

ICCCSSO
Winter Meeting Minutes
Holiday Inn, Urbana
February 26, 2004

Attendees:

John Avendano, Fred Peterson, Andi Berryman, Ivan Lach, Karl Richards, Steve Ullrich, Joan Kerber, Belinda Dalton, Cheri Rich, Tina Stovall, Pete Basola, John Letts, Tammy Capps, Dee Blakely, Bob Marshall, Saundra Banyard, Stan Cram, Michelle Driscoll, Laurie McBride, Kay Nielsen, Trevor Kubatzke, Faye Fullerton, Keith Snow-Flamer, Jane Johnson, Carol Steinman, Tim Daugherty, Sheryl Blahnik, Mary Roe, Bruce Scism, Richard Massie, Sharon Wrenn

Introductions:

The President, Richard Massie called the meeting to order and welcomed everyone at 9:55 a.m. Each person introduced him or her self to the group.

John Avendano had some housekeeping announcements reminding us to pay our dues, and check the bills to see that our cost of \$65.00 per room was charged.

Secretary-Treasurer's Report

The minutes were presented and after corrections, Fred Peterson made the motion and Faye seconded to approve the minutes as corrected. The treasurer's report was presented. Kay Nielsen made the motion to approve and Stan Crum seconded. The motion carried.

Reports

President's Council Liaison

Gayle Saunders, our liaison with the President's Council, made her report. The Committee on Student Development, which she chairs, presents issues for the Presidents to consider. She encouraged us to bring issues that we feel important for their consideration and involvement to her.

Gayle also chairs the statewide Committee on Leadership and Core Values. Although money from ICCB is no longer available for attendance at that statewide meeting, the initiative still is valuable and viable.

Gayle's first area for discussion was the Financial Aid Advisory Committee, which is one year old. ISAC has a formula for dispensing awards including MAP that isn't best for community college students or meeting their needs. Eleven to thirteen percent of MAP funds have gone to community college students over the last ten years. Based on cost of education and costs to attend, community colleges are inexpensive, but the students attending are the most diverse and the neediest. ISAC is beginning to notice the differences in community colleges students. We do have a voice on the commission, a board member from Kankakee Community College. We are building relationships with the staff. We are adding university financial aid people to our committee. The committee is taking four points to the Commission at their April meeting.

1. The Silas Parnell grant was a \$500 award and is now \$1000. ISAC recommended ½ the amount of funding needed. It needs \$22 million.
2. The fifth year of awards for MAP recipients is needed.
3. The 75-hour rule is not a good idea for AAS students or five-year programs, i.e. Pharmacy students.

4. Enrollment period needs to be later in the year for community college students since our students typically enroll later than at other institutions.

In our discussion period, Kay Nielsen mentioned the complexity of rules and difficulty in programming computers for all exceptions. We will have an opportunity in March to comment on the document from the Advisory Committee before they meet with other members of the coalition.

Second, Gayle mentioned the Phi Theta Kappa Banquet and Student Lobby Day, which are coordinated by President's Council. She wished that we would consider the opportunity to take on this project and to attend and promote it in our colleges. The date this year is April 20, 2004.

The Student Advisory Committee consists of student trustees and is coordinated through ICCB. The Presidents think colleges should be more engaged. Should we be involved in a more formal role? Stan Crum commented we could be mentors and train students, giving them uniform messages to take to ICCB or the legislature.

The next President's Council will be March 18th in Springfield at the Northfield Inn. Student Development Commission meets at 8:00 a.m., and we are invited to any of those meetings.

IAI

Joan Kerber reported on the Illinois Articulation Initiative. The major question is still what we are going to do with non-participating courses. ICCB and IBHE said they support our evaluating non-approved courses, but we need to put a statement on our transcripts indicating that the school to which the student transfers may reevaluate the course. Joan passed out a sample to everyone.

Pete Basola stated the general idea of IAI was not to disadvantage students by forcing them to take additional classes. Pete also asked about geometry. Many colleges are documenting whether students have taken that class in high school, but not all colleges offer the developmental class in college.

Fred Peterson said we need the approval process to be efficient. The bureaucracy is slowing the process down. Some courses have been waiting a year for approval.

Jane Johnson stated that a liaison between ICCB and our group is important. John Letts said having somebody at this meeting is important now that Yvonne has retired. She communicated issues to us that she became aware of and felt we could impact or provide guidance.

