



**Executive Board Retreat**  
**Friday, June 13, 2014 | 9:00 a.m.**  
**Hawkeye Community College | Brock Student Center**  
**Waterloo, Iowa**

<b>PRESENT (X)</b>	<b>NAME</b>	<b>POSITION</b>	<b>COLLEGE</b>
X	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
X	Jen Patterson	Member at Large	NIACC
X	Tim Gray	Member at Large	SCC
X	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	NAICC
X	Karla Winter	Registrar	NICC
	(Not Filled)	Residence Life	
X	Mandy Fox	TRIO	MCC
	Wendy Robinson	Webmaster	DMACC

**CALL TO ORDER**

The meeting was called to order at 9:20 a.m. by President Bobby Nalean with 16 board members present. Welcome and introductions were made.

**SECRETARY’S REPORT**

Jen Patterson read the minutes from the last board retreat, July 26, 2013, at DMACC’s Hunziker Center; Karla Winter motioned to approve and was seconded by Danielle Ebaugh. Minutes were approved by attending board members. Jen also read the minutes from the May 14, 2104 board meeting; Mandy Fox motioned to approve and was seconded by Lisa Vance. Minutes were approved by attending board members.

The Board discussed altering the sequence/timing of the approval of meeting minutes, particularly of the board retreat meeting minutes. At present, board retreat minutes are not reviewed or approved until the next board retreat (one year later). April Forbes moved to review and approve board retreat minutes at the next board meeting; Karla Winter seconded the motion and the board approved.

**TREASURER’S REPORT**

Jeremy Austin reported that the current balance of the ICCSSA account is \$11,106.67, which includes the costs and registration payments from the Spring Drive-In. ICCSSA lost \$25.44 on the Fall Conference and \$380.03 on the Spring Drive-In, resulting in a total loss of \$405.47 on the year. Board discussed the potential need to invest in quality speakers for events to draw more attendees in the future. Jeremy has emailed the Treasurer's Report to the board.

The Board also discussed upcoming membership mailings in August. Melissa Klein and Bobby Nalean will collaborate on this project. Bobby will also email out a list of mailing contacts for review to ensure the appropriate person is listed for each member institution.

## **SUB-GROUP UPDATES**

The Board agreed that individual updates from sub-group chairs were not needed at this time.

Bobby Nalean asked for updates on any changes to sub-group chair positions at the Spring Drive-In. Danielle Ebaugh is co-chair of the Career Services sub-group and Melissa Klein has left her co-chair position with Disability Services; Lisa Vance is now the sole chair for the Disability Services sub-group.

Bobby asked if the TRIO sub-group should combine with Advising/Admissions. Concerns were voiced by several members about group size; the Advising/Admissions group is typically well attended by a large group, so TRIO members may be better served by keeping their sub-group. Bobby advised that if there are three or more TRIO members in attendance at an event, the group will meet independently, but if there are two or fewer members present, the members may want to join another sub-group for that particular event.

Bobby raised concerns about the Residence Life sub-group, which currently doesn't have a chair and typically doesn't have members who attend events. The Board discussed the need to do more targeted outreach to Residence Life staff at ICCSSA member institutions that have this office/department.

Courtney Kopp shared that feedback was given in the Spring Drive-In evaluations that there is a desire to have a Student Success Center/Library sub-group. Karla Winter advised that often times, these departments fall under academic divisions and not student services. The Board agreed to table the discussion of this potential sub-group for a later meeting.

## **OLD BUSINESS**

### *2014 Spring Drive-In Feedback/Evaluations:*

Courtney Kopp emailed the evaluation results to the Board. Overall, results showed that most aspects of the event were received well by attendees.

Several board members expressed interest in focusing sub-group meetings on set topics and finding ways to help Chairs anticipate attendance. Bobby advised that many members hold multiple roles at their institutions and may want to attend sub-group meetings based on current concerns/questions, not just their primary group they associate with. Also discussed the possibility of having Chair-led discussions focusing on specific topics of interest that could be communicated to attending members in advance. Recommendations were made to consider adding questions to event registrations to identify which sub-group each attendee plans to attend. Lists of attendees

could then be shared with sub-group chairs and co-chairs before the event so that they can communicate with the group before the event and collaborate to set a topic/agenda for their meetings. In the interest of time, the Board agreed to come back to the discussion at the upcoming board meeting after talking with Wendy Robinson about web options.

