

Collegiate Career Services Association of Colorado and Wyoming

May 18-19, 2000

Meeting Minutes

Thursday, May 18, 2000

Director's Breakfast

§ Many topics were touched upon, including work release time for job shadowing in different industries, and a possible article to be written for NACE.

"Providing Career Services to International Students"

Presented by Jack Brewer of the University of Southern Colorado and Joanne Wambeke of CU-Denver

§ The presentation discussed the importance of the career services office working collaboratively with the international student office to provide career services to international students. Reviewed issues and concerns of both offices to help determine "whose job is it to do what?" Workshop ideas were presented by CU-Denver called "American Job Search for International Students." Workshop materials were distributed. Some of the highlights of the presentation included:

- o Provide services to international students consistent with US immigration laws.
- o Inform students of laws
- o Represent the job market truthfully
- o Work with an international student advisor
- o Employment Interview American Style (good video)
- o Be cautious of the words you use and American slang when presenting a workshop to international students

"Sufin' the Web, Lookin' for Work"

Presented by Shayn Smith from CU-Boulder and Sandi Briner from Colorado College

§ This presentation gave useful information on assisting students in using the web as a career planning and job seeking tool. We learned how job sites work. We found out how to search for specific jobs in targeted locations. The workshop also covered uploading resumes on the web and researching employers.

Roundtable Discussion Occurred in the afternoon

Breakout sessions during the afternoon included:

- § Education Fairs/dates/teacher shortages/postings
- § SACE Videoconference Report
- § Employers posting jobs on-line

Friday, May 19, 2000

Present

Jack Brewer University of Southern Colorado
Shayn Smith University of Colorado at Boulder
Ann Herrmann University of Colorado at Boulder
Katharine Grant University of Denver-Daniels School of Business
Shelley Sutter University of Colorado at Boulder
Rich Baca Mesa State
Denise Leberer University of Colorado at Denver
Lissa Gallagher University of Colorado at Denver
Joanne Wambeke University of Colorado at Denver

Tina Stack-Oldweiler University of Denver
Judy Barbour Colorado State University
Judy Hlawatsch University of Colorado at Boulder
Erin Fendrich Colorado State University
John Haag University of Denver
Ron Lujan Metropolitan State College of Denver
Bill Blank Colorado State University
Ray Garcia University of Colorado at Boulder
Marlaine Mowitz University of Northern Colorado
Ruth Prochnow University of Denver
Mary Michael Collignon University of Denver
Lynne Boyle University of Colorado at Boulder
Linda Helwig Regis University
Wendy Wendover University of Denver
Cindy Redifer Regis University
Allyn Talg Fort Lewis College
Matt Birnbaum Colorado College
Pat O'Keefe University of Denver
Janna Oakes University of Denver/Daniels College of Business
Janet Streed University of Northern Colorado
Lou Stenger Naropa University
Nancy Lloyd University of Colorado at Boulder
Sandi Rosewell University of Colorado at Boulder
Ann Malen Colorado State University
Jerry DeLeon Adams State College
Sandy Briner Colorado College
Lisa Hutton University of Colorado at Boulder/College of Business
Jan Behunek Colorado State University

Not attending-Colorado Christian University, Colorado School of Mines, University of Colorado at Colorado Springs, University of Wyoming, Western State College

Business Meeting-Called to order at 9:08am

I. Approval of Minutes for November 19, 1999
Ann Malen, CSU moved to approve
Matt Birnbaum, Colorado College, Seconded
Acclamation

II. Treasurer's Report-Mary Michael Collignon, DU
CCSA has a balance of \$1,710.41
Shayn Smith, CU-Boulder moved to approve
Lynne Boyle, CU-Boulder seconded
Acclamation

Old Business

I. Update Membership List-Lisa Hutton, CU-Boulder/College of Business, passed around the membership list to get updated. Updates will appear on the website within the next month.

II. Update Career Fair/Education Fair dates and information-Lisa Hutton, CU-Boulder/College of Business, passed around Career Fair list to get updated. Updates will appear on the website within the next month.

III. Review draft of CCSA Meeting Planning Guidelines-Lisa Hutton, CU-Boulder/College of Business, passed out a new Guidelines sheet to help with the organization of future CCSA meetings and planning. If you have updates to the information, please e-mail Lisa at lisa.hutton@colorado.edu. This item was discussed at the November 1999 meeting. The purpose of the meeting guidelines is to help future meeting planners and add history to where we have held meetings in the past as well as have contact information.

IV. Old Business-None

New Business

I. Legislative updates-Rich Baca, Mesa State

§ The state has an annual budget of 5 billion, 300 million. Of that number, 734 million is spent on education. The Tabor law states that there will be a 6% increase to the budget each year.

§ Governor Owens priorities include, Transportation-175% increase in budget, k-12 education-7% increase in budget, corrections-10% increase in budget, higher education-2.5% increase in budget.

§ The Barry Bill, introduced 1 ½ years ago is looking at the re-organization of higher education in the state. This may affect the State College System of which Adams State, Mesa State, and the Metropolitan State College of Denver are members. Thus, the next legislative session will be very important to the future of higher education. K-12 education can be a predictor of higher education assessments and new initiatives. UNC is a good example of how things are getting politicized.

II. Location of Fall meeting-Ann Malen, CSU

CSU will host the next meeting which will be held November 16th and 17th. The meeting will take place in Ammon's Hall and we will get a tour of the new career center facility.

III. Program ideas for fall meeting

§ Seminar on First Year Experience-Ann Malen and Jan B. from CSU

§ Economic Outlook-Rich Wobbekind

§ Communications/Time Management/Stress Management-Living and Learning Institute

§ Change in Organizations-Nancy Barger (Nancy Pool-Morgan coordinate)

§ Career Management Certificate-Lissa, CU-Denver

§ Retention-Marlaine, UNC

§ Photo Reading-Debra Fink, CU-Boulder (Nancy Lloyd and Lynne Boyle coordinate)

§ American Job Search Abroad

§ On-line Assessments-Jan B., CSU

§ Legislative Report-Rich Baca, Mesa State

§ True Colors Personality Profile-Rich Feller (Ann Malen will coordinate)

It was voted on that the True Colors presentation will take place in the morning of November 16th and the First Year Experience discussion will take place in the afternoon of November 16th, with the Business meeting taking place on November 17th. Ann Malen will coordinate speaking arrangements for the Fall meeting. Ann Malen, Lissa, and Marlaine will coordinate for the afternoon presentation.

IV. Location ideas for Spring 2001 meeting (also NACE conference)

The Spring 2001 meeting will be held in or near Durango. Allyn Talg agreed to follow-up and assist with the planning of the Spring meeting. Additionally, Jerry DeLeon and Janna Oakes agreed to help.

§ Dates of the meeting are yet to be determined between May 3rd and 4th and May 17th and 18th. Lisa will send an e-mail to membership regarding the dates. Remember that the NACE conference will be held May 29th-June 1st.

V. Selection of President-Elect: Congratulations to Ann Malen, CSU

VI. Other New Business?-None

VII. Turning of the "symbols" of the office over to Lisa Hutton, CU-Boulder/College of Business, new president of CCSA. She turned over the membership list to new president-elect Ann Malen to update.

Meeting adjourned 10:30am

Minutes respectfully submitted by Lisa Hutton, University of Colorado at Boulder/College of Business