

Illinois Community College Chief Student Services Officers  
Fall Meeting  
Illinois Council of Community College Administrators Annual Conference  
Wednesday, November 19, 2008

Present: Dick Vallandingham, Black Hawk College; Jocelyn Harney, College of DuPage; Belinda Dalton-Russell, Danville Area Community College; Carol Cowles, Elgin Community College; Wendall Blair, Harold Washington College; Brenda Weddington, Harry S. Truman College; Corey Williams, Harry S. Truman College; Kathleen Collins, Heartland Community College; Elizabeth Gerber, Highland Community College; Andrea Berryman, ICCB; Elaine Johnson, ICCB; Jennifer Timmons, ICCB; John Avendano, Illinois Central College; Robert Marshall, Illinois Valley Community College; Juletta Patrick, Illinois Valley Community College; Terry Crain, John A. Logan College; Tim Daughtery, John A. Logan College; Betsy Oudenhoven, Joliet Junior College; Judy Marwick, Kankakee Community College; Cathy Robinson, Kankakee Community College; Larry Apperson, Kishwaukee College; Tina Stovall, Lake Land College; Pete Basola, Lewis & Clark Community College; Gregory D. Robinson, Olive-Harvey College; Linda Hamman Moore, Parkland College; Amy Diaz, Rock Valley Community College; Luis Moreno, Sauk Valley Community College; Richard Massie, Shawnee Community College; Songie Milhouse, South Suburban College; Sarah Bond, Southeastern Illinois Community College; Dana Keating, Southeastern Illinois Community College; Deborah Alford, Southwestern Illinois Community College

- I. Call to Order and Introductions** - The meeting was called to order at 3:45 p.m. by Amy Diaz, President. Amy Diaz asked of those present, who is responsible for both Student Development and Academic Affairs: Kankakee Community College, Illinois Central College and Southeastern Illinois Community College.
- II. Secretary's Report** - Minutes from the June 18 and 19, 2008, summer meeting were approved following a motion by Carol Cowles and seconded by Kathleen Collins.
- III. Treasurer's Report** - Balance of \$4,137.43; approved following a motion by Luis Moreno and seconded by Bob Marshall. Songie Milhouse reported on the collecting of the annual membership dues for 2008-2009.

Amy Diaz introduced ICCCA President, Philip Bierdz who discussed the proposed constitutional changes and bylaws for ICCCA to be voted on at the conference. He shared his two missions for ICCCA including the creation of a better organizational process and ICCCA becoming a tax exempt organization. He discussed the requirements for the 501(c)(3) Federal application process to become a tax exempt organization, and asked those present to review the ICCCA information in the registration packets. He also added if regulations require changes in the constitution, non-material changes can be made by the Board anytime during the year as long as ample notification is given. The constitution is located on the ICCCA website. President Bierdz also thanked Amy Diaz for her work with the President's Council this year.

**IV. Task Force Reports**

Tina Stovall noted that the task forces listed are those that ICCCSSO has had for a number of years. At the summer meeting, discussion was held to update the task forces to reflect more current issues. The current task forces will be discussed, and under New Business, they will be looking to approve the task forces that are under consideration.

**a. ORS/Rehab Issues**-Andi Berryman reported on the Statewide Transition Conference which was held on Oct. 27- 29 in Peoria, Illinois, that addressed transition issues, services and best practices. It was well attended by students, parents, administrators, and health care organizations. Community colleges attended, with presentations given by Lewis & Clark Community College and Waubensee College. Next year's conference will be in the northern part of the state (each year it rotates). The Disability Advisory Committee met, and in January, a college survey on alternative test format and physiological disabilities will be available. A subcommittee has been formed to address transition and documentation of postsecondary students with disabilities within the state.

**b. IVC/ILCCO** - There was no update per Tina Stovall.

**c. IAI** – Judy Marwick shared that the steering panel has met and issues discussed included the Gen Ed Communications panel affirmation that speech classes must have a face-to-face speech component in order to get IAI designation. Some of the majors panels have gone away, but the ones that remain are on the website and should be up-to-date with 1 to 4 major courses that the panels have affirmed as appropriate for the first two years in that major, there are no assurances yet that the 4-year colleges will accept as major courses.

