



STUDENTS OF COLOR CONFERENCE 2018 ADVISORS WELCOME LETTER

Dear MSSDC Member/Advisor:

Congratulations on your decision to take students to the **28th Annual Students of Color Conference** sponsored by the Multicultural Student Services Directors Council (MSSDC.) This year's conference, *Radical Love: Activism Ignited* will be in Yakima, Washington from **Thursday – Saturday, April 12th – 14th, 2018**

If you have any questions about preparing for the conference, or the registration, payment or check-in or processes, please contact Larissa Tikhonova at ltikhonova@cascadia.edu or (425)352-8143.

Again, it is our privilege to host the 28th Annual Students of Color Conference with you and your students as our honored guests. We are very enthusiastic about your attendance and participation!

Sincerely,

2018 Students of Color Conference Planning Committee
Multicultural Student Services Directors' Council



STUDENTS OF COLOR CONFERENCE 2018 REGISTRATION INFORMATION

REGISTRATION

- STEP 1 - College Registration begins on Tuesday, January 16th and must be submitted online by: **Friday, February 9th, 2018**
- STEP 2 – Student/Advisor Registration begins on Monday, **February 12th** and must be submitted online by: **Friday, March 9th, 2018**
- STEP 3 - Submit Payment by: **Friday, March 9th, 2018**
 - **Send Purchase Order or Check made payable only to: *Multicultural Student Services Directors Council (MSSDC)* EIN: 91-1989919**
 - Registration Fees
 - \$130 per student
 - \$155 per advisor

After February 9th there will be a \$50.00 late fee for EVERY PERSON REGISTERED!

MAIL REGISTRATION PURCHASE ORDER OR CHECK TO:

Cascadia College

18345 Campus Way NE

Bothell, WA 98011

Attn: Larissa Tikhonova

(425) 352-8143

Fax: (425)352-8137

ltikhonova@cascadia.edu

DEADLINE: Friday, March 9th, 2018

ONSITE CHECK-IN

To streamline the check-in process, we ask that only 1 - 2 advisors check-in for each college at the check-in table. In exchange for the required documents listed below, you will be provided with conference programs, t-shirts, name tags for your college. To avoid delays to check-in, please distribute the conference materials to your students in an area away from the check-in table to allow others access.

- MSSDC Conduct Policies & Procedures Acknowledgement form – one signed form per student attendee
- MSSDC Photo and Film Release form – one signed form per student attendee
- Medical Questionnaire – one form for each students

PLEASE NOTE: Non-registered persons **CANNOT attend the Conference**

The MSSDC makes an extraordinary effort to keep costs reasonable for this conference. Costs for meals, supplies, etc. are based on the number of participants registered. Therefore, upon receipt of this form, no refunds will be issued. Substitutions (student/advisor names) may be made no later than **April 2nd, 2018**



STUDENTS OF COLOR CONFERENCE 2018 CONDUCT POLICIES AND PROCEDURES

In order to provide a safe environment for each participant, all conference participants are expected to follow the MSSDC Conduct Policies and Procedures throughout the duration of the conference.

We have a zero tolerance policy on alcohol, controlled substances, and weapons of any kind (concealed or otherwise).

Alcohol

There is a **zero tolerance** policy on alcohol and controlled substances. This conference is an extension of the colleges and as such, it is a violation of the MSSDC policy for any participant, regardless of age, to consume alcohol or use illegal substances. Possession of an open or empty alcohol container shall be interpreted as being consumed. If alcohol consumption is observed, heard, or smelled it will be considered as a violation of this policy. Attending a party where alcohol is present, being present in a room with any amount of alcohol or assisting others in obtaining alcohol is strictly prohibited.

Controlled substances

Drugs and/or other illegal controlled substances are not permitted under any circumstances. Any student found in possession of, distribution of or using controlled substances will be subject to the disciplinary procedures in the MSSDC policy and law enforcement will be notified. Consumption that is observed, heard, smelled or reflected in behavior will be considered a violation of policy.

Concealment of Violations / Complicity

Any student who **anticipates or observes** a violation is expected to remove him/herself from the environment immediately. Concealment of information will be considered a policy violation.

Harassment and Abuse

Physical, verbal and/or harassment or abuse of any type will not be tolerated. This includes abuse and/or harassment that are nonverbal or communicated through e-mail, the Internet, , telephone, , etc. Physical harm, the threat of physical harm to any person including sexual assault, sexual harassment, assault/battery, physical fights, malicious pranks, abusive name-calling, prank phone calls, and racial, gender, or sexual orientation harassment will result in disciplinary action.

Weapons

Weapons of any kind are not permitted any under circumstances. This includes possession of firearms, explosives, other weapons, or dangerous chemicals, even if licensed to do so, except by commissioned police officers.

Staff Direction

Abuse of staff and non-compliance will not be tolerated. Students must follow the directions of the Conference Committee Staff & Advisors at all times. Being uncooperative or verbally abusive to staff, providing false information or failing to provide immediate identification (ID Card) and information to staff, or interfering with staff while they are performing their duties, is unacceptable. Not opening your door for staff members is viewed as non-compliance.

