

College Council Minutes

Wednesday, March 06, 2019

RSB 30

Council Member Attendees: Anton Amartunge, Mac Witt, Rosemary Darrough, Hobac Tran, Seth Roback, James Kendall, Jeffrey Campbell, Lawrence Cushnie, Rose Kolovrat
(Quorum for today's meeting)

Guest Attendees: Dagmawi Haile-leul, Zahra Alavi, Marilyn Anderson-burt

Secretary: Christa Zinke

Begin: 1:00pm

End: 2:30pm

1. WELCOME AND INTRODUCTIONS

2. REVIEW AND APPROVAL OF MINUTES

- February 06, 2019

3. REGULAR BUSINESS

- College Council 2019-20 Elections update
 - Anton: Closing date for elections is Friday. There will be an email coming out asking for votes soon. We do have nominations, but not a lot. We are hoping for more.
- Undocumented Student Support Committee recommendation update
 - Had a conversation during previous meeting about recommendation for undocumented student support committee.
 - Dagim: Our proposal is asking about a few things related to the challenges that students face that may be systemic in nature. We are asking to add a student success specialist that is dedicated to providing direct service to undocumented students and a space on campus with a closed door for students to go to talk about sensitive topics. We are looking for someone to be a point person to provide leadership on the campus and a place to congregate where students feel safe and feel belong. One of the things we are interested in is more signage, students do not know that this is a safe campus. These are difficult conversations to have with students when we haven't had an institutional presence on

our campus to address this issue. Our staffing has been inconsistent, although this work has been on-going.

Questions:

Larry: How do we get involved and get students this information?

- Dagim: Right now we are focused on getting a more consistent presence on campus. I have been the point person for these students. We feel like if there was someone dedicated to this position that it would better serve students. While staff can try to fill the gap, it doesn't adequately fill the gap. We need a full-time, salaried position.

Are you looking for this to be a full-time position that this would be their entire job?

Dagim: Yes, we are looking for a student success specialist position that is focused on working with undocumented students.

There is someone at Central. I am wondering how they got funding for that position. She came and presented at South on President's Day. It was an AmeriCorps position that was transitioned into a permanent position.

Dagim: We want to someone who can provide tiered levels of support. Not just direct service, but admin and can facilitate trainings on campus for staff, someone who can build partnerships in our position. We had a lot of discussion about whether this is part time or full-time. We came back to the conclusion that we need a foundation and we think that starts with the specialist level position. We would also eventually like additional part-time and work-study positions.

Anton: The next step would be for Council to approve this proposal and forward to the President's Cabinet. Does anyone have any feedback or questions for this proposal?

Hobac: How would this position be funded?

Dagim: We know the budget would be about \$76,500. This includes salary, office space, and transportation. It is not included in the proposal. Right now, I know that the numbers that we stand to lose if we don't put this position in place would be much more than funding for this position.

Seth: I haven't seen around campus what students rights are as students. Can someone ask for a student's ID or can someone grab a student from campus? If there were signs where students could see what their rights are it might make them less scared.

Dagim: That is a great point, and students would like pamphlets that are handheld that can be distributed in addition to signage on campus. We took the student proposal and tried to integrate as many of the details as possible into this proposal. We currently do not have signage and I can tell a student about their rights, one of the biggest concerns is that a student can come to our campus and theoretically they should be safe, but as soon as they leave campus they can be subjected to treatment that may not adequately reflect us telling

them that they are safe. They may be safe on campus but not on their commute to and from so someone from campus could call and report a student during their commute.

Seth: Is there a way to get protection from the state or the city?

Dagim: Mayor Durkin has declared the City of Seattle a sanctuary city. We would like a full-time position who could figure out students' rights off-campus and work with the larger community to advocate for their rights.

Jeff: Student life is in process of completing a pamphlet of student's rights and how to file a complaint. There is not a specific in process in place right now and student life experienced a bit of a wall when we began to go through the process of creating the pamphlet. Student Life was planning an event for undocumented students to know their rights in fall quarter, but that fell through the cracks. We talked about bringing in a lawyer, Susan Brown, to talk about the issue but there is a large fee associated with that. Last year's student council president was very vocal about undocumented students on campus and held rallies. Unfortunately, I have not been able to echo that. But she informed students that if they see anyone who looks like an ICE agent, rally and create a fuss until they leave. Sol Mendez created the In Solidarity Event, she brought reps from the Washington Immigration Rights Network.

