

**CCSA Business Meeting
Friday, May 21, 1999
Great Divide Lodge
Breckenridge, Colorado**

Attendance:

Shayn Smith, CCSA President, University of Colorado at Boulder
Jack Brewer, CCSA President-Elect, University of Southern Colorado
Mary Michael Collignon, Acting Treasurer, University of Denver
Lisa Hutton, University of Colorado at Boulder
Matt Birnbaum, Colorado College
Judy Hlawatsch, University of Colorado at Boulder
Lynne Boyle, University of Colorado at Boulder
Ann Malen, Colorado State University
Jan Behunek, Colorado State University
Lou Stenger, The Naropa University
Marlaine Mowitz, University of Northern Colorado
Nancy Lloyd, University of Colorado at Boulder
Tina Stack-Oldweiler, University of Denver
Pat O'Keefe, University of Denver
Nancy Pool Dixson (Morgan), University of Denver
Linda Helwig, Regis University
Ray Garcia, University of Colorado at Boulder
Sandra Rosewell, University of Colorado at Boulder
Trista Whaley, University of Colorado at Boulder
Ann Herrmann, University of Colorado at Boulder
Katharine Grant, University of Colorado at Boulder
Beth Javens, University of Wyoming
Ann Jones, University of Wyoming
Heidi Bills, University of Wyoming
Ron Brummett, Colorado School of Mines
Paul Kosempel, University of Denver, Daniels College of Business
Ruth Prochnow, University of Denver
Wendy Wendover, University of Denver
John Haag, University of Denver
Allyn Talg, Ft. Lewis College

Schools not represented:

Adams State College
Colorado Christian University
Mesa State College
Metropolitan State College of Denver
University of Colorado at Colorado Springs
Western State College

On Thursday morning, May 20, 1999, CCSA sponsored a professional development workshop. Ms. Pat Criscito presented the workshop entitled "Job Searching on the Internet" and "Web Design for Career Services Offices."

During the afternoon, roundtable discussions were held with school and career center updates.

For the special interest group sessions, the attendees pretty much decided to all stay and participate in the Technology Special Interest Group. Nancy Pool Dixon (Morgan) had indicated an interest in discussing the advantages and disadvantages to the various software systems on the market. This also seemed to be a primary interest for everyone. One issue that was brought up is that the Colorado governor stated that state institutions can no longer sign for multi-year contracts. Universities can only sign one-year contracts. Several of the universities indicated that their contracts would soon expire and were trying to decide whether or not to stay with their current vendor.

Much discussion followed concerning JobTrak, First Place, Crimson Solutions, and Career Connection (Resume Expert). Everyone shared advantages, disadvantages, problems and issues concerning the various software products. An outcome of the discussion was to schedule a follow-up one-day session in June or August and invite the vendors--especially Academic Software (First Place) and Crimson Solutions. By doing this as a collaborative effort by CSSA, it was felt that the vendors would be very interested in attending.

On Friday, May 21, 1999, the CSSA Business Meeting was held. The following items were discussed:

1. Minutes were distributed. Minor changes to items # 7, 8 and 9 were recommended. Motion to approve was made by Ron Brummet and seconded by Lisa Hutton: unanimous approval by all in attendance

.2. Mary Michael Collignon gave the treasurer's report. Approval of the May 17, 1999, Financial Statement: Motion to approve was given by Lynne Boyle and seconded by Lisa Hutton. Unanimous approval by all in attendance.

Old Business

1. Career Fairs: Ann Malen, Colorado State University, reported that they had held a two-day career fair and that the survey said that both the students and employers preferred one day. There was a short discussion about incidents at recent career fairs where resumes were stolen from an employer's table and where unwelcome persons were soliciting resumes from students. This led to a suggestion that career services offices should warn students to be careful about giving out their resumes at the career fair.

2. A discussion question came up about what type of employer is allowed to attend a university-sponsored career fair. The group liked the suggestion that CCSA draft a policy statement concerning this. This would provide a unified front when sending this policy to inappropriate employers/recruiters. Ann Malen, CSU, Marlain Mowitz, UNC, and Lynne Boyle, UC-Boulder, agreed to develop a statement for discussion at the Fall 1999 meeting.

3. Judy Hlawatsch invited other students for participation in the brochure mailing of the Colorado Education Fairs

4. Legislative Update: Ron Brummet reported on HB99/1072 that has been passed and signed by the governor. It provides immunity from civil lawsuits for employers giving references unless known to be false. It also allows for an employee to request in writing a copy by mail or in person.

