

CALL TO ORDER

The meeting was called to order at 2:17 p.m. by Melissa Klein, President-Elect.

SECRETARY'S REPORT

Sara Moore, Secretary, distributed copies of the minutes from the Spring 2014 Chapter Business Meeting, which was held at the Spring Drive-In at DMACC in Ames. Karla Winter, Registrar/Registration Co-Chair, moved to approve the minutes; Jeremy Austin, Treasurer, seconded. The minutes were approved.

TREASURER'S REPORT

Jeremy distributed copies and reviewed the current Treasurer's report. The approximate post conference budget will be \$12,875; Jeremy stated that ICCSSA will have an updated total likely around \$14,000 going into the Spring 2015 Drive-In. There are no upcoming costs. He reminded those attending that Fall 2014 Conference registration payments are due to him by Oct. 1, 2014. In closing, Jeremy shared that three institutions have returned payments for their membership renewals: SWICC, SECC, NWCC. Karla moved to approve the report; Jen Patterson, Member at Large, seconded the motion. The Treasurer's report was approved.

OLD BUSINESS

Institutional Mailings:

Melissa reported that the institutional mailings requesting membership renewals went out on September 8. She will follow up with those who had questions about who on their campuses were being listed as primary contacts.

Fall Conference Recap & Feedback:

Jeremy shared that ICCSSA made a profit by having free speakers, which helped pay for a more expensive Thursday presenter. He advised that we continue to do this so we can bring in "big name" speakers and increase attendance.

Morris Pounds, Career Services Co-Chair, advised that the board should send thank you messages to speakers and panelists. April mentioned that the board had given presenters and panelists gifts in the past and asked if we should send gift cards with the "thank you" notes. Out of concerns for limits and rules surrounding gifts, the group decided to send handwritten "thank you" notes alone; Melissa volunteered to write and send the notes.

Karla shared that she felt the registration process is improved by going online; the only issue she encountered was getting an invoice. Jeremy and Sara are working on clearing up the payment process for future events.

Sara said that she will be sending a conference evaluation via email today; Morris is sending one for Debra as well.

NEW BUSINESS

Sub-Group Meeting Recaps:

- Admissions/Advising: Discussed performance based evaluation legislation and ALEKS and Compass testing
- Career Services: Discussed job fairs and the shift to hosting industry-specific fairs, types of networking events being offered, career assessments (IHAPI, ACT, Focus), and using focus groups to reevaluate career services offered/get feedback from students, faculty, and employers.
 - o Counseling: There were only three Counseling group members present, so the group joined the Advising/Admissions sub-group.
- Disability Services: Discussed closed-captioning and welcomed a new Iowa Central professional.
- Registrar/Registration: Discussed CIP codes, non-credit to credit conversions, Life experience credit policies, residency status/international or non-resident student issues, veteran services/military transcripts, and possibly hosting a Registrar workshop in the spring.
- TRIO: Only two members present; they discussed grant proposal process and deadlines.

2015 Spring Drive-In:

April Forbes, Advising/Admissions Chair, made an announcement regarding the Spring 2015 ICCSSA Drive-In. The event will be held at Marshalltown Community College on Friday, May 29th. A discussion was had regarding the possibility of hosting another legislator panel since the Fall panel was such a great success. April reported that the theme of the event is TBD. MCC looks forward to hosting the event and will offer a tour of new campus facilities that will be opening this year. Melissa recommend Joshua Becker as a possible speaker; she said that he doesn't charge for his "Becoming Minimalist" presentation (except for travel expenses). Melissa offered to follow up with him regarding details.

2015 Fall Conference:

A quick announcement was made to watch for "save the date" messages regarding the Fall 2015 ICCSSA Conference, to be held in September at Iowa Central Community College in Fort Dodge.

ICCSSA Annual Awards:

Morris reminded the group that we should start thinking about award nominations, which will be solicited before the Spring Drive-In in May. Winners of the awards receive a free fall conference registration. You can nominate any ICCSSA member from your school or others. The criteria for the three award categories will be listed on the website.

Member Recruitment:

A discussion was had regarding further engaging members with ICCSSA. Recommendations included:

- Inviting good speakers to events and putting on quality conferences to increase attendance.
- Bring new colleagues to events who might not be aware of ICCSSA as an organization.
- Add Learning Services as a new sub-group (tutoring, academic achievement centers); a similar suggestion was made about a Bookstore sub-group.
 - o Morris explained that the board would need to vote and amend the constitution to include new sub-groups.
 - o Mary Wendt, Registrar/Registration Co-Chair, suggested doing a survey of all member institutions to see what services are under each of our institutions' student service areas.

Memorial Fund for Darryl

Morris encouraged contributions to a memorial fund for Darryl who recently passed away; Darryl created ICCSSA's first website.

Meeting was adjourned at 2:57 p.m.

Respectfully submitted, Sara Moore