

CCSA MEETING
Colorado College
Colorado Springs, CO

Fall meeting, Nov. 21 and Nov. 22, 2002

Attendees:

Adams State College – Shelle McLean
UC-Boulder – Lynne Boyle, Ray Garcia, Gordon Gray, Sandra Rosewell, Lisa Hutton
Colorado College – Matthew Birnbaum, Darlene Garcia, Judy Offerdahl, Laura Hines
CSU – Ann Malen, Jan Behunek, Lucinda Van Inwagen, Melissa Johnson
CU-Denver – Lissa Gallagher, Cherrie grove, Joanne Wambeke
DU – Mary Michael Collignon, John Haag, Pat O’Keefe, Ruth Prochnow, Loree Waller
Mesa State – Eric Olsen, Roya Ruffin
Metro State – Ron Lujan, Shina Duvall,
Colorado School of Mines – Louisa Duley, Anna Hanley
Regis – Pam Austin, Linda Helwig, Lynne Montrose, Cyndy Redifer
Univ. of Wyoming – Linda Brooks, Tami Browning, Jo Chytka, Ann Jones, Tracey Ray
UCCS – Grant Christy, Holly Mazak
UNC – Patty Roberts
USC – Michelle Gjerde

Thursday, Nov. 21, 2002

1. Presentation by James Beckman, JD. Professor at Brigham Young University at the J. Reuben Clark Law School. He presented a broad view of legal issues concerning internships and cooperative education.
 - o Discussed when is the school liable. Had handout on rights and obligations in experiential education. Also gave example of internship agreement they use at BYU.
 - o BYU policy: if no credit is earned then the school is not liable.
 - o Liability and Risk of Loss area – get feedback from school’s legal counsel and risk management teams. At BYU each student in an internship has to have professional liability insurance. The cost is around \$12 a student. They also require that each student have health insurance. If it is a paid internship, he recommends that you don’t put the students under the university’s workers comp. Let the site sponsor have the student under their workers comp.
2. Presentation by Gary Longfellow, Senior Liability and Property Programs Manager, University Risk Management, University of Colorado System. Discussed legal concerns from the university’s viewpoint regarding internships and cooperative education. Discussed issues of loss avoidance, loss prevention and who is covered by workers compensation.
3. Over lunch Gordon Gray gave us an update on NACElink.
4. Presentation by Lynne Montrose, Regis University, “Work as Learning: Academic Credit and the Work Experience.” Discussed definition of experiential education. “Mere activity does not constitute experience” and “Only through intentional reflection and analysis of the activity can learning occur.” She discussed the Kolb Model, principles of good practice and establishing learning objectives and outcomes. She then gave examples of evaluation methods such as writing, reading, oral presentations and evaluative projects such as an art portfolio or planning promotions and PR events. Lynne talked about a learning contract being a 4-way agreement between the student, professor, employer, and Internship Coordinator.
5. Panel on Internship Programs, “One Size Does Not Fit All.” The panelists presented their models of internships programs. The panelist were: Howard Rosenberg, CU-Boulder; Lynne Montrose, Regis University; Cherrie Grove, CU-Denver; Mary Michael Collignon, University of Denver; and Judy Offerdahl, Colorado College.