Senate Bill 99/229 allows revision of the quality indicators. The new buzzword will be "benchmark"

For more detailed legislative information, Ron referred the group to the web address:
http://www.state.co.us/gov_dir/leg_dir/house/hbills.htm

5. Changes in the Bylaws

Current: The election of president-elect and treasurer is held at the spring meeting. Member is nominated for a position and a silent vote is tallied.

Add: If the president-elect or treasurer should resign or is in any way incapable of serving his/her term, elections will be held immediately for a president-elect or treasurer by virtual vote on the listserv or at the next meeting at the President's discretion. In the interim period the president shall appoint a president-elect or treasurer.

6. Speaker: Ms. Pat Criscito

The overall comments about the program speaker centered on that there was too much emphasis on e-mailing resumes. Members indicated that they would have like more information on web design.

7. Guaranteed attendance for paid speaker

The issue came up again about bringing in paid outside speakers and how many attendees need to be present to justify this expense. Fifty-four (54) members are on the directory and 30+ seems to be a good number of how many attend.

It was proposed that if members indicate that they will attend but are no-shows or cancel, then the member shall still pay the cost of registration. The question was raised as to whether or not this should be part of the bylaws. The group asked the president to find out what is currently stated in previous minutes.

According to the Nov. 13, 1998 minutes:

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 listserve 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.

One of the members indicated that the history of CCSA has been for the fall meeting to include vendors, free speakers, or presentations by members and for the spring meeting to focus more on professional development often involving outside paid speakers.

8. Election of treasurer

Mary Michael Collignon was elected as treasurer. The other nominees included Lynne Boyle, Lisa Hutton, and Ann Jones.

9. Election of President-Elect

Lisa Hutton was selected as president-elect. The nominees included Ann Malen, Marlain Mowitz, Paul Kosempel, Nancy Pool Dixon (Morgan), Ray Garcia, Ann Jones, Matt Birnbaum, Linda Helwig, Lynne Boyle, and Allyn Talg.

10. Fall 1999 site and program selection:

Ron Brummett graciously agreed to host the fall 1999 meeting at the Colorado School of Mines. The date selected was November 18-19.

Linda Helwig suggested inviting Judith Grutter to do a one-day presentation on the Strong Interest Inventory and the MBTI. The group agreed that they wanted the program to be held at more than a beginner's level and more focused on career planning. The members also suggested having more interactions between the speaker and the audience. Linda also indicated that she would approach CCDA about co-sponsoring the speaker and underwriting some of the costs.

11. Site review for the Spring 2000 conference:

The president encouraged members who were attending the RMACE meeting to keep their eyes open for potential speakers or programs. One suggestion was to have a session on technology (John Haag).

The date selected for the spring 2000 meeting is May 19-20, 2000. Possible suggested locations included The Peaks at Telluride, Estes Park, and a location in Southeast Colorado owned by Colorado College. Final location will be determined at the Fall 1999 meeting.

The new president elect, Lisa Hutton, and Judy Hlawatsch, UC-Boulder, will explore potential sites. They will report their findings at the fall 1999 meeting.

12. Purpose of CCSA's website discussion:

An easy way to:

- a. provide information on career and education fair dates.
- b. read the minutes
- c. review the bylaws
- d. link to member colleges/universities

Lisa Hutton agreed to add the membership list and remove the links to job sites.

13. Matt Birnbaum, Colorado College, encouraged members to attend the upcoming RMACE regional conference. Matt is also the membership director for the association. Lisa Hutton, also involved in the planning of the conference, has schedules of the program if anyone is interested.

14. The president distributed a brochure about the Career Services Institute in California.

15. Shayn Smith, CCSA president, expressed his thanks to:

- a. Ray Garcia for "picking up the gauntlet" and coordinating the spring 1999 meeting.
- b. Ann Herrmann for getting Monster Board, JobTrak and Career Magazine to help underwrite the costs of the speaker.
- c. Mary Michael Collignon for stepping in as interim treasurer for CCSA.

The gavel and the "official suitcase" were turned over to Jack Brewer, president-elect, by the outgoing president, Dr. Shayn Smith.

The meeting was adjourned.

Minutes submitted by: Jack Brewer, CCSA president-elect