

ICCCSSO Meeting
November 12 and 14, 2003

MEETING MINUTES

Attendees

Faye Fullerton, John Avendano, John Letts, Russ Fahrner, Yvonne Singley, Brian Erdman, Rob Kerr, Karen Anderson, Barbara Risse, Ellen Henderson-Gasser, Cynthia Armster, Terry Crain, Joan Kerber, Fred Peterson, Stan Cram, Cheri Rich, Jocelin Harney, Kay Nielsen, Nancy Bentley, Tina Stovall, Ted Lewis, Jeff Davidson, Andi Berryman, Bob Marshall, Pete Basola, Ismael Rodriguez-Eseisicuenta, Lenae Weichel, Amy Diaz, Mary Perkins, Sharon Wrenn

Introductions

Faye Fullerton called the meeting to order and asked for introductions of the attendees.

Secretary-Treasurer Report

John Avendano provided copies of the minutes from the spring and summer workshops. After a request for a spelling correction by Stan Cram, a motion was made by John Letts to approve the minutes. The motion was seconded and approved unanimously. The meeting minutes were not available from the Chief Academic Officers and Chief Student Services Officers joint meeting.

John Avendano also provided a Treasurer's Report. There were comments regarding dues for the ICCCSSO. The notification for dues will go out to all members within the next few weeks. A motion was made and seconded to accept the Treasurer's Report. The report was accepted unanimously.

Reports

Rhonda Jachino and John Jennetten from ISAC reported on the Internet site, "College Zone." John J. discussed the background for College Zone as a new brand for ISAC that would be a tool for admission representatives, financial aid offices, and career enters. The purpose of the site is to create a one-stop shop for all career information, financial aid programs and scholarships, and other programs. College Zone will become the umbrella for ISAC outreach services and utilized as a tool for the convenience of parents and students. Targeted audiences for College Zone are traditional students, adult learners, families with children of all ages, high school and college admissions counselors, college financial aid administrators, and lenders. The website features college planning checklists, a financial aid estimator, early saving planning for college, college financing information, a link to FAFSA (the online application), and a Spanish version of the website. Rhonda and John mentioned they would be presenting College Zone to college presidents and trustees for their endorsement and support. In addition, they asked for the colleges to participate with a minimum requirement of a table and chair, PC dedicated to College Zone.com, a College Zone banner, and other ISAC materials. Schools will have a choice of the type of banner they wish to display. Notification will go to the college for confirmation of participation in the website.

John and Rhonda also mentioned *Forward* magazine which features College Zone.com. The magazine is promoting the website around the state with high school counselors and staff. A future component of College Zone is the Illinois Mentor program which will highlight other career exploration and student portfolio options. Questions were fielded regarding the current financial aid formula and the affordability committee's research on all financial assistance packaging.

Office of Civil Rights and Campus Audits

Rob Kerr from the ICCB presented the new responsibilities for the ICCB, which has evolved from funding for post-secondary Perkins. The OCR and campus audits have been around for over twenty-five years; however, it has not focused on community colleges in Illinois. The responsibility was handed to the ICCB from the ISBE. Rob had mentioned that they had conducted the first study last year in Illinois and will continue to visit one school per year. Rob provided a number of handouts and highlighted the materials needed and policies set forth for a visit. Rob also discussed that the primary goal for the ICCB visit is to provide an audit to assist and head off any problems. In addition, their goal is to assist in dealing with potential non-compliance issues that may result from the Department of Education audit. Rob and Karen Anderson discussed some of the key issues or areas that they would be reviewing. They also discussed how schools are identified through either a math formula based on enrollments in Perkins programs or complaints made through the OCR. Rob also mentioned the future possibility of having a pre-assessment form to guide schools prior to their visit. Rob and Karen both mentioned that they would be available as resources for schools facing a future visit.

Cooperative Act for Students with Disabilities

Yvonne Singley from the ICCB proposed an idea for community colleges to share equipment for students with disabilities. The company Infinitec provides resources (equipment for schools) such as technology, software, library aids, and training services, etc. for schools. Yvonne stated that if there are enough community colleges willing to work together, they could contract through Infinitec for such services. A question was raised as to whether other agencies also provided these type of services for free. The members of ICCSSO were asked to seek other possible agencies that may provide these services.

Larry Appleson raised the issue that ORS is still not informing schools about identifying their students. Yvonne mentioned that ORS has had some turnover, and that they have had a changing of staff members. Yvonne is scheduled to meet at the central office in the near future. She also mentioned that the Underrepresented report is now due January 2. The recent emails included the entire report that is needed. The best practice items need to be sent back separately. Yvonne also clarified that the table within the report is for all underrepresented populations; however, the report is to just focus on students with disabilities.