6. Meet in groups to discuss what is happening at all of our institutions.

Friday, Nov. 22, 2002

1. President Joanne Wambeke called the meeting to order.
2. Lissa Gallagher announced a training hosted by UC-Denver on the Career LeaderCollege assessment. Anyone is welcome to attend.
3. Gordon Gray announced he would be retiring during the summer. We greatly appreciate Gordon's service to CCSA and he will be missed. Good luck Gordon in your new journey.
4. Minutes from May 15 and 16, 2002 meeting: No changes. Lissa Gallagher made a motion to approve the minutes and Matt Birnbaum seconded it. The minutes were approved.
5. Treasurer's Report: Mary Michael Collignon distributed the CCSA Financial Statement as of Nov. 2002. The ending balance as of Nov. 13, 2002 is \$5,034.31. Gordon Gray raised the question of what were the obligations for the \$5,000. Joanne said we were discussing that next. Eric Olsen motioned for the Treasurer's Report to be approved. Ruth Prochnow seconded the motion. The Treasurer's Report was approved.
6. Jan Behunek, CSU, gave a demo on the software system Simplicity. It is a complete career center management system. We all agreed it was outstanding but the cost was beyond most of us. The cost to host it as a consortium is \$48,000. Jan will take questions about the program over the email and will get answer out to anyone interested.
7. Committee reported on the virtual career fair. College Central Network has a flat fee of \$3,000. A question was raised about the timing. Is this the right time with the economy like it is? HotU is doing it and only has 9 employers on it. CSU and the University of Wyoming both had successful virtual career fairs. A straw poll was taken and it was agreed that it was a good idea but the timing was wrong with this economy.
8. Lynne Boyle proposed doing a promotional piece for employers from CCSA. The brochure could have all of the schools listed with a link to CCSA. We could get labels for employers from the Denver Chamber of Commerce for \$225. Gordon Gray stated that the outcome would be to bring specific opportunities to our students and have more visibility for our organization. It would be a proactive approach in this time of economic slowdown. There was a motion to form a committee and have them report at the spring meeting. The motion was seconded. The committee consists of Joanne Wambeke, Matt Birnbaum, Eric Olsen, Lynne Boyle and Lucinda Van Inwagen.
9. Matt Birnbaum suggested that we share marketing information over our list serve. The membership voted and approved this use of the list serve.
10. It was suggested that it would be useful to have a public employer page on our website. It was agreed that a committee should be formed and a report given at the spring meeting. Jan Behunek (CSU), Sandi Rosewell (CU-Boulder), and Melissa Johnson (CSU) volunteered to be on the committee.
11. Contact [Jan Behunek](#) to update the online directory.
12. Patty Roberts announced that Marlene was back at work. You can email her at marlene.mowity@unco.edu
13. Joanne Wambeke did a demo on a mega job search software program. It was suggested that we do it as a consortium through CCSA. Ann Malen had questions about the logistics of a consortium and how funds would be administered. Lynne Boyle suggested we form a committee to look at the feasibility of using it and report back to CCSA via the list serve by January 15, 2003. The committee members are Ann Malen, Lissa Gallagher, Shina Duvall, Shane Smith, Ann Handley, Jan Behunek, and Linda Helwig. Lynne Boyle suggested that the committee come up with several options for payment.
14. The spring meeting was discussed. It will be in Grand Junction on May 15 and 16, 2003. The committee includes Eric Olsen, Brett Beal, Joann Wambeke, Melissa Johnson, and Louisa Duley. Sandi Rosewell said she would contact the speaker on presentation training. Topics

for the program were discussed: a marketing panel, an employer panel, presentation training, a legislative update, and an icebreaker to get to know everyone better.

15. A motion was put to the membership to allot \$1,500 for the spring meeting. Ann Malen seconded the motion. It was approved with no opposing votes.
16. President Wambeke adjourned the meeting at 11:45am.

ADDENDUM TO THE MINUTES

The committee met to review the software system Employon, the mega job search system (#113 above). Paul Kramer did a demo via a conference call. The system was robust with the ability to search for jobs at over 100,000 sites. It pulls jobs from corporate, government and educational sites. In addition, it pulls jobs from other job boards and newspapers. They currently have four and a half million jobs listed. We would need to order it doing a national job search or a Colorado job search. If we would use a national search the cost would be \$3,500 a month. If we did only a Colorado search it would be \$2,000 a month. We discussed that the contract would need to be with CCSA and did we want to commit the organization to that type of money. We did the math on how much it would cost the schools that had indicated an interest in it. Those present said it was too much for them. It was decided that the system is impressive but too expensive. Ann Malen agreed to e-mail the members to tell them of our recommendation.