Rosemary: What kind of research went into creating this job description in the proposal? Did you research other colleges? I am wondering if the committee has spoken work with campuses that are heavily impacted by this issue, like Yakima. I met someone in Student Services there and she was knowledgeable and pushing a similar position.

Dagim: We looked at a few different things. We have members of the committee who have been working on a job description for a few years. We had a couple different versions of it. When we looked at campuses in and around this area, from a student services perspective what that capacity would look like, and what issues students face on campus, we asked do we have someone on campus who can fill these roles and responsibilities and wants to do so? We are not hoping to have someone come here and apply for this position and be trained, there is enough expertise on our research and enough people who already have training, and there are organizations completely devoted to making sure that there are communication taking place across campuses. We need someone with the capacity to be as involved and centralize the challenges we have and bring those to other campuses and bring back the solutions working on other campuses. We look at Everett, North and Central, Whatcom, Pierce, Green River, and more.

Larry: I would like to make an official motion to support and move this proposal forward to the President's Cabinet.

Jeffrey: I second that.

Motion Approved Unanimously

- Winter quarter budget meeting update
 - Budget Meeting is tomorrow 11AM-1PM in Cascade Hall, Rm 107
 - Rob'n Lewis will discuss what she will be working on
 - Rosie will also be speaking as well

4. NEW BUSINESS

- 1.30 - 1.50pm: CATF smoking on campus survey review and next steps
 - Jeffrey Campbell and Ward Ryder
 - Jeffrey: We went over the survey again with Greg via zoom and finalized the questions and order. Rosie has not responded to the final survey but I have a meeting with her and will be discussing it. Did everyone have a chance to go over the survey and give input?
 - The email with the survey will be coming from Rosie to everybody.
 - The survey has two parts and 25 questions. The first part will be about smoking specifically. We want to find out about their patterns around smoking and their understanding of policy on campus. Every question is required. The next section will be behavioral patterns seen on campus before talking about home patterns, awareness, and smoking cessation. We are working with the American Lung Association and King County Health. Personal statements will not be required.
 - Mac: How long will this be open for?
 - Jeffrey: Two weeks

Questions:

Mac: How long will this be open for?

Jeffrey: Two weeks

Do you ask about race? Is it similar to our registration forms?

Yes, it is the last question and we consulted with Betsy Hasegawa

Marilyn: This is more comprehensive than what is offered in our registration forms.

Jeffrey: This has been a long process, do we have any further input before we forward this on to Rosie?

Mac: What is the next step after we get the results of the survey?

Jeffrey: Rosie wants a formal opinion drafted by College Council by mid-May, no later.

- PIO created a flyer, with a QR code so students can scan it and it will go straight to the survey. It is pretty self-explanatory. This is an on-going issue for the last 18 years and it is always a discussion among students on campus.

Questions on the flyer:

Mac: Does Georgetown have any shelters on campus?

Hobac: No

Jeffrey: GT has pretty blatant smoking wherever

Hobac: We don't have any signs so students can smoke wherever.

Jeffrey: You also have a large concentration of contracted companies on campus that are there due to the programs there. Rosie would like this survey to include a change to both South and Georgetown. I have not yet reached out to Laura Kingston yet about distributing to Georgetown

Jeffrey: Rosie wants a decision by mid-May. That gives us two months, 9.5 weeks. In that timeframe, the survey needs to go live and stay live for 2 weeks. After that, Greg Dempsey will need 2 weeks to compile data. After that, we will need to organize a couple different forums and determine dates and locations. We also need to consider whether these would be panels or interactive. There has been a panel discussion in the past. What do you think the forum should look like?

Anton: So the final recommendation would be based on the survey and the forum discussion?

Jeffrey: Yes, it will. The forum will be informed from the survey data.

- Seth: I move to approve the survey and the flyer.
 - Larry: I second.
 - Motion approved unanimously.

