Spring 2021 Business Meeting

* Date: Wednesday, April 21, 2021; 1:30-4:41pm
* Location: Zoom
* 28 Attendees

1:30-1:40PM Vote on Winter 2021 Business Minutes. (Megan)

* Review of Winter meeting minutes
* Minutes of Business meeting displayed in shared screen and posted in chat box
	+ Megan J suggested grammatical change(s)
* Jamie H motions to approve, Eric T seconds
* Minutes approved

1:40-1:55PM Treasurer Report (Bryan)

* Link to report in chat, available in DSSC Google Drive
* Same as last couple quarters
* Since meeting virtually, cut down on expenses
	+ Speaker fee
* Accessibility expense – at least 3k line item reserved for accessibility
	+ Unexpected cost at end of winter meeting – Zoom captions did not carry over – 3 play captioned winter meeting – had the funds in account to cover
* Unable to make this meeting free but wanted to keep costs low – goal moving forward
* Attendance is down compared to Winter
* Little short of financial goals
* Moving forward, fees covers any accommodations and guest speakers, spent down overage at end of last Spring meeting
* Questions/comments?
	+ Megan J.: Is there a way to record Zoom meeting and save captioning.
		- Susanne W. answered with a solution.
* Decided to reduce cost by captioning in house for the Spring

1:55-2:10PM SBCTC Liaison Updates (Jamie Traugott)

* See newsletter from Jamie Traugott for full details
* Staffing update – bios in newsletter
* CTC Link first monthly meeting 2ND TUESDAY OF EACH MONTH– 50 participants
	+ Sandy Main working on a website to house information in one place
	+ Monthly reminders
	+ Sandy will provide agenda ahead of meeting – send questions ahead
		- Marisa H: Who will be there? Thinking about who should attend
			* Want to be inclusive – do not want to distract from purpose of meeting
		- Megan J: Can Sandy’s ppt be shared?
			* Yes, plan to drop in chat and send to sbctc listserv
* Student emergency fund
* Able-Bodied Adults Without Dependents program – resource going away
* Dual credit update – three colleges with funding to provide summer running start program
* College in high school review cycle approaching
* Legislative updates
	+ ESSSB 5194 – Engrossed Second Substitute Bill; providing for equity and access in CTCs. Includes DEI strategic planning, student success support programs, Guided Pathways, faculty tenure, mental health counselor pilot, minimum counselor standards, residency language amendments.
	+ HB 1166; adds funding to add additional colleges to pilot program providing accommodations to students experiencing homelessness.
	+ SSB 5401; authoring CTCs to offer bachelor degrees in computer science
	+ SHB 1302; expands College in the High School to 9th graders
	+ ESHB 1176; school districts cannot withhold grades and transcripts as a method of debt collection.
* Questions
	+ Susanne W.: How does a college get involved in pilot program for students experiencing homelessness?
		- Jamie T.: Details coming soon, will be sent out.

2:10-2:25pm WSSC report or updates (Brendon)

* WSSSC is made up of student services executives from CTCs and has liaisons to other councils in order to disseminate info and escalate issues, identify issues and conflicts that need attention.
* A main issue now appears to be lack of action on issues. Communication is often said to be an issues, but Brendon says that there is not a lack of communication. Instead it is a lack of action and accountability.
* WSSSC has escalated issues to WACTC (Washington Association of Community and Technical Colleges), Presidents council.
* Megan J. and Marisa H. both recently attended WSSSC meeting.
	+ Megan J.: It was helpful to see student services VPs who we don’t normally hear from be concerned about ctcLink accessibility.
	+ Marisa H.: Asked VPs to check in with DS staff about ctcLink and how they can support our work.
	+ Megan J. & Marisa H.: Both highlighted limitations (internal and external) that SBCTC has to adequately addressing ctcLink accessibility. Including accessibility expertise on their staff (internal) or inadequate resourcing (external).
* WSSSC is turning to WACTC to find champions who can help us with issues.
* Brendon is now working with STAC (Strategic Technology Advisory Committee) as well regarding tech accessibility.