**d. Financial Aid** – No report

**e. Leadership and Core Values** – No report

**f. Dual Credit** - Pete Basola discussed the Dual Credit Task Force that has been organized by the State Legislature. Recommendations are going to the legislature to standardize practices and regulations of dual credit courses statewide, and

this would be a fitting together of ICCB Administrative Rules with NACEP Rules and Standards. Elaine Johnson reported on the three Dual Task Force meetings regarding the history of dual credit in the national picture, dual credit in Illinois and standards that colleges have to meet to teach dual credit. There is a goal to improve access and equity and to increase accountability and tracking of students. The final report goes to the General Assembly. Community colleges did well in the process. Discussion was held about four-year schools offering dual credit and the tracking of those students.

**g. Teacher/Training/NCLB** - Richard Massie had no report.

**h. International Students** - Larry Apperson gave an update and a handout summarizing information from the NAFSA Regional Conference on recertification in order to admit and have foreign students. The re-certifications are going to occur in phases and will start in January with notifications going to the chief designated student officer and certified officers of approximately 400 colleges across the country. He discussed preparation that includes the need for up-to-date contact information on I-17s, and colleges have 180 days from the date of notification to complete the packet.

**i. Phi Theta Kappa** – Richard Massie reported that the deadline for the All-USA Academic Team applications is December 1, sponsored by USA Today, and each college can nominate up to two students. A student accepted to the All-USA Academic Team becomes a member of the All-Illinois team. Andi Berryman noted that Student Advocacy Day (formerly Student Lobby Day) will be April 23 at the Abe Lincoln Hotel in Springfield, Illinois. Amy Diaz added that traditionally, ICCSSO has donated \$500.00 to the All-Illinois Team Banquet in the past.

## V. Discussion Items/Presentations

**a. New Chief Student Services Officers Orientation/Panel--** Amy Diaz discussed the New Chief Student Services Officers Orientation held earlier in the afternoon. The panel of Chief Student Services Officers included Larry Apperson, Nancy Bentley, Richard Massie, John Avendano and Tina Stovall as moderator. The predetermined questions included the topics of the ICCSSO organization, processes of the State of Illinois, and working with one's own institution's Board and President. Amy Diaz made a recommendation to hold the orientation yearly at the Fall meeting. Richard Massie attended the Presidents' Council meeting and a manual for new President's has been created. Discussion followed looking to create a manual, through a committee, for Student Services Officers.

**b. ICCB updates** - Elaine Johnson reported that they have been working on the Public Agenda for Higher Education. In Spring 2007, House Joint Resolution 69 directs the Board of Higher Education to develop a master plan for the whole higher education system. Hearings were held across community college campuses. She outlined the composition of the task force and the four goals identified that need to be addressed in the State of Illinois. The goals are listed on the IBHE.org website along with information about achievements gaps and statistical information relevant to the goals. Final recommendations from the task force go to the Board of Higher Education and the final document goes to the General Assembly in December.

The Public Agenda for Higher Education also fits in with the American Diploma Project, which is a statewide initiative. IBHE brought in ACHIEVE, a non-partisan group, to analyze standards relative to students being ready to go to college in the State of Illinois. The American Diploma Project is in partnership with the Board of Higher Education, ICCB, Governor's office and Business Roundtable. The first phase of the process involves the evaluation of standards by the American Diploma Project including a team of faculty to review content in English and math and then science. A draft of standards will go to regions in the state for review by more secondary and post secondary faculty. Part of the American Diploma Project is in alignment with College and Career Readiness Success Programs, to identify ACT college and career readiness standards for the State of Illinois and to look at recommended cut-off scores for college and career readiness courses across the state.

Jennifer Timmons handed out the Illinois WorkNet folder, and the goal is to reach out to career centers. Currently only 4 or 5 careers centers are involved providing career exploration and job placement-to-work services. This is all online and webinars are listed in the folder. Jennifer Timmons also gave an update on the Yellow Ribbon Project. The President's Council and National Guard have joined together on this project with a calendar of events tentatively scheduled through May with colleges providing the space. Jennifer Timmons reported that the Underrepresented Students report information will be sent out in early December with a March 2009 deadline date.

Judy Marwick thanked Tina Stovall and Amy Diaz for their participation in the President's Council on the Student Services Committee. Amy Diaz thanked Richard Massie for attending the President's Council meeting last week and also Faye Fullerton. ICCSSO members may be called upon to attend a council meeting on their behalf. A conference call to discuss what the issues are would take place before the meeting.