Non-registered Guests

Persons not registered for the conference are prohibited from attending. Campus Advisors are **NOT** authorized to approve an exception to this policy. Authorizations for an exception can be granted **only** by the Conference Committee.

DISCIPLINARY ACTION PROCESS

Any student participant who is in violation of the conduct policies set forth will have their primary college advisor contacted and an incident report will be documented. Copies of the report will be distributed to the advisor, the respective Vice President of Student Services and the MSSDC Executive Council. Expulsion from the conference is at the sole discretion of the CCS. **The student's return travel is at his or her own expense.**

Any violation of policy will result in being suspended from conference attendance for a **minimum of one year**. Exceptions to this policy need to be made in writing to the CCS. Permanent expulsion from the conference is at the sole discretion of the CCS.



STUDENTS OF COLOR CONFERENCE - 2018 AGENDA AT A GLANCE (TENTATIVE)

April 12th – 14th, 2018

Convention Center Yakima, WA Radical Love: Activism Ignited

Thursday, April 12th, 2018

12:00 – 2:00 p.m.	Check-in
2:00 – 3:00 p.m.	Welcome/Conference Opening/Rhonda Coats Award/Yakima Blessing/Roll Call
3:00 – 4:00 p.m.	OPENING KEYNOTE:
4:15 – 5:15 p.m.	Advisor/Chaperone Meeting Identity Development Workshops <ul style="list-style-type: none"> • Women's • Men's • LGBTQ • Muslim • Students with Disabilities • DREAMers
5:30 – 6:00 p.m.	Individual School Meetings
6:00 – 7:00 p.m.	Light Buffet Dinner w/ Entertainment
7:15 - 9:15 p.m.	Concurrent Session 1 – Racial/Ethnic Identity Groups
9:30 – 11:30 p.m.	Open Mic

Friday, April 13th, 2018

8:00 – 9:00 a.m.	Full Breakfast/Announcements
9:00 – 10:30 a.m.	Concurrent Session 2 – 101 Workshops
10:30 – 10:45 a.m.	Transition Time
10:45 – 11:45 am	MORNING KEYNOTE
11:45-12:00 pm	Transition time
12:00-1:30 pm	Concurrent Session 3 – Skill Development
1:30 – 2:30 p.m.	LUNCH
2:30 – 4:00 p.m.	Concurrent Session 4 – Social Justice/Social Activism
4:00-4:15 pm	Transition time
4:15 – 4:45 p.m.	Individual School Meetings
4:45 – 6:30 p.m.	Student Networking
6:30 – 7:30 p.m.	Dinner
7:30 – 8:30 p.m.	EVENING KEYNOTE:
8:30 – 10:00 p.m.	Film Presentation:
10:00 – 1:00 a.m.	Social Event

Saturday, April 14th, 2018

8:00 – 9:00 a.m.	Full Breakfast/Announcements
9:00 – 10:30 a.m.	Concurrent Session 5 – Personal Development
10:45 – 11:45 a.m.	Student Reflection
11:45 - 12:30 p.m.	Closing activities



STUDENTS OF COLOR CONFERENCE 2018 CONTRACTED HOTEL LIST

The MSSDC has negotiated contracts with the following 4 hotels. These hotels are offering reduced rates for colleges if made within the appropriate time frame. We ask that you make every effort to reserve your rooms through these hotels; the number of contracted rooms has been increased over last year's block. Please identify yourself as part of the Washington State Multicultural Student Services (Student of Color) Conference and wait to make your institution's reservations until **January 16th, 2018**.

Howard Johnson Plaza Hotel

9 North 9th Street
Yakima, WA 98901
Ph: 509-574-0884
Rate is **\$ 89.00** per standard room, *taxes + fees per night

Red Lion Hotel Yakima Center

607 E. Yakima Avenue
Yakima, WA 98901
Ph: 1-800-733-5466
Rate is **\$106. 00** per standard room, taxes + fees per night

Holiday Inn Express

1001 East A Street
Yakima, WA 98901
Ph: 509-249-1000
Fax: 509-249-5995
Rate is **\$135.00** per standard room, taxes + fees per night

Holiday Inn

802 East Yakima Avenue
Yakima, WA 98901
Reservation Ph: 509-454-1405
Front Desk Ph: 509-494-7000
Fax: 509-494-7001
Rate is **\$142.00** per standard room, per night, taxes + fees per night

Fairfield Inn

137 N Fair Avenue
Yakima, WA 98901
Ph: 509 -452-3100
Fax: 509- 452-3200
Rate is \$135.00 per standard room, per night + taxes

NOTE:

Inform the hotel that you are making a **block reservation for the Washington State Students of Color Conference**. You will need to provide:

- Name of your college & address
- Your name and number of rooms

- Method of payment (i.e. Purchase Order, Corporate Visa/MC or Personal)

** Current tax rate is 11.2% + a \$2.00 Tourism Promotion Assessment Fee per room per night.*

STEP 2: Submit your purchase order for your rooms to the hotel.

