

## **Minutes, CCSA Meeting, November 13, 1998**

CCSA Business Meeting

Friday, November 13, 1998

University of Southern Colorado

Attendance:

Shayn Smith, CCSA President, University of Colorado at Boulder

Lauren Noon, CCSA Treasurer, University of Denver, Daniels College of Business

Ann Malen, Colorado State University

Ruth Prochnow, University of Denver

Patricia O'Keefe, University of Denver

Mary Michael Collignon, University of Denver

Karen Wyatt, University of Colorado at Boulder

Sandra Rosewell, University of Colorado at Boulder

Trista Whaley, University of Colorado at Boulder

Jerry De Leon, Adams State College

Marlaine Mowitz, University of Northern Colorado

Jack Brewer, University of Southern Colorado

Michelle Gjerde, University of Southern Colorado

Sandy Briner, Colorado College

Ivan Cardenas, Mesa State College

Schools Not Represented:

Colorado Christian University

Colorado School of Mines

Fort Lewis College

Metropolitan State College

Regis University

University of Colorado at Colorado Springs

University of Colorado at Denver

University of Wyoming

Western State College

On Thursday, November 12, 1998, CCSA sponsored a professional development workshop. The workshop, entitled "Selecting the Job Offer," was presented by Decker and Associates and was designed to help the CCSA membership understand employer compensation and benefit packages so that we may in turn help educate our students in what to look for when evaluating job offers.

The feedback on the professional development was both positive and negative. On the positive side, the members in attendance felt that the information that Decker provided helped them understand the various components in benefit packages. This "understanding" would help them guide students in what to look for in benefit packages. The downsides of the professional development were that the members did not feel that they should be acting as benefit advisors and providing students with the advice on benefits at a very detailed level.

A concern was raised by Shayn and Lauren (at the business meeting) that we paid \$1,500.00 plus travel and expenses to have Decker and Associates present at the meeting. State Farm Insurance agreed to pay one half of the speaker fee (\$750.00), but there were not very many people in attendance at the professional development.

Some members thought that maybe the topic was not interesting to the members. However, Shayn pointed out that at the May meeting we had agreed that this would be the topic for this November meeting.

Sandy Briner pointed out that maybe some of the members had seen Decker's presentation at the Summer RMACE meeting.

It was agreed that if CCSA is going to continue to provide professional development at the meetings, then we must have a guaranteed number of members attend to justify the cost. This will be addressed for the May, 1999 meeting. Thus members will be asked to commit either way related to their attendance. If there is not sufficient commitment for attendance, we will not spend the money to bring in an outside speaker. This listserv will be used to request RSVP's and to relay information on the potential speaker and topic. Members will be asked to provide either a "Yes, I will attend" or "No, I will not attend" response.

In Friday, November 13, 1998, the CCSA Business Meeting was held. The following items were discussed:

1. Approval of the May 14-15, 1998 CCSA meeting minutes: Motion to approve was given by Lauren Noon; second by Michelle Gjerde; unanimous approval by all in attendance.

2. Approval of the November 1, 1998 treasurer report: Motion to approve was given by Marlaine Mowitz; second by Michelle; unanimous approval by all in attendance.

3. Career Fair Updated. Shayn sent around a sheet that listed all of the currently scheduled career fairs for the 1998-99 academic year. He asked all schools to update their information and then he will give the updated list to Lisa Hutton at Cu to update the CCSA website. Schools not in attendance at the CCSA business meeting will need to email Lisa Hutton if they have any additional career fair updates.

4. Membership List. The current CCSA membership list was distributed and a request was made for updates. Again, schools not represented at the business meeting will need to e-mail Shayn Smith if you have any changes to the membership list.

5. Legislative Update. Shayn relayed a legislative update from Ron Brummet to the group. An update on the requirements for schools pursuing "School to Career" tax credits can be found at <http://www.state.co.us>. Of the schools in attendance at the CCSA meeting, no school was pursuing the requirements for the credit.

6. Education Fair. No updates were provided, and Lynne Boyle, who is chair of this sub-committee, was not in attendance.

7. Website/Listserv. The CCSA website is up and running. The web address is <http://www.bus.colorado.edu/ccsa/>. A discussion took place regarding the website. Most found that the site provided good, concise information in a central place. We discussed trying to do more with promoting the website to employers. It was suggested that each career center create a link from their homepage to the CCSA website. The CCSA website also has a variety of career links that can be helpful to students. Anyone who wants to add additional links to this page should contact Lisa Hutton with the exact URL of the site to be added.