2:25pm-2:50pm CATO updates (Karen/Bryan)

* February and March meetings spent time addressing OAAP and accessibility widget. Doug Hayman and Zach Lattin have done a lot of work testing the widget.
* There was a question about overlap between CATO and DSSC.
* Discussions about the problems that accessibility widgets create. Ultimately it was removed.
* Also discussed online test proctoring tools/platforms.
	+ Bryan F.: There doesn’t seem to be a plan to remove these inaccessible tools from our campus.
	+ Marisa H.: Even after the pandemic there will need to be a need for SBCTC to respond quickly to accessibility issues. There is a disconnect between who’s addressing and discussing what issues and in what forums.
	+ Hope S.: SBCTC continues to make the same mistakes in purchasing and contracting technology and services.
* A small committee has formed from CATO to address procurement and the lack of SBCTC policies. Collecting sample policies and procedures with the goal of creating these for adoption in SBCTC.
* Mary G.: We need to keep letting our leadership know that individual colleges will be held liable for inaccessible technology that has been purchased and forced on them by SBCTC.
* It feels like efforts are making progress, even if it is slowly happening.
* SBCTC has contracted with Deque to work on Okta accessibility.
* Susanne W.: There is an awareness piece that needs to happen at every level so that everyone can appropriately think about accessibility.

2:50-3:00pm Break

3:00-3:19pm Voting on Board Positions: President Elect, Treasurer, & Member at Large

* Three vacancies: President, Treasurer, and Member at Large.
* Monica O. vacancy – Megan J and Marisa proposed staying on in their positions an additional year at which point Megan J becomes Past President and Marisa completes her obligation.
* Mary G moves to approve. Kerri H seconds
* Vote passes
* Nominees for remaining positions are read, including a statement from nominee for President Craig Kerr
* No additional nominees for open positions
* John R motions to approve president (Craig K), Bryan F seconds
	+ Motion passes
* Eric T motions to approve Member at Large (Mony L), Mary G seconds
	+ Motion passes
* Vote and further solicitation for Treasurer will continue via Listserv

3:20-4:20pm SBCTC Updates related to Accessibility of system-wide tools (Grant & Sandy)

OAAP/Online Admissions Application Portal- updates

* Live February 2, 2021: DG E and DG 4
* Minor accessibility issues – addressed all issues within a month – applicant facing – accessible per third party assessment
* Third party plugin – tool interfered with accessibility – asked vendor to remove – positive feedback since
* Membership Questions
	+ Bryan F: Has there been a test to ensure accessibility of program?
		- Yes, have tested, internal and external – reengaged with Level Access – full regression test to ensure vendor has met all accessibility requirements - testing to wrap at end of April – will provide a link to results
	+ Megan J: it matters that it is fixed – emphasis on the importance of accessibility – not a “small” issue
* Working on mobile app – will be fully tested before launch – highpoint to prioritize accessibility

Okta: Status of the multi factor authentication tool for ctcLink (Grant Rodeheaver)

* Replacement for the login page – a week late – ready for testing tomorrow
* WCAG 2.1 AA compliant
* On track for DG 5 testing in June
* Go live is July 31st
* Testing to complete by end of May
* Pleased with Okta focus on accessibility
* Membership Questions
	+ Bryan: is it communicated to colleges that it is not accessible
		- Grant R.: Ensure product is accessible
		- Login page first, multifactor next – plan for accessibility per WCAG
		- Colleges have rights to roll out current OKTA independent of ctcLink
	+ Karen F.: What messaging will happen with the Okta rollout?
		- Grant R.: Won’t be rolled out until accessible. Vendor is trying to update to WCAG 2.1. Colleges have rights to implement software. Messaging will include accessibility limitations and risk of adoption while those limitations are still present.
	+ Megan J.: What is the relationship between SBCTC and colleges? When SBCTC provides discounted/subsidized rates on software (that is inaccessible), it creates tensions on our campuses as DS providers have to advocate for non-adoption over convenience of cost. College leaders have a view that if SBCTC is providing a tool we have to use it. How do we clarify between SBCTC’s tools and colleges tools?
		- Grant R.: Will help to clarify policy/guidance language so that colleges are fully aware of accessibility issues and what the risks of adoption might be.

ctcLink & PeopleSoft product (Sandy Main)