- 1.50 - 2.30pm: Discussion on student college email use
 - Anton: One of the questions was about rave alerts and is it required to have a student email address to sign up for RAVE alerts and the answer was no. I also talked with Joyce Allen and the considerations were Canvas and Starfish. Students do not need a college email address to use Canvas.
 - Marilyn: We operate in a 40 year old database that has limitations. It has one field for email. When a student applies online, that information populates the student e-mail address. Students can go in and edit their email address. That being said, when we use Starfish, the student log-in will be their student e-mail address but they can also add a second e-mail address. Now whenever a student registers, a student e-mail address will be created. This will give students access to computers, Wi-Fi, and Word. One of the disadvantages is that we can't change SMS. Throughout the state, some colleges do a progressive thing where they first communicate through the student's original e-mail address and then transition to the new e-mail address. The concern is

that the .edu account has an expiration date and so we may not be able to contact alumni in a couple years. Then, when we move towards CTC Link, that database will have the opportunity to add multiple e-mail address. Then, the question is why we want to go to a strict use of the .edu account. Any questions?

- Larry: When they are assigned an e-mail account, is that through southseattle.edu or seattlecolleges.edu. From a faculty perspective, when we enter into our emails it defaults to one e-mail address and we don't always know that we have to look at the class enrollment list to get the correct e-mail address.
 - Marilyn: Seattlecolleges.edu through office 365, southseattle.edu is a bonus account set up through gmail. This is developed and maintained through the distance learning department. Setting up the e-mail address is not a part of orientation, although it should be.
- Larry: Do you have a preference in what we move forward with?
 - Marilyn: No, it determines what is best for the students. If students enter multiple e-mails into Starfish, wouldn't we want to communicate with all of them? So, there is a question of do we make it mandatory or is it optional? It may be a natural conclusion if we use this for all our log-in information on campus.
- Anton: Originally, Rosie was in support of using the seattlecolleges.edu e-mail to communicate with students. But, we need to look at how many students would actually sign up for the account and use it. So, it has to be a complete culture change and even then we are going to miss some people. In my opinion, unless we have an absolute need for it I'm not sure if we should move forward with this.
 - Marilyn: We talked with David Stephens at District and he said we could lock it down so that a student has to create one to use it but what happens if a student's information is compromised and they need to quickly change their information.
- Jeffrey: Once they have their e-mail address, don't they have access to the Office suite and the Citrix information? So why wouldn't they want to use it? I just found out about this yesterday.
 - Marilyn: So this may be more about a campaign and open-access.
 - Zara: I teach ESL and we have our students initialize their accounts. I have them create a spreadsheet with all their different passwords since there are different platforms and passwords that students need to keep track of. There is a minimum of 4 passwords and log-ins.
 - Marilyn: The hope would be that we can get down to 2 log-ins.

- Zara: The download process for the Office Suite is complicated. It would be nice if STARS would have workshops during the first couple weeks to help students download.
- Anton: It doesn't seem like mandating an e-mail is going to solve anything.
 - Marilyn: One consideration is that if we try to communicate with students through our system and it doesn't get to a student that is our fault. But if we are e-mailing to another account outside of our system and it's undeliverable, that is not our fault.
- Anton: Where can we start off getting students to use the e-mail address?
 - Marilyn: I think orientation is a good start, but that doesn't capture students who are currently here. So a flyer sent to addresses on file may be a good start.
 - Seth: Would a workshop on all the services available be a good idea?
 - Jeffrey: Tuesday Tips may be one options, Katherine does a "Here's What's Going On" e-mails. USA is in the process of launching their own shell onto Canvas, we could use the announcement portion of that to make an announcement to students. We got approval to do Toilet Talk where would be posting information in the bathrooms about status updates, events, conferences, scholarships, etc.
 - James: What role do advisors and counseling, do they explain these systems to students?
 - Marilyn: I don't believe that it would be a part of the advising process unless it comes up in a session. Again, I don't know how students are notified once an EAD account is set up. STARS desk in the library help students set up their accounts.
 - Jeffrey: Don't we have an informative flyer already?
 - Marilyn: Yes, we do. We should have some flyers still in registration, but students are mostly heading over to STARS.
- Anton: So it may not be a recommendation to President's Cabinet to require communication through the college's e-mail address but it may be more of a campaign to educate students on the services available.

5. ACTION ITEMS

- Budget meeting March 07 from 11am-1pm @ CAH 107
- CATF smoking on campus survey distribution

NEXT MEETING:

- Monday, April 08, 2019
- 1pm - 2.30pm
- JMB 128