

PRESENT (X)	NAME	POSITION	COLLEGE
	Bobby Nalean	President	DMACC
X	Melissa Klein	President Elect	HCC
X	Courtney Kopp	Past President	ICCC
X	Sara Moore	Secretary	DMACC
X	Jeremy Austin	Treasurer	DMACC
X	Chris Entringer	Member at Large	NICC
	Jen Patterson	Member at Large	NIACC
X	Tim Gray	Member at Large	SCC
	April Forbes	Advising/Admissions	MCC
X	Morris Pounds	Career Services	KCC
X	Danielle Ebaugh	Career Services	KCC
X	DeDe Maloy	Counseling	NIACC
X	Lisa Vance	Disability Services	NIACC
X	Mary Wendt	Registrar/Registration	NIACC
X	Karla Winter	Registrar/Registration	NICC
	(Not Filled)	Residence Life	
X	Mandy Fox	TRIO	MCC
	Wendy Robinson	Webmaster	DMACC

CALL TO ORDER

The meeting was called to order at 9:04 a.m. by President Elect, Melissa Klein, with 13 board members present on the call.

SECRETARY'S REPORT

The minutes from the Board's retreat in June were emailed to members by Bobby on July 1, 2014 for review. Karla moved to approve the June retreat minutes; Mary seconded the motion.

Meeting minutes from the July conference call were emailed to members by Bobby on July 25, 2014 for review. Quorum was not reached on the July conference call, so the minutes did not need to be officially approved by the Board. The conference call was used by those in attendance to continue planning the Fall conference.

TREASURER'S REPORT

Jeremy reported that the current balance of the ICCSSA account is \$10,983.56 (no change since July conference call). Jeremy has emailed the updated report to board members. Jeremy noted that a fee for the website will be coming up soon, but no additional fees are expected in the near future. Danielle moved to approve the Treasurer's report; Karla seconded the motion.

OLD BUSINESS

Melissa requested comments from attending members on the Old Business agenda items sent out by Bobby:

- Review July meeting notes (conference planning meeting since quorum was not established)
- InstantConference number is (862) 902-0240; PIN is 2642005
- Locations set for Spring 2015 (MCC) and Fall 2015 (ICCC)
- 2014 Fall Conference theme is “Find Your Balance: Set Your Path”

No comments were made and no additional Old Business was added to the agenda by attending members.

NEW BUSINESS – FALL CONFERENCE 2014 UPDATES

Committee Reports

Melissa requested reports from attending committee leaders; no reports were offered.

Catering Order

Melissa requested a quote from her catering department and received a \$640 quote for 50 attendees, including:

- Assorted breakfast bread items and fruit in the morning; coffee to drink
- Hot sandwiches with a choice of two sides for lunch; tea and lemonade to drink
- Cookies for afternoon snack

It was recommended that Melissa request additional items (e.g. snack and beverage) for the pre-conference on Thursday. Melissa said she would look at options and update the quote.

Registration & Other Fees

Melissa requested that the group set registration fees so the registration form can be finalized and promotional materials sent out. Last year’s fees were \$65 for Friday and \$20 for the Pre-Conference session on Thursday. Morris shared that Deborah’s speaker fee for the pre-conference this year is \$1300 and includes mileage. Melissa shared that we will not be incurring facility fees for the conference.

The group discussed possibly paying mileage for breakout speakers and participants in the Presidents and Legislator panel. Morris recommended that those corresponding with speakers should set a standard rate if we do agree to pay mileage. No conclusion was reached on what this standard amount would be or whether mileage would be paid.

A discussion was had regarding raising registration fees to cover costs of the conference. First, an increase to the Pre-Conference fee from \$20 to \$25 was proposed; further discussion determined it may be best to promote the event as a two-day conference to encourage more attendance on Thursday and allow for more options for attendees. Jeremy moved to use a three fee system: \$35 for Thursday only, \$65 for Friday only, and \$95 for both days. Karla seconded Jeremy’s motion, the Board voted, and the motion was approved unanimously.

Conference Schedule

The Board discussed setting the schedule for the conference. Final schedule was voted on and is set as follows:

Thursday, September 25th

2:00 p.m. – 5:00 p.m.

Pre-Conference Workshop: Debra Salz, Balance/Change?

5:00 p.m. – ?

Organized group dinner options (see Pre-Conference notes on Page 2)

Friday, September 26th

7:30 a.m. – 8:00 a.m.

Check-in

8:00 a.m. – 8:30 a.m.

Light Breakfast/Networking

8:30 a.m. – 8:45 a.m.

Welcome

8:45 a.m. – 9:45 a.m.

Keynote Speaker: Maureen Schafer, Introversion/Extroversion in the Workplace

9:45 a.m. – 10:00 a.m.	Break
10:00 a.m. – 11:00 a.m.	Subgroup Meetings
11:00 a.m. – 12:15 p.m.	Panel: College Presidents and State Legislators
12:15 p.m. – 1:00 p.m.	Lunch
1:00 p.m. – 2:00 p.m.	Breakout Sessions (3): Veterans, ?, and ?
2:00 p.m. – 2:15 p.m.	Break
2:15 p.m. – 3:15 p.m.	Business Meeting/Conclusion

President/Legislator Panel

Presidents Linda Allen of HCC and Steve Schultz of NIACC have confirmed their availability to attend. Jeremy has reached out to several legislators recommended to him who currently sit on a higher education committee in and received statements of interest from four of the legislators, including three Senate Democrats and one House Republican. Jeremy will follow up with the four who expressed interest to request firm commitments. The group agreed it would be ideal to have two Presidents and two Legislators if possible. Josh Byrnes will serve as a back-up option if Jeremy's previous contacts are no longer available.

Sara asked if she should add a question on the registration form soliciting questions for the panel in advance so the Board can get sample questions to panelists ahead of time. Group agreed that would be a good way to solicit questions, so there will be a new item added to the online registration form.

Breakout Sessions

April and Bobby have been working together to arrange the keynote and breakout sessions. In a recent email to the Board, Bobby included information about Maureen Schafer, who has confirmed that she will serve as the conference's keynote speaker. She will be leading a session on introversion/extroversion in the workplace.

A session on veterans had been suggested, among other topics, at the retreat, but further details about the breakout sessions haven't been shared with the Board yet. Courtney offered to follow up with April regarding the breakout session topics and will ask her to share any information she has with the group as soon as possible. If topics and speakers for the breakouts cannot be confirmed in the next week-two weeks, Sara recommended that we put out a call for proposals to membership to populate the breakout sessions.

Pre-Conference Session

The group discussed calling the pre-conference portion of the event something else to better communicate the expectation that this is a two-day conference and to encourage attendance. No final decision was made on what to call this portion of the event before the conclusion of the meeting.

The promotions/marketing committee needs an updated workshop title for Debra's session. Morris said he would follow up with Debra to get the updated information.

Chris suggested that an organized social activity on Thursday night after Debra's session would provide more networking time. Pre-selecting one or two places where attendees could go to dinner together in groups was suggested as an option. Melissa will email out some options to the Board for consideration.

Additional Items

Sara reminded the group about a suggestion from this year's retreat to add a question for attendees to indicate which subgroup they plan to attend to the online registration form. The group discussed this option and decided to add the question to the form. Subgroup chairs will receive a list of attendees for their groups in advance so they can communicate with attendees and set agendas ahead of time.

Melissa moved to adjourn the meeting at 10:03 a.m.

Respectfully submitted, Sara Moore