

**CCSA: May 16, 17, 2013 meeting**  
**Minutes; taken by Ann Jones, President-Elect**

**May 16**

**8:00-9:00am: Breakfast and Networking**

**9:00-10:00am: President's Introduction and Opening Remarks:** Lucinda (President) welcomed everyone and thanked Metro State for hosting. Indicated that signage for the event was great; well-placed and visible. Lucinda provided parking-pass instructions and information on dinner plans for Thursday night. Each school was asked to have a representative introduce their attendees and address one of the following topics: What was your favorite/exciting project or program you accomplished this year? What is the biggest challenge that your office/staff faced this year? Or, indicate if you are seeking input on possible program ideas to better serve underserved student population.

Scot Sanders – CSU: centralized center – Challenge was working with underserved students. Did a Diverse/Reverse Career Fair; employers walked around to the student tables. CSU-College of Business; was able to get their own CSO Enterprise component.

Eddie Venagas – Adams State; solo program

Sue Hinkin/Cindy Hyman – DU: Updated data collection to share; 1/5/10 year-out assessment. Challenges: too many things going on; period of great change. Seeking better way to serve underserved populations.

Wendy Winter-Searcy – Arapahoe Comm. College: Restructuring the career center; added transfer program. New furniture, structure, etc.

Joni – CU-Denver: Successful – Dream Big workshop: Jenga pieces; asked students to Dream Big. Had pizza and ice cream. Paul talked of the Experiential Learning Center at CU: raised 6000lbs of food to go to UCD students.

Ft. Lewis College: wants to start an Employer Relations Program; seeking feedback.

Renee Welsh – UNC: doing work with Mumford College of Business; Alexia has done a lot toward developing the academic requirements for internships.

Michael D. – CU-Boulder: 1) posting 65-70 internships daily; 2) having fewer programs that are more focused; 3) doing a search for a research specialist with focus on placement and salary data; 4) getting \$\$\$ for Strengths Quest for all freshman; 5) new Employer Relations person.

Bridgett Coble – Metro State: 1) Thanks to Toni for organizing food; 2) Nick is graduating – seeking a full-time position in Career Counseling; 3) Favorite Program: Career Planning Strategy – focus toward those with tendency to wait til graduation or right after to begin their job search: week-long series with sessions on resume writing/review, had extended walk-in hours, workshops, series of branded email messages. Had a Café format: resume, coffee, Danish, music.

Jo Chytka – UW: working on getting a CSO contract in place that will replace eRecruiting.

Diane Kull – CO Mesa University: 1) had a bunch of men's suits donated to her so began a program of getting suits; 2) Challenge: went through final separation from advising; 3) partnered with TRIO.

Richard – Regis University: 1) Challenge – revising web-site and paring it down dramatically; 2) office remodel, more professional; 3) had a Teacher Education Fair that was a great success; 4) working more with sophomores – engaging them to do major exploration. Assigned them to mentors; 40-50 this year with goal of getting 75 next year.

Joan Fishburn – CU Boulder: 1) Program – developing a sophomore strategy- creating a culture of internships.

Joy – CO Christian: 1) focus on internships and relationships with faculty. Started with the question of "Why do an internship" and focused on that during the fall; then in spring, have an Intern Fair; 2) challenge was working out of the building due to relocating and also doing academic advising; 3) temporary move for two months and will move again right before classes begin in the fall 2013.

Lucinda VanInwagen-CSU: 1) Challenge will relocating offices to off-campus; 16 months in the new space.

**9:45-10:00am – Break**

**10:00-11:20am: Dee Funkhouser** – CO Dept. of Labor and Employment; Labor Market in CO and WY. Updated the data from last year.