The Listserv seems to be providing a good resource for the CCSA membership to ask for help and information. Shayn distributed a one-page set of instructions on how to add/delete your name and email address from the Listserv.

8. CCHE Report. Lack Brewer brought up the point that CCHE had recently produced a report regarding employer feedback on career center services. Jack will try to get more information or a copy of the report and bring it to the May, 1999 meeting.

9. Virtual Job Fairs. A question was asked if any of the schools had any experience with being part of Virtual Job Fairs or Virtual Resume services on the web. None of the schools represented at the meeting had participated in these types of web services. Apparently, though, there was a discussion about these types of web-related services on JobPlace. It was suggested that the question be put on the listserv to see if any other schools have had any experience with these services.

10. Amendment of the CCSA By-Laws. Shayn discussed the situation which had led him to being the current CCSA president. Shayn, who was elected as President-Elect at the May, 1998 meeting automatically became President when David Cessna left the academic community to pursue other career interests. With this early appointment of Shayn to president, this left the President-Elect spot open. Shayn discussed the fact that the current CCSA by-laws do not discuss what happens in this situation.

At the request of Shayn, an interim election was held during the November, 1998 meeting for a new President-Elect. The new President-Elect will serve in this capacity until the regularly scheduled

elections are held in May, 1999. At that time, the interim President-Elect will become the new CCSA President and an election will be held for a new President-Elect.

A discussion took place about having an election at the November meeting when not all schools were represented. The members in attendance agreed that those who want to take an active role in the CCSA leadership could run for President-Elect at the May, 1999 meeting.

A discussion took place about the fact that the terms would be shorter for the people who would or have assumed these roles. If someone in these current roles wanted to accomplish something as President or President-Elect, they would not have a full two years to do it. The members discussed that anyone who wants to take on a more significant leadership role could run for sequential terms.

Finally, it was decided that we would vote at the November, 1998 meeting for a new President-Elect and after the meeting, Shayn would conduct a vote via the listserv for a permanent change to the by-laws. There was a discussion about not all of the members being on the listserv. Shayn agreed that he will update the listserv to include all members currently on the membership list. Once this is done, he will submit an amendment to the by-laws to be voted on electronically by the membership. Thus, if you want to be a voting member of the CCSA, you must have an accurate email address on the listserv!

A "blind" nomination took place for the new President-Elect. Three people were nominated: Ann Malen, Jack Brewer, and Lauren Noon. Ann declined the offer to run since she is so new to her position. Lauren also declined the offer to run.. Jack accepted the offer to run. A vote took place and Jack Brewer was unanimously elected. He will serve his term as President-Elect until May, 1999. After that meeting, he will become President for the next year and a vote will take place for a new President-Elect.

Note: There will also be a vote in May, 1999 for a new CCSA treasurer. Lauren Noon has elected not to run for another two year term.

11. New CCSA School. Shayn announced that the Naropa Institute has applied for CCSA membership. Since they met all of our membership criteria, they will join us for the May, 1999 meeting. The Naropa Institute is a four year accredited (North Central Accreditation) institution in Boulder with both undergraduate and graduate programs.

12. CCSA Meeting Minutes. It was brought up that the CCSA meeting minutes are not only put on the CCSA website, but they have also been emailed and US postal mailed to the membership. With the success of technology, the group agreed that the meeting minutes will no longer be sent via the US Postal Service to members. Instead, members on the listserv will receive an email message that will contain a link to the website where the meeting minutes can be viewed.

13. May, 1999 Meeting. The May meeting will take place in Breckenridge. The "site review team" provided the group with recommendation of three alternative hotels for the meeting. All three locations sounded within the members' price range. It was decided that the site review team could make a recommendation to the President and the three people could then decide for the membership.

There was some discussion about a topic for the professional development at the May meeting. All in attendance agreed that a speaker on how to market career centers on the internet would be very helpful and timely since many employers are moving to using the internet more and more to find qualified candidates. Several speakers were suggested to Shayn and he will pursue coming up with alternatives.

14. CCSA Roundtables. We held a roundtable discussion with school and career center updates.

The meeting was adjourned.

Minutes submitted by: Lauren B. Noon, CCSA Treasurer