International Students

Larry Appleson reported that there is no update with the ICCB. Larry mentioned that he attended the Milwaukee forum on SEVIS, things were settling down for the website, and there is a plan for another version (4.8) for transfer of international students. Larry also mentioned that there is a new procedure for international students to visit the United States. Students will be fingerprinted electronically, and a digital image will be available on all non-alien residents of the United States as well. Larry mentioned that Tracy at the College of DuPage has most of the information and is a valuable resource. Larry also indicated that there is no charge for the procedure for drivers license issue for international students. The Social Security office is not budging.

IAI

Fred Peterson and Joan Kerber reported on the current status of IAI. There was discussion about a letter from Virginia McMillan stating that we do not need to change anything because it is perceived that a change is not necessary. Fred and Joan also mentioned that former compact agreement may still be alive and well in the state university schools.

At the most recent IAI meeting, it was implied that the community colleges could include non-IAI courses for completion of GECC. In short, we need to caution our students that other institutions may still review all of the courses taken in our community colleges. Discussion continued and many questions were raised regarding this issue.

WIA (Workforce Investment Act)

No report was available for this meeting. Information is due for the Fall report.

AAT

Joan Kerber provided information about the current status of the community colleges in working with Western Illinois University. It appears that the main hurdle is providing a clinical observation class; however, it was noted that at least the community colleges and four-year schools are talking. Joan also mentioned that education psychology class at community colleges may also be accepted at Western if it mirrors their class. Joan reported that more and more colleges are moving toward e-portfolios, and if our respective schools are not providing this format for our students then we are putting them at a disadvantage.

Other Information

- It was noted that Tom Bree (Sauk Valley) has set up the Counseling Commission. Their role is to network with other counselors and advisors around the state.
- Fred Peterson (Heartland) mentioned that ICCCSSO does not currently have a website. A suggestion was made to consider incorporating a website for our information.

The meeting was adjourned for the day, but reconvened on the following day, November 14.

Teacher Training

Richard Massey reported on a model available for the Association of Arts in teacher training. General education requirements are between 40-45 hours. A handout will be made available on the list serve; however, there was still much discussion about the model before it goes through the final approval process.

Leadership and Core Values

Bob Marshall reported on a meeting for leadership and core values that will be held in Springfield on January 29-30. There are four tracks which include (1) *Leadership Traits and Practices that Develop Ethical Organizations*, (2) *Students and Civic Engagement*, (3) *Leadership, Ethics and the Curriculum*, and (4) *Values, Ethics and Leading the Community*. The applications are available to attend this workshop. Contact Bob Marshall for more information.

Nominations for New Secretary-Treasurer for ICCCSSO

Sharon Wrenn (Spoon River) was nominated for the ICCCSSO Secretary-Treasurer position. Sharon was selected unanimously. Faye Fullerton exited as the President of the ICCCSSO with the ceremonial passing of the gavel to Richard Massey. Richard presented Faye with a plaque for her year of leadership and service. Richard then reconvened the meeting and took on the role as President by discussing new business including the winter meeting in Champaign, Illinois, which is scheduled in February.

New Business

The ICCCSSO winter meeting is scheduled for Thursday and Friday, February 26 and 27, 2004 at the Holiday Inn Hotel and Conference Center in Champaign-Urbana. To make your reservations, you may contact 217/328-7900 and indicate that you are with the ICCCSSO. The summer meeting was also discussed. It was decided that Mary Roe (Rend Lake) will host the summer meeting at Rend Lake Resort on either June 17 and 18 or 24 and 25, 2004.

ICCCSSO Web Page

The group discussed the possibility of developing a website, but volunteers are needed. Faye Fullerton and John Avendano were asked to work with Andrea Berryman from the ICCB on this

project. Faye asked to be removed from the ORS sub-committee in order to dedicate time to work on the website project.

Future Leadership

The group also discussed the ongoing development plan for future leaders within student development and services divisions. The current interest is to do something informal for leadership development opportunities. A suggestion was made that future leaders be introduced through the winter meeting in Champaign. The ICCSSO could support their involvement or attendance by paying the registration fee; however, each school will be responsible for paying travel expenses. Each school should identify a "mentee" for this purpose by January 15.

Other Items

Programs suggested for the February or June meetings included:

- Blackhawk's presentation for identity theft.
- Century Campus Housing Management presentation (or a neutral party) on student housing.
- Academic integrity
- Electronic signatures

The meeting was then adjourned.