STEP 3: Submit the names of the students/advisors to the hotel by the appropriate deadline.



PRE-CONFERENCE BRIEFING GUIDELINES

Pre-conference Meeting Student Packet

The Council **highly** recommends that you meet with your students prior to leaving your campus to distribute and discuss with your students the following pre-conference materials:

- Student Welcome Letter
- MSSDC Conduct Code Policies & Procedures & Acknowledgement form
- Photo and Film Release form
- Ground Rules for Group Discussions
- Preliminary Program Agenda

Other things you may want to cover in a pre-conference briefing:

- Hotel address and phone number for the students to give to their emergency contact.
- Conference Check-in procedure.
- Inform students if they are allowed to leave the conference site.
- There is a nightclub/bar in some hotels. The Conduct Code prohibits alcohol use.
- Review the purpose of the conference with students so they have appropriate expectations.

Additional Advisor Information

- Each institution must send one advisor as a main contact. This is the person who will be contacted in the event of a conduct code violation, an emergency, or any other situation that arises with the institution. The Committee recommends that at least 2 advisors attend.
- On Thursday, the first day of the conference, we request your participation in the advisors' meeting at 4:15 PM. ALL advisors are highly encouraged to attend. The Committee relies on advisors to help the conference be successful and safe. Advisors are asked to monitor hallways, doorways during meals and events, and walk students to their hotels. Sign-up is primarily during this advisor meeting.
- The Committee requests that advisors model professional behavior during this conference and avoid consumption of alcohol during the entirety of the conference.
- This conference has been fortunate in only having a small number of reportable incidents happen during its 28 years. In order to keep that number low and keep our students safe, please review the Conduct Code Policies & Procedures with both your students and advisors.



GROUND RULES FOR GROUP DISCUSSIONS ABOUT DIVERSITY, HUMAN RIGHTS AND EQUITY

1. Contributions are welcome and open discussion is encouraged with respect to your college's Student Conduct Code. In order to have productive discussion, participants must be honest with others and themselves.
2. If you do not want your comments repeated outside of the group, preface your remarks with request for confidentiality and the group will honor your request.
3. Assume that everyone participating is doing the best they can to listen and understand the topics presented.
4. Never demean, devalue, or in any way embarrass people for their experiences should they choose to share in class. Humor is welcome but shaming behavior is not.
5. Practice respectful inquisitiveness about others, not cultural tourism. It is better to admit that we know very little about a different person or culture and to gather information, than to make assumptions.
6. Allow each person to speak without interruption.
7. Acknowledge that inequalities of privilege and power according to race/ethnicity, nationality, class, gender identity, age, religion, socioeconomic status, physical or mental ability, and sexual orientation exist in our social structure.
8. Acknowledge definitions, terms, and examples discussed as samples of institutional and structural conditioning that misinform us about our own group identity and about others.
9. Agree not to blame ourselves or others for the misinformation we have learned, but accept responsibility for not repeating misinformation after we have learned a new way to respect and embrace difference. Also agree not to blame victims for the condition of their lives.
10. It's okay to feel anger, confusion, frustration, fear, and sadness while participating. Realize the more often you participate in discussions and spend time learning about diversity issues, you will also feel acceptance, reconciliation, trust and empathy for others. The more we know about differences, the more comfortable we will be with other diverse people in our global community.



STUDENT WELCOME LETTER

Dear Student,

Congratulations! You've been selected to attend the 28th Annual Students of Color Conference. We are pleased to have you and hundreds of other outstanding students from across Washington State, join us for such a special event. The goal of the Multicultural Student Services Directors' Council is to provide a fun, educational experience that promotes leadership, diversity, and academic success. It is also important to us that we provide a safe environment for each participant. So the following is a summary of our expectations for a successful conference.

Please remember as a student representative, your behavior during the conference reflects your college and your role as a student leader. Please be cordial and respectful to your fellow conference participants and the hotel staff. We expect you to comply with the Conference Conduct Policies & Procedures. By signing the form, you will acknowledge that you have read, understand and will comply with these policies. Any violation of the Conduct Policies & Procedures will immediately result in discipline and behavioral intervention outlined in these disciplinary Conduct Policies & Procedures. Please note you may be subject to additional disciplinary action according to your institution policy. We have a zero tolerance policy on alcohol and controlled substances.

We encourage you to socialize with others and we have provided time in the conference schedule for informal networking. However the first priority is your leadership development. Therefore, we believe you will best benefit by participating fully in the workshops that will address challenging topics such as cultural identity issues and how to unify diverse college communities. In order to create productive group discussions, we have included a list of Ground Rules for Group Discussions about Diversity, Multiculturalism, and Equity. Please take the time to read and discuss the list with your advisor prior to the conference.

Again, it is our privilege to host the 28th Annual Students of Color Conference with you as our honored guest. We are very enthusiastic about your attendance and participation!

Sincerely,

2018 Students of Color Conference Planning Committee
Multicultural Student Services Directors' Council