

<b>PRESENT (X)</b>	<b>NAME</b>	<b>POSITION</b>	<b>COLLEGE</b>
X	Bobby Nalean	President	DMACC
X	Melissa Klein	President Elect	HCC
	Courtney Kopp	Past President	ICCC
X	Sara Moore	Secretary	DMACC
X	Jeremy Austin	Treasurer	DMACC
X	Chris Entringer	Member at Large	NICC
X	Jen Patterson	Member at Large	NIACC
	Tim Gray	Member at Large	SCC
X	April Forbes	Advising/Admissions	MCC
X	Morris Pounds	Career Services	KCC
	Danielle Ebaugh	Career Services	KCC
	DeDe Maloy	Counseling	NIACC
	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
	(Not Filled)	Webmaster	

### **CALL TO ORDER**

The meeting was called to order at 9:07 a.m. by Bobby with 11 board members present on the call.

### **SECRETARY'S REPORT**

The minutes from the Board's meeting in February were emailed to board members by Sara on February 3, 2015 for review. Karla motioned to approve; Jeremy seconded. February meeting minutes were approved.

### **TREASURER'S REPORT**

Jeremy reviewed the Treasurer's Report. Karla moved to approve the Treasurer's report; Melissa seconded the motion. The Treasurer's report was approved.

### **OLD BUSINESS**

#### *Outstanding Institutional Membership Dues*

Iowa Western and DMACC still have outstanding dues. Bobby has confirmed that the check is in-process in their Dean's office.

#### *Election Process*

Bobby is going to ask Courtney to send an election process update.

#### *Fall Conference*

Members were reminded to mark their calendars for Sept. 24-25 for the Fall Conference.

### *Awards Nominations Process*

Jen advised that the awards nomination form needs to be added to the website. If ready in time, we can send it with the Save the Date announcement.

## **NEW BUSINESS – SPRING DRIVE-IN PLANNING**

### *New Conference Calling Service*

The old conference calling service being used by the Board is now charging a fee. Bobby thanked Morris for bringing it to his attention and Jeremy for helping find a new free option. The new service requires calling a long-distance number; the group agreed to move forward with the new conference calling service.

### *2015 Spring Drive-In*

Chris gave an update on the roundtables for the drive-in event. Chris chose themes that would benefit all attendees; four categories with 30-minutes per roundtable. Attendees will split up into small cohort groups and rotate through the

- Technology – entering our students’ world, how are we using technology to communicate?
- Retention – unlocking students’ barriers, how are we working to improve retention efforts?
- Beyond the classroom – experiential learning opportunities, internships, service learning, etc.
- Partnerships – partnering with high schools, employers, other colleges, etc.

Chris asked for volunteers to lead each of the sessions with their own example, and then open to the group for discussion and other examples. Chris would also like someone to take notes so information can be shared after the event. Chris will work with all facilitators to make sure everyone is on-board and understands the 30-minute sessions and event format.

Jeremy offered to facilitate the Partnerships group. Chris volunteered to facilitate the Beyond the Classroom roundtable. We still need facilitators for the Retention and Technology groups.

Sara said she’d get the registration and scholarship information up on the ICCSSA website tomorrow morning.

April asked for clarification on budget for breakfast and lunch. Since we aren’t hosting a speaker, she would like to know if we could spend a bit more on breakfast/lunch to provide better meals than in the past. Several board members voiced their support for expanding the meal offerings in light of not having other costs to consider. Jeremy said that even at \$35/person, we should be able to increase meal spending while still covering facility and materials costs while also making a small profit.

It was suggested that we should promote business meeting attendance at the opening of the event to encourage better attendance by membership.

Morris asked that members send retirement information for colleagues to him before the drive-in.

April reminded the group that she would be leaving ICCSSA due to her new role. She has tapped Dan Key as a possible Advising chair replacement.

*April moved to adjourn; Jeremy seconded. Bobby adjourned the meeting at 9:45 a.m.*

Respectfully submitted, Sara Moore