



Chapter Business Meeting Minutes  
Friday, May 30, 2014 1:45 p.m.

**CALL TO ORDER**

The meeting was called to order at 1:45 p.m. by Past-President, Courtney Kopp at the Hunsiker Center. There were 30 people in attendance.

**SECRETARY'S REPORT**

Secretary Jen Patterson presented minutes from the last chapter meeting on October 4, 2014. Karla Winter moved to approve, while Lisa Vance seconded, and the motion carried.

**TREASURER'S REPORT**

The treasurer's report was presented by Treasurer Jeremy Austin, and briefly discussed. Post drive-in, assuming all conference payments are collected, the balance will be \$11,111.67. Jen Patterson moved to approve, Karla Winter seconded, and the report was approved.

**OLD BUSINESS**

**Fall Conference** – The fall conference is scheduled for September 25 & 26 at Hawkeye Community College in Waterloo. The format for the event was discussed and the group expressed interest in continuing with a Thursday 2:00 – 5:00 session, social evening activity, and full day conference. Deb Salz will be invited back to present in the fall again, pending comments on evaluations.

**Summer Board Retreat** – The summer board retreat is scheduled for June 13 at Hawkeye with the goal to continue planning out the year.

**NEW BUSINESS**

**Sub-group Reports**

**Advising/Admissions** – April & Mandy had it combined with TRIO. April will e-mail the group. Topics discussed included PACE vs GAP, GEAR-Up funding, Career Services, and resources to assess.

**Career Services** – Morris stated they had six in their group; discussion included job fairs, career assessments, evaluating what works the best, audience, and diversity.

**Counseling** – DeDe Maloy summarized the topics as roles of counselor/advisor/instructor are changing, placement tests utilized, ALEKS, orientation procedures, and online tuition charges.

**Disability** – No report.

**Registrar** – Karla summarized discussion involving Dept. of Ed visits,, AA/AS degree, AGS degree, military/international/life experience credits, CNA, MIS reports, and in-state/out-of-state tuition.

**Residence Life** – No report.

TRIO – Mandy Fox & April Forbes decided to join with Advising/Admissions

**Evaluations** – please turn in your evaluations, so the board receives honest, pertinent feedback to improve for the next event.

**Website** – iccssa.net Remember the active site is “.net.”

**Promotion Question** – How can ICCSSA best serve its members? Suggestions included an updated brochure, sending a postcard to new personnel (welcome to your new position, you are automatically a member, and this is our mission ...) Do others see the value? Why didn't they attend? Bookstore staff was suggested as a possible sub-group opportunity.

**Fall Conference** – Courtney sought additional help.

**Election Results** – President-Elect: Melissa Klein, Hawkeye; Secretary: Sara Moore, DMACC; Members-at-large: Chris Entringer, NICC, Tim Gray, SCC, & Jen Patterson, NIACC.

**Awards & Recognitions** – No retirement awards. All serving board positions were recognized with certificates of appreciation. Individual awards were presented to Mary Wendt, Jen Patterson, and Karla Winter. Plaques were also presented Courtney Koop and Danielle Ebaugh for their presidential work throughout the year.

At 2:22 there was a motion by Bobby, seconded by April for a motion to adjourn.

Respectfully submitted by Jen Patterson