**11:30 – tour of facility** and All CO Alumni Job Fair meeting

## **12:00-1:30 Lunch**

## **1:30-2:30pm Roundtable discussion**

**2:30 Retirement recognition for Jan B. and Joni; cupcakes and appreciations were expressed for their contributions to CCSA over the years.**

## **3:00 shared results of discussion**

Topics discussed:

- 1) Rockyjobs.com and CCSA Consortium. Michael D. asked Colorado schools if they knew of the Consortium and if so, were they using it for job postings. Asked the question if the Consortium should continue. Showed demo of site. Consensus was to continue with it after the link got fixed
- 2) CCSA Future. Consensus was to continue with 1.5 day format. Most members can attend if content is substantial and expenses can be justified. Encourage students and/or employers to attend the meeting. Could consider a noon-to-noon format which would cut down on a night's stay.
- 3) Community Colleges. Discuss similarities and differences. Keep aware of issues. No shift in format is necessary. Increase community college partnerships.
- 4) Speaker and/or topic suggestions: Include new professionals; GA's thesis topics; NCDA Grad Fellows; Employer Focus Groups; New Companies/Top Recruiter highlights; Call for Programs send to membership.
- 5) Travel Scholarships. Would rather see \$\$ go to speakers or awards. If \$\$ are given out, the person who gets it could be expected to help plan the next meeting. Present a program. Work registration table. Provide some \$\$ for those over 100 miles.
- 6) Partnership with MPACE. Seek opportunities to partner on events such as the Brewery Tour. Consider doing corporate tours.
- 7) CCSA website. Hard to find; maybe a committee to work on it? Prefer LinkedIn Group because more relevant. Can't find the website. Maybe a marketing opportunity for employers?
- 8) Speakers/Topics for upcoming meetings. Best Practices. Engage faculty or employers. Call for Proposals with a committee. President decides on topic and speakers. Get new professionals involved.

## **4:00-5:00 CCSA Business Meeting –**

Lucinda called meeting to order. Reviewed fall meeting notes; motion was made to accept the notes; Sue H. seconded. All I's...passed.

MaryMichael gave Financial Report: \$4336.30 in account as of 11/12/2012. Budget was approved and Sue H. seconded. Sarah Senter – gave Technology Report. CCSA website is set up for the membership and not intended to be advertised to employers. Indicated that the Fairs page needed updated by members; by-laws page could be updated; meeting notes page needs updated also. LinkedIn is for CCSA communication means to the masses; keeping information amongst CCSA and not for employers, others, etc.

**New Business:** Should the CO CCSA Consortium continue and if so, get a subcommittee to have it work. Lucinda proposed keeping it and Peg seconded: a vote occurred and 20 for keeping while 3 voted No. \_\_\_\_\_ will head up the committee including Eddie Venegas and \_\_\_\_\_.

Dues increase: CCSA's membership year is Sept 1 through Aug 31 each year. Institutional dues for five members or less: \$50. Institutional dues for six members or more: \$100. Members voted; motion passed with majority of "I"s.

Fall 2013 meeting will be held on Nov 15. University of Denver will host.

Spring 2014 meeting will be held on May 15 & 16 with a vote passing for a 1.5 day meeting; it will be hosted by Regis University.

Volunteers for 2013-2014 meeting organization: Amy Veenstra, Regis; Maggie Chapman; Kym Bauer; Ann Herman; Sue Henkin; Katie Flint; Becca Ellis.

Nomination for President-Elect: Sue Henkin and Ann Herman were both nominated; both said they would be willing to serve.

## **5:00-6:00pm Tour of SpringHill Suites and Academic Center**

**May 17, 2013:**

**8:00-9:00am Breakfast and Networking; Spring Hill Suites**

**9:00am Voted for President:** confidential vote on paper. After votes were counted there was a complete tie. It was suggested that both serve as president; Ann Herman will serve first then Sue Henkin. Ann Herman is president-elect for 2013-2014.

**9:15-11:30am** Justin Finnerty, Director of the Career Preparation Center at AZ State University-Polytechnic  
Career Peer Advisors and Student Leadership Development: How Unfilled Critical Needs of Career Services can be achieved with Student Staff.

**11:30-11:45** Meeting adjourned