Repeatable Classes/ICCB Audit

Fred Peterson discussed the issue of repeatable courses. Colleges can't claim them after the allowable time for repeats. Some colleges charge a fee to make up the apportionment in such cases. Kay Nielsen said that many students enroll and then drop them to ensure they have enough hours for full-time status. Carol stated that Parkland charges what they don't get in apportionment. Students get a new bill and they raise between \$25,000 and \$40,000 annually. Steve Ullrick pointed out that some systems don't catch this well.

ICCB is now requiring us to put home districts down for all students. This is a problem when trying to track all the ISU students at Heartland. It is for equalization purposes.

The meeting broke for lunch.

Dr. Massie reconvened the meeting after lunch.

IVC

Dr Ivan Lach introduced Iris Stovall who demonstrated the new website and IVC Tutor. Many of those who participated in IVC Tutor asked for ways to do symbols, equations, etc. They had 150 inquiries from students in two months. Now the site has a white board for live work with a tutor. Those using this service don't have to be in an IVC class. This year is free; the fall begins a \$500 fee for the academic year.

ICCCSSO website

Dr. Massie demonstrated the new ICCCSSO website. There is a \$99 fee for the license for ten years. The web master took 18 hours to put it together at \$20.00 per hour. E-mail the web master with suggestions. Kay Nielsen made the motion to pay for the 20 year license for the website and to pay the initial set up fee of \$340.00. John Letts seconded the motion and the motion carried.

The plan is to put agendas, minutes, registration forms and other things on the website from now on. The address for our list serve is: icccsso@iccb.state.il.us. We are going to ask Cheri Van Meter to send us the list to check and update.

Electronic Signatures

Fred Peterson is a member of a committee to discuss this. Ed Smith is the ICCB point person. We desire to use electronic signatures for grade reports and rosters. A paper was handed out with the rules. We are to get reactions from the IT staff. Faculty must sign rosters and this will enable us to do it electronically. In June these suggestions will go to ICCB and the Joint Committee on Academic Rules (JCAR).

Special Populations

Andi Berryman and Sharon Wrenn reported on the ORS and Disability staff meetings that were set up at the request of several colleges. They are at Rend Lake on March 1, at Illinois Valley Community College on March 3, and at William Rainey Harper College on March 5.

Social Security Numbers

Pete Basola mentioned that California is no longer allowing social security numbers to be used. Some community colleges have keypads so students can enter their social security numbers directly into the computer without orally giving the number to the registration assistant where others could hear. Bob Marshall says that his college and many others assigned an identification number but students still submit the social security number. Often the student only remembers the social security number, not his or her id number. It was suggested that we try to have a speaker on identity theft for the summer or fall meeting. Rick Fiems from Black Hawk was suggested. Rosters have had the social security number, but now many only use the last 4 digits of the number on the rosters.

Summer Meeting

Mary Roe discussed the arrangements for the summer meeting at Rend Lake June 24 and 25th. There can be golf with a 1:00 tee time for those interested. Rooms are \$60.00 per night for our group. Reservations must be made 45 days in advance. It is the busy season at the resort.

Leadership and Core Values

Bob Marshall wants to step down as representative of our group to the statewide committee. Carol Steinman agreed to become the new representative.

Marketing

No report. The President's Council pushed this a few years ago. There is a commission at ICCCA now. ICCCA will be in Chicago at the Holiday Inn.

International Students

Larry Apperson mailed a report to Richard Massie. SEVIS has nineteen (19) different areas in which we are to monitor students. A person on a visitor visa cannot be enrolled until the visa is changed to student status.

Stan asked if there was anywhere to get aid for undocumented students. They cannot receive financial aid. They can now be in-district if they graduated from a local high school. They can be in the army and go to college, but they can't get scholarships or aid. There are inequities in treatment of which we should be aware.

Phi Theta Kappa

Kay Nielsen brought up the earlier item and made the motion we should suggest to Gayle that we set up a task force to assist the President chairing the committee in setting up the PTK banquet and awards ceremony. John Letts seconded, and the motion was approved.

Kay Nielsen, Richard Massie and Sharon Wrenn volunteered to be a part of the task force.

Cheri Rich will be taking Kay's place as the IVC/ILLCO task force chair so that Kay can have more time to work with the PTK taskforce.

Associate of Arts in Teaching

There are no new developments. The math model has been approved. There are still meetings on science. ICCB is taking a proposal to IBHE. Five core education courses will be adopted for IAI purposes. Joan Kerber stated each school must identify which standards are being met in each course by 2005. The question was asked as to how we are doing portfolios. Pete stated that the four-year schools have no unity so we are having difficulty in articulating courses. They keep changing standards. Joan stated that IAI needs to identify what standards should be met in the first two years of college. Pete Basola mentioned that Greenville College would come in and teach an additional one and a half years and offer the BA on their campus.

