

ICCCSSO Fall Meeting, November 14-15, East Peoria

Notes for Exec Board to consider for future:

- Add position titles to registration form
- Preferred title? (Dr./Ms./Mrs./Mr.) on registration form
- Could we do a yearly registration at a discount to avoid some of the last minute check shuffle?

**November 14, 2018**

Introductions

New attendees introduced

ICCB Update Notes (more detail on handout):

- Handout shared by Jeff
- HLC Student Success Theme (Academy) Possible state cohorts for the academy
- ION course related to accessibility
- Could participation in some meetings be virtual? Jeff will follow up. Need one more school to join the dual-credit team.
- Question: Will tomorrow cover specific examples of dual credit requests that touch multiple schools (i.e. a high school approaches non-district CC about offering dual credit)?
  - Answer: Building some processes maybe related to online courses.
- Question: Could we get more information on DCFS tuition waivers? These include free tuition but require applying for aid.

Legal Updates (more detail on handout):

- Social Media and Free Speech
  - Every case will be specific
  - Question: What is the guidance for t-shirts that are trying to convey an obscene message, can a student wear something promoting nationalist/nazi agenda?
    - Answer: It can be regulated, but the definition of obscene is a high bar and this example would not likely meet that bar.
  - Questions: What does it take to shut down a planned speaker someone complains about?
    - Answer: Just complaints do not constitute a viable threat, so it is difficult to justify cancelling a speaker based on anticipated displeasure.
  - A request was made for sample legal wording on how a College is/is not monitoring student online activity.
- Title IX – potential changes coming (more information has since dropped)
  - Some discussion of “undue burden” on university.

Several other topics related to various forms of accommodations:

- For recordings – students sign off on being recorded, main student signs MOU for what recordings can be used for.
- Medical marijuana guidance as related to accommodations
- Reasonable Accommodations

**November 15, 2018**

A few additional introductions made (people attending new today).

*Round table/Hot Topics*

Ideas for Dealing with Financial Insecurities:

- Using Maxient to apply for emergency funds - linked through Student Portal
- Last mile funding to aid in completion despite financial hardship
- Paying tuition from back semesters if a student completes the following semester
- Requiring a faculty/staff referral form for financial crisis funds
- Caring Closet
- Staff sponsorship for cash crisis
- Community food bank moved onto campus
- Emergency fund as part of annual Foundation drive
- Care Coordinator
- Awareness important for food pantry compliance

SEM

- Some follow-on updates/examples – ongoing projects occurring at several campuses

Task Force Updates:

Question: Do we need a new task force on policies and procedures?

Compliance Task Force – haven't met

College Completion Task Force – haven't met

Multicultural Students – Update presentation by Teresa (Diversity and Inclusion) and some best practices shared. Workshop time for offering feedback on what the task force could be working on for the future.

Leadership Development

**Service Recognitions**

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*Business Meeting*

Attendance: (as per sign-in sheet)

Meeting Called to Order by President at 10:55am

Minutes from July 2018 Meeting on tables – please review. Motion to approve, seconded. Motion passed with one abstention - Dr. Robinson not at July meeting so abstained from vote.

*Treasurer's update (see handout for specific numbers)*

Balance noted - and income/expenses noted. Transfer to USBank complete – balance noted with checks pending.

Call for questions:

Question: Are there any updates on expenses for this event?

Specific amount not finalized. President noted this meeting was more expensive than usual (over \$3,000). President noted we should consider hosting this event in the future at sister campuses in the future. President asked how many are staying for conference? A majority noted they are staying for ICCCA conference.

Louis Moreno motioned to approve Treasurer's report. Liz Gerber seconded and motion carried with none opposed and no abstentions.

*Old Business*

Professional Develop Requests – what is the group seeking for future meetings?

Suggestions Made: Retention (Louis), Assessment, CAS (Council for Advancement of Standards), Compliance specifically on Clery Act compliance specific to student activities – minors on campus – other compliance issues. Exec Board did not offer recommendations at this time.