April Forbes mentioned positive feedback from attendees about the Spring Drive-In keynote speaker. Requested that the Board work on a process to disseminate keynote and breakout session materials (e.g. handouts and Power Point slides) after events to those who are interested. Bobby recommended that the website might be a good place to house this information. The Board will return to the topic at a future meeting.

Bobby mentioned that there were email communication issues before the Spring Drive-In and recommended that the Board discuss standard timelines for event communications at a future meeting.

Bobby asked the group if it would be desirable to start ICCSSA events half an hour earlier or end them half an hour later to allow more time for an additional speaker. Morris Pounds also pointed out the value of networking at the events; more time could facilitate more networking. Concerns were raised by the group that adding time may be inconvenient for members who are traveling great distances to attend events. The Board agreed to discuss the idea again at a future meeting.

Bobby raised questions about the location of future events; would like to balance the need to be centralized for convenience but also allow member institutions to the north and south opportunities to host events. Morris advised that in the past, ICCSSA divided the state into four quadrants and would rotate event locations, but due to traveling costs, eventually centralized. The group discussed rotating Spring Drive-In locations between DMACC and Iowa Valley campuses since they are the most centrally located and would be desirable for these shorter, one-day events. Fall events could then possibly rotate through campuses located farther out from central Iowa since the Fall Conference is a two-day event and may be easier for members to justify the extra travel. It was decided that MCC would host the Spring 2015 Drive-In and that ICCS would host the Fall 2015 Conference.

Karla and Jeremy provided positive feedback about the ease of the new online registration system. Bobby would like to add an early, tentative agenda, driving instructions, accommodation information, etc. to registration confirmation emails that go out to event attendees to help address pre-event communication concerns. Chris, April, and Bobby discussed the need to better facilitate networking, meeting new people at events. Board members were asked to brainstorm ideas for future meetings and events.

Bobby will send out a "thank you" email to Spring Drive-In attendees and promote the new ICCSSA website.

*Debra Salz Follow-Up Evaluation:*

Bobby asked that attending members submit their keynote evaluations to Morris per Debra Salz's request.

*Website Considerations:*

In Wendy Robinson's absence, Bobby relayed that she would like to continue to serve as ICCSSA's Webmaster, but due to her current availability, won't be able to attend conference calls. Morris expressed a concern about access to the website if Wendy isn't available. Bobby and Lisa

recommended that the Webmaster give passwords and other website access information to President, President Elect, Secretary and Treasurer so that multiple board members would be able to access the site if needed. Bobby will follow up with Wendy about sharing access information.

Mary and Lisa raised concerns about the presence of the old ICCSSA website; Lisa had sent suggestions from an IT person at her institution to Wendy that may help remove the site. Bobby will follow up with Wendy about those suggestions.

## **NEW BUSINESS**

### *Monthly Meetings:*

The Board agreed to change monthly meeting dates and times to the first Tuesday of each month at 9:00 a.m. The next conference call will be held on July 1, 2014 at 9:00 a.m.; Bobby will email an agenda and access instructions to the group.

### *2014-2015 Membership Letters:*

As discussed earlier in the meeting, Bobby and Melissa will work together to send out letters and update institutional contact lists. Bobby expressed an interest from ISU admissions staff to become affiliate members, attend ICCSSA events and wanted feedback from the Board. Morris shared that ICCSSA used to have several affiliate members that were advisors/admissions staff at four-year institutions; they were charged a \$10 affiliate member fee. **BOBBY - WHAT NOW?**

### *Member Recruitment/Communication Strategies:*

### *Financial Considerations:*

### *2014 Fall Conference Planning:*

A motion was made by Karla Winter to adjourn, and was seconded by Jen Patterson. The meeting adjourned at 12:25 p.m.

Respectfully submitted, Sara Moore and Bobby Nalean