

Ccsa Meeting

May 15 & 16, 2002
Glenwood Springs, Colorado

Attendees:

Adams: Shelle McLean
CC: Matt Birnbaum, Darlene Garcia
CSU: Judi Barbour, Brett Beal, Jan Behunek, Melissa Johnson, Ann Malen
CU - Boulder: Mary Banks (Leeds Business), Lynne Boyle, Judy Hlawatsch, Sandi Rosewell and Cherie Wilcox
CU - Colorado Springs: Holly Mazak
CU - Denver: Jonne Kraning, Joanne Wambeke
DU: Mary Michael Collignon, John Haag, Kirby McIlyar, Pat O-Keefe, Ruth Prochnow
Mesa: Eric Olsen
Mines: Louisa Duley, Anna Hanley
Metro: Lee Shores
Regis: Lynne Montrose, Cyndy Redifer
UNC: Peg Griffin, Patty Roberts, Marlaine Mowitz
USC: Michelle Gjerde
UW: Linda Brooks, Tami Browning, Jo Chytka, Ann Jones, Jennifer Williams

Thursday, May 15, 2002

Virtual Recruiting Trends Panel: Ann Jones, University of Wyoming; Melissa Johnson, Colorado State University, Judy Hlawatsch, University of Colorado, Boulder

" The University of Wyoming and Colorado State University have both used the College Central Network (CCN) as a vendor for an on-line virtual career fair. Judy Hlawatsch had attended a workshop by CCN at the American Association of Employment in Education (AAEE) Conference. The panel discussed the following features regarding on-line virtual career fairs:

" Discussed two vendors: CCN and MonsterTrak

" CCN has \$3000 flat fee with 50/50 banner profits; MonsterTrak is more expensive charging \$100 per employer

" CNN: Easy and simple with 24 hour access; reporting package is strong with excellent service; site is secured with a password, the college owns the data and clears it out when the fair is closed; can set fee for employers and credit card payments are allowed (\$50 - \$75 for profit fee with \$25 for non profit organizations; AAEE charged \$100 per employer); web site address: www.collegecentral.com; contact Mike or Joe Miller for information

" CSU sent out an on line evaluation at the end

" Helpful for employers who want to hire later in the year

" UW advertised through fliers, newspaper ads, website, graduation bookmarks, and e-mail list serves

Matt Birnbaum suggested that CCSA consider a collaborative Spring Semester Virtual Career Fair. President Malen asked the membership how many were interested and the majority raised their hand. Ann Malen asked for a Virtual Career Fair Committee to explore this suggestion. Ann Jones, Melissa Johnson, Matt Birnbaum, Joanne Wambeke, Eric Olsen and Louisa Duley volunteered. Ann Jones and Melissa Johnson volunteered to serve as the committee's Co-chairs. President Malen asked members to check with their institutions and be prepared to vote on this initiative at the November 2002 CCSA Meeting.

Implementing & Assessing A For-Credit Career Development Class: Patty Roberts, from the University of Northern Colorado presented on the 16-20 sections of Career Theory and Employment Trends classes taught by career counselors at UNC per year. She discussed the course development, curriculum content, syllabus, class activities, schedule and the pre and post test research. Patty is currently completing her dissertation using the last seven years of the pre and post research.

Breakout Groups:

Employer Relations Coordinators:

- " Recruiting on all campuses is down
- " Coordinators are stressing the importance of networking and researching employers as critical skills in the job search process

Career Counselors:

- " Student timelines are important emphasizing freshmen, sophomore, junior and senior action steps.
- " Discussed Discover, eChoices, SigiPLUS and COSIS career planning software usage.
- " Focused on connecting choosing a major and career with academic advising departments.
- " Discussed staying current with employment trends through employer contacts, web sites and career counselor training.

Internship Coordinators:

- " Discussed liability and risk issues for internships.
- " Suggested Colorado Department of Employment lawyers as possible resources for fall meeting speaker.

Technology Coordinators:

- " Reviewed MonsterTrak and eRecruiting vendors
- " Employers are indicating they do not have time to look at on line portfolios such as Florida State University's Electronic Portfolio.
- " Discussed on line chat and instant messaging for career counseling sessions, video conferencing for interviews and on line career fair registrations

Directors:

- " Indicated operating budgets are being cut due to state funding deficits.
- " Focusing on retention issues at their colleges.
- " Collaborating with academic advising and Academic Success/Help Centers.

Education Fair Meeting:

The teacher fair colleges met and discussed fair dates, fair mailings, CCSA web site links. There were representatives from CSU, Greater Denver, UNC, USC or CSU-P, UW, and Rocky Mountain's teacher fairs.

Teacher Fair Mailing:

Judy Hlawatsch requested that all colleges e-mail her their teacher fair flier and informational paragraph by July 1st, 2002. Peg Griffin requested that colleges e-mail her with their last three years of out of state school districts by June 14th. This will enable her to eliminate school districts that are not attending the Colorado teacher fairs. It was agreed that the collaborative teacher fair mailing would be sent out between October 15 - November 1st. All school districts should receive the mailing by November 15th. CCSA Web Site Links: Judy Hlawatsch will contact the Colorado Department of Education with all of Colorado's teacher fair dates. It was agreed that there would be links to the CASPA, CDE, AAEE and CCSA Fairs web sites. Teacher Fair Dates: After much discussion, it was agreed that the teacher fairs would be clustered to accommodate the employees travel schedules. The group agreed upon the following schedule:

College 2003 2004 2005 2006
Univ. of Wyoming 3/25-3/26 3/30-3/31 3/29-3/30 3/28-3/29
UNC 3/27-3/28 4/1-4/2 3/31-4/1 3/30-3/31
Greater Denver 3/31-4/1 4/5-4/6 4/4-4/5 4/3-4/4
Rocky Mountain 4/3-4/4 4/8-4/9 4/7-4/8 4/6-4/7
CSU 4/8-4/9 4/13-4/14 4/12-4/13 4/11-4/12
USC or CSU-P 4/10 4/15 4/14 4/13
Ft. Lewis 4/15-4/16

Friday, May 16, 2002
CCSA Roundtable & Business Meeting
President Ann Malen called the meeting to order at 9:05 am.

