot? No policies.
6. When a student has another degree, especially a BA, do you transfer course by course or block? Most do course by course. For BAS, when they transfer back an AA – some do block for this and some do course by course.
7. Do any campuses use live chat? If so, who responds? Admission coach, success coaches at Pierce-JBLM for general questions, helpdesk. Anyone use chatbot? Looks like livechat but based on keywords. No.
8. Evening phone = cell on OAA. How to proceed with updates? Day phone should be ‘other’ and evening phone should be cell for ease of conversion to PS. May need to change mapping on backside for ease of use for student – so students see the cell first. Good practice to warn student to fix info after conversion.

Reminder – elections tomorrow for secretary, president elect

Lou Sager turns 50 and is presenting at 8 tomorrow. We will sing happy birthday to her.

4:30 Depart for hotel

**Friday, April 26, 2019**

8:00 Continental Breakfast provided by ARC

8:30 Coding Update Lou Sager

New CIP requested by basic skills – for IBEST basic skills support classes (not dev ed): 32501

Coding manual: Course Intents updated and expanded; if the definitions are not the way they are being used, SBCTC needs to know; discussion about code 22 – seems to be a catch-all geared toward support courses for voc; data warehouse lumps workforce and workforce supplemental together; Lou will go back and revisit now that she has info from this group and go back to policy group re: definition.

Student groups for PS – state board groups all start with S; jobs run every night for automatic groups – can't be manually added – will be overwritten each night; think about which codes are added en mass and which are manually added; differentiate between mass assigned by state board and those mass assigned at campus; see list – these codes are for data reporting/IPEDS, etc. May need to create own codes for tracking specific groups on your campus.

Metmajors now in coding manual. Renton Tech is having issues – not aligned with the state board metamajors. The codes are mostly for state reporting. Each campus should decide where their programs fit. Marla & Lou will take back to researchers if there are issues; not an exact fit. Grant requires numbers of students in a metamajor (any metamajor). Coding should be happening this quarter and data will be gathered this summer. Required for grant receiving colleges – all others optional.

Accelerated outcomes for Pre-College Courses – Legacy ! and + in UA (!2, +4) when you swap a class, code the original class; PS has a QRG. Contact Lou if questions.

New state reporting training. Self-paced. About 80 currently enrolled. Let Lou know if there are issues or a need for deeper training.

8:45 FERPA Directory Information Discussion Carmen McKenzie

Demo of FERPA functionality in ctclink 9.2. Student ability to block is very detailed in PS. Wanting to give students less detail and simple yes/no option, which will flag the student record so it's easy to filter for queries. Restriction applies to all colleges globally. [Get slides from Rebecca.](#)

NSC flag is general – doesn't say which items are restricted.

Delivered functionality mostly concerns personal data, not academic. Restriction is global.

Personal info and restrictions are in Profile tile for student. They will need to click into each area, such as name, degree, etc. Default is 'no restrictions'. There is only a page header without directions or explanation of impacts - would need to be a customization to add. Staff side can restrict everything at once, student has to restrict by category. Release to publication – allows for individual campus publications on staff side; most recent action takes precedence and is date stamped so we can track.

In PS – FERPA applies to a student no matter which college. Workgroup is cross-functional. Need input from ARC to take back to Data Governance committee as a proposal; DGC will review then distribute broadly for system feedback.

Carmen – handouts. Most commonly used Directory Info. [Get slides.](#) For NSC – provides program enrolled in, plus completed or not. Carmen will look at language in Solomon to be sure we are complying. Consensus to remove Grade Level. Enrollment Status – keep – ft, half time, etc. Activities/Sports – sports only, not clubs & activities, PTK to be considered an award. For degrees – block all aspects - transcr name of degree, diploma name of degree, type of award (CoC, cert, etc.); Honors – all types? Qtrly, degree, etc.,- yes. Awards received – remove from directory list? Not global – each campus has its own.



All agreed to have a global set of data items for Directory Info. ARC needs to provide guidance to WSSSC, go to DGC, WAC, etc., and eventually establish state policy. WSSSC is aware and looking to ARC for guidance. 1 nay for including attendance dates (FERPA definition is term dates).

Unanimous approval for global FERPA/Directory set of info. Details on some data elements to be worked out and finalized. Work group will finalize and send out for agreement.

