

May 16 and 17, 1996

CCSA Meeting Minutes Western State May 16 and 17, 1996

ATTENDING

Adams State College-Teri McCartney Colorado Christian University-Not Present Colorado College-Cindy Funk, Rick Roberts Colorado School of Mines-Ron Brummett Colorado State University-Karen Black, Carla Johnson, Ralph McNerney, Lynn Wiljanen Fort Lewis College-Allyn Talg Mesa State College-Not Present Metropolitan State College of Denver-Dianna Walt Regis University-Not Present University of Colorado-Boulder-Gordon Gray, Lynne Boyle, Shayn Smith University of Colorado-Denver-Lissa Gallagher University of Denver-Nancy Pool Dixon, Lauren Noon, Mary Michael Collignon University of Northern Colorado-David Cessna, Alice Potter University of Southern Colorado-Scott Bicknell University of Wyoming-Not present Western State College-Layne Nelson (treasurer)

CALL TO ORDER Meeting called to order at 10:40am, Thursday, May 16, 1996 by President, Allyn Talg.

"ACTION ITEMS" (THINGS TO DO AFTER THE MEETING) This is provided for those of you who do not read ALL the minutes and need a synopsis)

Education Fair Materials: Send inserts to Lynne Boyle by July 31st. Send changes to mailing list to Alice Potter by July 31st. Enclosed in the minutes is a summary of the current legislation for Bill HB 1219. Shared Resources Committee will contact Michael Forrest of NACE to see if they can create bookmarks for all job search files. Also, they will discuss the possibility of having a Web page for CCSA Shayn will create a Listserv for all CCSA members. (This has now been completed and I hope all members have signed up in order to have good communication with members) Gordon will contact his friend at Andersen Consulting to ask him to be a speaker at our meeting in November and let Karen know his response. the subject will be Transitional Management. Ron Brummett will check with CCHE to determine the status of various Bills being considered by the Colorado State Legislature. Will each school representative please send me a list of dates for the various fairs you will be holding beginning next September. I can compile a list to send out to all Listserv members if you are interested. Will whoever ended up with the updated membership directory please send it to Karen Black at CSU. Thanks.

BUSINESS MEETING:

Minutes: The minutes of the meeting held November 16 and 17, 1995 at Regis were read. Moved by Ron Brummett, seconded by David Cessna and approved as written.

Treasurers Report: Current balance \$2129.37. Moved by Lynne Boyle, seconded by Alice Potter and approved as read. (A reminder from our November meeting is that we will keep a balance of \$200.00 in the budget at all times. We agreed to use some of the money for quality training sessions.)

Committee Reports: Shared Resources Committee-Cindy Funk suggested a barter based system on WWW for all Colorado Schools. She would like to see employer opportunities put on the network for all schools to share.

Professional Development Committee-Linda Helwig indicated that there had been no further planning since our last meeting. Cindy Funk added that she enjoyed the MBTI training and hopes that we will continue with that caliber of training. we all received a copy of a list that had been compiled earlier designating what we were interested in achieving as members of CCSA.

Strengthening and Development Committee-No report

Education Fair-Lynne Boyle said that Western State, Adams State and Mesa no longer will participate in the group advertising which will leave us with five schools participating. Fair dates: CSU-April 8th and 9th; USC-April 10th and 11th; UNC-April 15th and 16th; DU-April 17th and 18th; Fort Lewis-April 28th and 29th.

Karen Black asked for an update from various institutions regarding charges and the continuing with Credentialing. It was agreed that Credentialing is gradually dying and we should just let it die slowly.

Charges for Education Fairs: UNC-Student Teachers, \$40; Alumni, \$40, Non-affiliated, \$50; Districts, \$60=Lunch for 1 recruiter included. Additional \$5/person/day. 1 table included. \$10/additional table. Western State-Student Teachers, \$0; Alumni, \$0; Non Affiliated, N/A; Districts, \$15/recruiter=Includes lunch and coffee for school districts. Fort Lewis-Student Teachers, \$0; Alumni, \$0, Non-Affiliated, \$20; School Districts, \$0;=\$5/recruiter for lunch. Greater Denver-Student Teachers, \$10 early, \$15 late; Alumni, same as students, Non-Affiliate, N/A; Recruiter, \$30/person, \$10 add'l for second day, Lunch, Invited School Schools, \$25 early registration, \$35 late registration. Includes 2 continental breakfasts, 2 breaks, 1 lunch, resume book. May lower in 1997 if don't include resume book. USC-Student Teachers, \$0; Alumni, \$0; Non-Affiliate, \$15; Recruiter, \$12/person, \$3 for table cloth rental. Includes lunch for school districts.

Career Fairs We discussed dates for various fairs in the coming year. Some dates have not been firmly determined. Would each school representative please e-mail me the dates for their fairs so I can compile a complete listing for our next meeting.

RMACE: Nancy Pool-Dixson gave an overview of the upcoming conference. Layne Nelson has registration packets if anyone needs a copy. The conference sounds very exciting and worthwhile (and, I must say, well organized.)

Additional Business: Ron Brummett would like to see a consistent survey for all the schools in Colorado so that we are collecting compatible data. Additionally, the Parents Guide Bill has been passed. Enclosed is Alice Potter's summary of Bill # HB 1219. If you want a longer version let Karen Black know. The Promoting and Strengthening Committee will continue to monitor the various Bills. Ron will check with CCHE for any updates.

Gordon Gray suggested that, in addition to the Director's Meeting, we hold meetings for other special interest groups. It was decided that the Directors Meeting will continue as before. We occasionally have meetings for special interest groups. Recruiting Coordinators may form their own group and set up their own meeting times.

Diana Walt mentioned a web site that gives a mock interview. For those adventurous people who want to try it the address is: <http://www.kaplan.com>

MINI-TRAINING

Shayn Smith led a discussion about the Internet and the CCSA members had "hands-on" training in its use. We are interested in having a Web page for CCSA and the Shared Resources Committee will follow up on this discussion. The question is should the Web page include RMACE or other state and regional organizations. the committee will contact Ralph Brigham about this possibility. Shayn will create a Listserv for CCSA Members.

ROUND TABLE From the discussion it became evident that our positions and institutions are in constant change. Therefore, it was suggested that our next training involve handling stress and change.

TRAINING: Susan Gellert, Marketing Manager for Crested Butte, presented information on Effective Marketing. She outlined the 4 "P's" of Marketing, Product Life Cycle and discussed measurable goals and objectives. She suggested that a quality magazine to purchase is "American Demographics" to stay on top of changes.

ELECTIONS Layne Nelson volunteered to continue as treasurer. Thanks, Layne. Ron Brummett was selected President-elect Karen Black will become President for the upcoming year Ron Brummett will take over as secretary, recording voluminous notes for our upcoming year. Thanks, Guido!!

The meeting was adjourned and the committees met to discuss upcoming events

SEE EVERYONE AT COLORADO STATE UNIVERSITY IN NOVEMBER