* Letter has been sent to Oracle regarding People Soft issues and questions. Oracle has responded and a meeting is forthcoming with them to further review. A service request will also be submitted soon to begin addressing some issues as well.
* An update to PeopleSoft finance pillar will be coming out in May. In advance of that a document will be released with details, and there will be supplemental document that goes along with it that further discusses accessibility.
* Membership Questions
	+ Bryan F.: Highlighting Marisa H.’s chat comment highlighting the role DSSC has played over the years raising accessibility concerns. Can you share more about the timelines Oracle has provided for accessibility improvements.
		- Sandy M.: Oracle will be rolling out some updates to People Tools in July to get partial compliance with WCAG 2.1. However, SBCTC has to adopt those updates. And the application will have to be updated as well.
		- Grant R.: We have their attention to get more information and accuracy on improvements coming. Update coming in June/July that should give students full accessibility (if it meets all the benchmarks).
	+ Marisa H.: There was discussion about relying on people with disabilities to submit accessibility tickets. Is there a process to identify those issues without relying on the unpaid labor of people with disabilities?
		- Sandy M.: There is a resource issue to go back and look at pieces that have already been released. Some staff are doing that as able. However, any new updates are being reviewed in advance by Sandy’s team.
	+ Marisa H.: What do you need from colleges or SBCTC to get a full accessibility tester? How can DSSC help with resource request?
		- Grant R.: Workgroup will be giving an initial proposal to WACTC with budget allocated for a developer position that would do this. DSSC talking with their presidents and leadership would help.
	+ Ali S. (in chat): How is board approaching the legal implications of being out of compliance?
		- Grant R.: Board is aware of and comfortable with progress and efforts and being made to address compliance needs. That’s not to say that the risk is reduced however.
	+ Megan J.: Developers at SBCTC may not have the accessibility remediation experience to address issues.
		- Grant R.: We need to rely on Oracle to update foundational code so that we don’t get stuck not being able to upgrade. Developers are doing what they can without being able to do anything to foundational code.
		- Sandy M.: Third party vendors doing accessibility testing are saying we just need to do something, however SBCTC developers can’t update that foundational code. Those changes have to happen at Oracle.
	+ Marisa H.: Clarifies that it’s understood that Oracle has to make certain changes. However, SBCTC needs to have someone on staff that can conduct accessibility testing for tickets so that the user who’s being discriminated against doesn’t have to keep doing unpaid testing.
	+ Marisa H.: Law requires proactive accessibility, so requiring a user to turn on screen reader mode for access doesn’t meet that. Can screen reader mode be default and sighted users can turn it off if they don’t need it.
		- Grant R.: They are discussing solutions with Oracle. One possibility is for a prompt at the beginning asking a user if they want the mode turned on. Turning it on automatically changes visualization and tab order.
		- Sandy M.: It looks like Oracle is not likely to make an application that is fully screen reader accessible. The proactive solution being proposed now is the application detecting that a user is using a screen reader and asking if they want screen reader mode turned on.
	+ Susanne W.: Can colleges’ accessibility coordinator be utilized in accessibility testing and implementation?
		- Sandy M.: Asks if those coordinators work in DS.
		- Marisa H.: DS offices deal with different parts of the law. Accessibility coordinators fall under Policy 188 for tech and SBCTC should also have one.

4:20-4:25 Review and update of meeting agenda

* COVID-19 breakout will happen tomorrow at same time as ctcLink breakout.

4:25-4:40pm Check in on our Work Plan and ideas for next year’s (Megan)

* Review first two goals of work plan.
* Reminder that Goal 3 regards racial equity. Review of objectives and outcomes of Goal 3.
	+ We need to start thinking about how we’re fulfilling Goal 3. Some outcomes need to be update to more accurately reflect what we’ve been doing towards this goal.
	+ Marisa H.: Has anybody been able to take the work we’ve been doing and begin to use this work to update and change policies in their office?
* Karen F.: How will we get data regarding SOC when we can’t even get data on SWDs? Getting the latter seems critical to understanding our students.
	+ Marisa H.:  Can work with Data Governance Committee about getting these reports.
	+ Mary G.: Institution has said that they won’t have the capacity to process most data requests.
* Hope S.: Supports the idea of having a subgroup regarding the intersectionality of disability and race.

4:41 Close

* Business meeting adjournment.

END OF MEETING MINUTES

*Submitted respectfully to the board by Jake Swanke, DSSC Secretary. With special thanks to Josef Mogharreban, DSSC Technical Advisor, for note taking assistance.*