Old Business:

November 2002 Meeting Minutes: Marlaine Mowitz handed out the November 16th, 2002 Business Meeting Minutes. President Malen asked for any additions or corrections that were then made. A motion was then made by Judy Hlawatsch to approve the minutes and Jo Chytka seconded the motion.

Treasurer's Report: Mary Michael Collignon gave the Treasurer's Report by passing out the CCSA Financial Statement for May 15, 2002. The ending balance as of May 15, 2002 was \$3,880.56.. Lynne Boyle moved to accept the report and Michelle Gjerde seconded the motion.

New Business:

2002 Fall Meeting: The dates for the 2002 Fall Meeting are Thursday, November 21st - Friday, November 22nd. Matt Birnbaum volunteered Colorado College in Colorado Springs, Colorado as the site for the 2002 Fall CCSA Meeting. Members agreed that a Legal and Liability Workshop regarding internships and experiential learning issues would be the topic for Thursday's Professional Development topic. It was proposed that the workshop address relevant federal and Colorado state laws. It was moved by Ann Jones to allocate \$1500 from CCSA funds to pay for this program. All members voted in favor of this motion. Judy Offerdahl from Colorado College will help organize this event. Lynne Boyle recommended that questions be collected from CCSA members regarding this topic.

CCSA Virtual Career Fair: It was requested that a vote is taken at the 2002 November CCSA Business Meeting regarding CCSA member colleges participating in a CCSA Virtual Career Fair which could be held during the Spring 2003 academic term.

2003 Spring Meeting: Eric Olsen volunteered Mesa State College in Grand Junction as the site for the 2003 Spring CCSA Meeting. President Malen asked for volunteers for the Spring Planning Meeting Committee to coordinate the location arrangements and programming. Eric Olsen, Joanne Wambeke, Brett Beal, Melissa Johnson and Louisa Duley volunteered to serve on this committee. Lynne Boyle requested that a professional development topic for the Spring Meeting would be panel presentation on Marketing Ideas for Career Services.

Officer Elections:

President-elect: President Malen asked for written nominations for the President-elect position. Joanne Wambeke, Brett Beal, Ruth Prochnow and Pat O'Keefe were nominated. A silent vote was tallied with a tie between Joanne Wambeke and Brett Beal. A second silent vote was tallied. Joanne Wambeke was elected as the President-elect.

Treasurer: President Malen asked Mary Michael Collignon if she wanted to continue as CCSA's Treasurer. Mary Michael asked if there were any other members who would like the opportunity to serve in this office. Members affirmed the excellent job that Mary Michael Collignon has done and it was agreed that she would continue to serve as CCSA's Treasurer. President Malen thanked Mary Michael for all her work and service to the CCSA organization.

CCSA Web Site Administration: President Malen asked members to give her their Career Fair dates so that she can have them posted on the CCSA Web Site. Lisa Hutton would like to hand the CCSA Web Site administration over to another CCSA member.

Roundtable Reports were given by the following colleges:

Adams State: New staff member in Student Support Services office. Director of Academic Advising and Director of Student Life positions are available.

Colorado College: Hired new campus president which is a change since the last one served the campus for nine years. Due to a student incident, diversity initiatives are being emphasized.

Colorado State University: Student affairs division has been restructured into six clusters. The Career Center in part of the Academic Support group. New student affairs' positions were created for the Executive Director and Assistant Vice President of Student Affairs.

Mesa State College: Part time Employment Relations Coordinator laid off for summer due to funding cuts.

Metropolitan State College: Increase in student traffic and emphasizing high outreach efforts to the campus.

Regis University: Lynn Montrose's Internship office is now physically located within the DU Career Center. Experienced a hiring freeze with the Employer Relations position cut to $\frac{3}{4}$ FTE. Moving to a paper less office and expanding on line job search services.

University of Colorado - Boulder: Career counselors are serving as liaisons for academic departments. Graduate School Development person provides counseling for graduate students.

University of Colorado - Denver: Program review resulted in streamlining operations to become more employment focused. Initiated a Career Advisor program that provides training on campus for helping students make major and career decisions.

University of Denver: Massive building occurring including a new residence hall, law school, music school and parking garage. The career services office is being remodeled.

University of Northern Colorado: Campus is focusing on retention efforts. Conducted focus groups for spring semester to identify students concerns, perceptions and recommendations for department.

University of Southern Colorado: Office has been cut to one staff member and moved under Enrollment Management division. July 1st, 2003 there will be a name change to Colorado State University - Pueblo with an overall mission of increased enrollment.

University of Wyoming: Merged academic advising, career counseling and testing. Went to thirty minute counseling sessions. Tami Browning is the new Internship Coordinator.

Michelle Gjerde moved to adjourn the meeting and Ruth Prochnow seconded the motion. The meeting was adjourned at 11:05 am by President Malen.

Submitted by: Marlaine Mowitz