10:45            ctclink Update

John Henry (via WebEx)

Janet will send out slide deck. Recruiting for functional analyst. Timeline – all colleges should be involved in activities. Data validation for DG3 done this week. DG4 & 5 in initiation phase last year, DG6 is starting initiation phase. ShCC has been approved to move to DG6 from 5.

DG2 -user acceptance testing, Clark catalog is live in ctclink (first time a college has gone live in production since Aug 2015). CS sees biggest changes, HCM and Finance won't be very different. Approaching finish line – only user acceptance testing, end user training left to do. Should go live in Oct/Nov 2019 – working with Spokane & Tacoma and Clark to set up go-live plans/strategies re: milestone dates, payroll weekends, etc.. Each time new college is added, system will need to shut down to add the new colleges. Might take 4 business days of down time – might be over a weekend. Amount of time it takes to upload Clark will help determine how long it will take larger DGs. Will work with colleges to strategize best dates to avoid important campus dates.

DG3 groups like the help from John Henry and team with homework for BPF, partially done at the BPF meeting off campus.

PM Summit May 6-8 at WVC.

OAA update – requirements finalized; working with Oracle PS to see if there are any use-ready solutions already in existence; 14 quick wins based on colleges in use – in production now. Citizenship still being worked on. Modification made so that only campus specific program plan values can be controlled which show at the campus. (Rather than global list of all programs at all campuses). See the list that Janet sends out to listserv for 14 quick wins.

CE replacement. RFP down to 3 vendors – CampusCE won. Now in negotiations. Working with subgroup on costs, existing contracts, etc. Colleges will have option to use CampusCE or not, but if they don't they won't have a way to integrate. No current timeline until after negotiation phase, impacts, costs, etc.

11:00            Business meeting

- Review/vote on winter minutes: Karl moved, Cindy seconded, unanimously approved
- Treasury report: \$5443 start; 14 non-pay; some sent check to Pierce college
- ARC Bank Change Update: US Bank problems and confusion; going through college business office as with other some other councils; business offices highly recommend using the college business office of the college of the treasurer
- Professional development presentation update: current fees cover only food; need to keep certain amount for ADA accommodations by law; no money for prof dev. Hosts need to provide campus presenter for prof dev. for free; EDI is our current focus but the prof dev doesn't have to be EDI
- Officer Duties – 2 lists; Executive Board will combine to make sure duties are covered and send out to listserv
- DG3 discovered in the Academic Advisement Center that if an email is sent using the option to “Notify all Advisees”, the default places all students on the To: line and not the BCC: line. The only way to put students on the BCC line is to cut and paste from the To: line. This is a potential FERPA violation. A vote was taken electronically with all ‘yes’ responses (no votes against) to send a letter to WSSSC to recommend the default to have the emails go on the BCC line, regardless of how many are included.

Executive Board elections:

Secretary – Els Deming nominated by Anne White, Steve Downing seconded

President Elect – Chantel Black nominated by Anne White, Steve Downing seconded

Unanimous for both

Move to close by Steve, Jared seconded, unanimous vote

Plaque presented to Janet as outgoing president.

Notes – many people leave early, Executive Board encourages you to be here for all 3 days. Important.

11:30 Question Box

1. Who is giving vets discount only to select groups, and how is it determined/justified? 70/71 optional waiver. Based on Chapter according to FA. Some schools – vets office chooses which one is best for student; Pierce gives whatever they qualify for; general consensus is that you can't pick and choose – must give to all. Call Ruben.
2. Any BOT approve resolution for HS 18+ waiver? (New) Credit issue – waiver possible but must be approved by BOT; deadline looming
3. Counseling services – staff and hours of operation? Some counselors are faculty; 4 faculty at EvCC; Clover Park, 3-4, now in agreement with St. Martin's for interns;
4. Photos of students prior to FERPA – can use? Does FERPA apply? If previously published, would assume previous release obtained or some other prior practice for approval; photos listed in directory?
5. Grad app – online or paper? Varies. Online tool – homegrown? Varies. Will get complicated in ctclink – student can't apply for a program that they are not enrolled in. Must change program in order to apply.

12:00 Adjourn meeting

Chris move to adjourn, Karl seconded, adjourned 12:08pm

Upcoming Meetings:

- Fall 2019 Meeting – Green River – October 23, 24, 25
- Winter 2020 Meeting – Spokane CC – January 22, 23, 24
- Spring 2020 Meeting (WSSSC Conference) – Tacoma/Hotel Murano – April 29, 30, May 1