Richard Massie asked about paraprofessional issues. What is going to happen to all early childcare education? When paraprofessional certification comes through will those with 30 hours transfer into paraprofessional certification?

Joan Kerber said there was a Lattice Group meeting regularly for two years at Heartland Community College discussing this issue.

Bob Marshall stated at the last IBHE meeting the board tabled five community college's paraprofessional programs. New members are not versed on the concept of community colleges or Associate of Applied Science degrees. They feel everything should be transferable. The curriculum has since gone through.

Workforce Investment Act

No report. It was recommended that this task force be eliminated. A motion was made by John Letts and a second by Kay Nielsen to eliminate the task force. Motion carried.

The meeting was adjourned for the evening.

Reported by Sharon Wrenn, Secretary-Treasurer

ICCCSSO Winter meeting

Holiday Inn

Urbana, IL

Friday, February 27, 2004

Minutes

Secretary-Treasurer Sharon Wrenn called the meeting back to order at 8:50 a.m., following the overnight adjournment.

The group briefly discussed the FY2005 ICCB budget, including cuts to and elimination of certain programs such as Welfare to Work and Education to Careers. Fred Peterson commented that these actions reflect ICCB's move away from restricted funding toward more general-purpose funding. The Accelerated College Enrollment (ACE) grant is back, thanks to the governor's efforts. The discussion then turned to the "temporary building" monies that have been approved but held. Some schools have now had their money released (John A. Logan?), while others are still waiting. Some commented that the release of these funds appears to be tied to the governor's economic development plan announcements, as he makes these around the state. Lastly, the group discussed the growth of TIF districts in their taxing districts and compared pending tuition increases.

In follow-up to the Thursday visit by President Gayle Saunders of Richland, representing the Presidents Council, the group discussed added involvement with the ICCB Student Advisory Committee. Stan Cram shared his experiences working with the SAC and leadership development in Iowa. Andi Berryman confirmed that ICCB will continue its role with the SAC. The group discussed whether ICCCSSO might help provide focus for SAC's attentions at a broader system-wide level. Ultimately, we decided that we need clarification of exactly what Gayle is asking of us. Following a motion by Kay Nielsen which was seconded by John Letts, Jane Johnson, Stan Cram, and Carol Steinman agreed to form a task force to examine how ICCCSSO can support the work of the SAC. Richard Massie will represent this issue at the next Presidents Council meeting; Joan Kerber will do this if Richard is unable to attend.

Further, it was the consensus of the group that, in regard to the PTK Banquet organization, ICCCSSO needs to "step to the plate" given that the Presidents Council has asked this of us. Discussion led us away from the idea of involving the CAO's but instead to approach this by having three CSSO's work with one "figurehead" president. The goal is for the CSSO's to do the actual organization while maintaining the prestige of Presidents Council involvement.

On the subject of the 2005 ICCCSSO Winter Meeting, John Letts asked whether we might want to consider Springfield. After pointing out that cost is a crucial consideration, along with convenience to the most members, Kay Nielsen moved and Fred Peterson seconded that we let the ICCCSSO leadership investigate and make the final decision. Motion passed. After Sharon Wrenn shared more

information that she already had from the Urbana Holiday Inn, Steve Ullrick moved and Kay Nielsen seconded a counter-motion: that the group just plan to meet back at the same place next year. Motion passed.

The ICCCSSO Summer Meeting will be June 24 and 25, 2004, at Rend Lake Resort. Ideas for the agenda should be forwarded to Richard Massie, but two items already planned are identification theft and staff development.

Fred Peterson asked whether we should or could restructure our meeting times for the fall ICCCA conference so that people will not necessarily have to stay two nights in Chicago. ICCCSSO leadership will look into alternatives for scheduling.

The topic of staff development once again arose. Joan Kerber moved and Faye Fullerton seconded that we postpone discussion of this topic until the summer meeting. Motion passed.

Carol Steinman shared with the group a website regarding Homeland Security's requirements for recordkeeping and reporting. The URL is www.uscis.gov; at that site, one should click on "Laws, Regulations, and Guides", 8CFR, 214.3g. Carol also mentioned that I-20 forms now include a student signature for release of information.

For the fall ICCCA conference, Joan Kerber moved and Stan Cram seconded that ICCCSSO invite Leroy Rucker to discuss FERPA, as an ICCCSSO-sponsored session. Motion passed.

Meeting adjourned at 9:50 a.m.

Reported by:
Faye Fullerton