## VI. Old Business

**a. History of the Illinois Chief Student Services Officers, 1998-2008** - Amy Diaz continued the summer meeting agenda item and distributed a handout "History of the Illinois Community College Chief Student Services Officers, 1998-2008." Tina Stovall reviewed the history and establishment of ICCSSO from the Student Services Commission. The handout of the

history of ICCCSSO is to serve as a basis for what is being proposed as an action item. The goal is to clarify the membership, bylaws and processes of the organization. A correction is noted on the second page of the handout as the information is from the ICCCSSO, February 22, 2001 meeting minutes.

## VII. New Business

**a. ICCCSSO Membership and Bylaws-** Tina Stovall reviewed the recommendations for approval of the bylaws for the organization. This includes a description of the group, officer positions, meetings, the annual membership, and current task forces and agendas. There is one membership per college, and members can invite other Student Services professionals to the meetings. There are now two listserves. The original ICCCSSO listserv includes one chief student services officer from each institution along with members from ICCB. The second is the ICCSSS listserv which includes Illinois Community College Student Services Staff. Colleges where the chief academic officer and the chief student services officer are the same person, a Student Services member from that institution can also be on the original listserv. Richard Massie asked for an addendum to maintain and support the ICCCSSO website. Changes for the website are sent through the Secretary/Treasurer. Tina Stovall discussed the history of the ICCCSSO officers' terms, and the proposal is to separate the officer positions. It was also proposed that the Secretary/Treasurer position become a two-year term and the second position be President-Elect and President. There was also a discussion to change officers at the summer meeting instead of the fall meeting.

**b. Seating/Election of Officers for 2008-2009: President, President-Elect, Secretary/Treasurer--**The bylaws were accepted as amended with the additional person to maintain the website and an immediate past president position following a motion by Judy Marwick and seconded by Luis Moreno.

Amy Diaz asked for nominations for President-Elect. A nomination for Carol Cowles was accepted. The entire slate was approved following a motion by Bob Marshall and seconded by Belinda Dalton-Russell:

- i. President** – Tina Stovall. Amy Diaz is immediate Past-President
- ii. President-elect** – Carol Cowles
- iii. Secretary/Treasurer** - Songie

Tina Stovall thanked Amy Diaz for her service as ICCCSSO President.

**c. 2008-2009 Task Forces --**Tina Stovall gave a handout on the proposed task forces maintaining four of the task forces: IAI and Transfer, Financial Aid, International Students and Dual Credit. The proposal also added Veterans Support, legislative current topic HEOA, P-20 Partnerships, Leadership Development for New ICCCSSO Members and Campus Safety. The proposed task forces for the year were approved following a motion by Larry Apperson and seconded by John Avendano. A task force sign-up sheet was passed around.

Elizabeth Gerber, following up a discussion from the summer and the presentation from the Associate Dean of Student Services at NIU, wanted to discuss how to assist other colleges with counseling support. It was discussed that the Community College Agreement on Counseling Support could possibly fit into one of the task forces as an action item. It was noted that proximity may be an important point in helping out another college. As the Counseling Commission meeting is the next day, this topic could be brought up, and ICCCSSO could provide support, if a follow-up is needed, this could be part of the Campus Safety Task Force.

Richard Massie gave an update from the President's Council meeting. An ISAC representative discussed the history of ISAC and affordability. Datatel gave a sales presentation and a powerpoint presentation is available on their website. Legislative updates were discussed and the President's Council is looking to change their committee meeting times. Jennifer Timmons reported that the Student Advisory Committee Project this year is on autism and discussed campus fundraisers. Another topic from the President's Council meeting is that colleges have to be NIMS compliance (National Incident Management System). Campus violence prevention plans are to be in place with a July 15 deadline date.

**e. January 22, 2009 – Joint meeting with Presidents and CAO's--**Tina Stovall has sent information to the listserv regarding the joint meeting with the Presidents and CAOs. The meeting will be from 1:00 p.m. – 4:00 p.m. Tina Stovall asked for topics of interest: Joint agreements were discussed.

**f. The Winter 2009 Meeting:** The Winter meeting is Thursday and Friday, March 5 and 6, 2009 in Bloomington, Illinois.

**g. The Summer 2009 Meeting:** The proposed dates for the Summer Meeting are Wednesday and Thursday, June 17-18, 2009. The decided preferred location is Starved Rock.

**h. CSSO Retirees:** Retirees will be recognized at the Winter Meeting. Tina Stovall thanked Pete Bazola who is retiring prior to the winter meeting for his work with ICCCSSO.

Meeting Adjourned at 5:30 p.m.