President: Annual Dues of \$50 - \$25 registration fee for this meeting. Question posed - Should we continue to require annual dues? We have a healthy budget now, should we continue these dues? Suggested that no changes be made. Louis recommends using money to bring speakers to our meetings. More drive-in conferences like SEM. Consensus - We will continue with \$50 annual dues and \$25 for registrations. Norma motioned to continue as is – Howard seconded. Motion passed with no negatives or abstentions.

President on Commission Calendar – Exec board will work on a two year calendar for all Commission meetings. Recommendations when we should be hosting these meetings? Currently fall meeting is October/November near ICCCA meeting. Spring meeting has been set around the Presidents' meeting as a joint meeting. Dave Jenkins will be at the next joint meeting as keynote speaker. Date is January 24<sup>th</sup> 1-4 pm for ICCSSO, CAO and Presidents. Summer meeting tends to be in July, is that the best time for this group? It was decided we would deploy a survey on the listserv to collect feedback on recommendations for two-year master calendar for meetings.

Questions about common locations for meetings? Will discuss as new business.

Location for Winter meeting is Parkland Community College.

Question posed about mentoring and support for new professionals in the field. We used to have this training/orientation, but we stopped because we did not have new CSSOs. Would it be beneficial to bring back that orientation and perhaps tie mentoring to it? Members offered it would be helpful to learn via an orientation and mentorship program. Yolanda will discuss with her president about the president's model for mentoring.

#### *New Business*

Meeting locations: Winter meeting at Parkland (joint meeting) – Summer meeting location requests? Karl suggested maybe we should meet far north? We typically try to stay in central Illinois in Fall and Winter in part due to weather. Easier to travel further during the summer. Heartland Community College often hosts by default. College of Lake County offered for summer hosting. Norma suggested a meeting in Chicago to engage those partners – lots of social activities available. Yolanda recommended City Colleges – those members will talk with Malcolm X and others to see about hosting. Concerns relate to hotel costs and other expenses. There is a hotel nearby, but cost may be an issue. Third choice, Rock Valley. Recommendation made to consider City Colleges for summer 2020 to give more time to plan and address cost needs. Is there a reason City Colleges representatives are not often attending? What can we do to address that? Second recommendation for City Colleges to host 2020. College of DuPage would be willing. Joliet JC also willing to host. College of DuPage was supposed to host in the past but that didn't work out. Exec board will discuss and reach out to potential hosts to make decisions about future meeting locations.

Website Updates (Karl) - website facelift needed. Karl shared website updates. Jeff thanked for setting Karl up with Todd for website updates. Hour-long training completed – updates are now more easily done, but big-scale changes would have to be done by ICCB. Photos have to go through Todd. Old group pictures (will be updated with photo from yesterday). Basic updates completed related to membership list Request for members to check your institutions and send corrections to Karl. List recently updated with list from Anita Moore. Long list of task force updated, but clarification needed for each task force. Task force members – clarify purpose of task force, goals, and leadership. Please send to Karl. Officers updated. Other categories/web links that need to be evaluation. Feedback welcome. What do we want to include with legislative updates? Perhaps coordinate with Jeff and Brian to build links to ICCB. Manual/meeting minutes, we will start to update that (none posted since 2016). Karl will work with Todd to make those updates. May just go back four years to archive meeting minutes and documents. Website is backed up at ICCB. We could get more clarity on how the server backs up everything/archives. Feedback welcome for all components. Yolanda – should we add something that speaks to our purpose and goals? Manual needs to be updated from 2014 version. May need a task force related to updating manual and other components. Yolanda recommends others work with Karl on this project. He is past president until July. Good fit for past president role – please contact Karl or Yolanda if you want to work on this. May change the order of information and add tab for recent meeting notes and highlights to showcase us in a more timely way. Then link could go to listserv and be shared as needed internal and external. This would help with succession plan as well. Suggestion made to be more inclusive for members – include link to college websites as college names being hyper-linked. Names include link to email and have direct office phone number. If we request this information, please send it back right away. Should link go to college homepage or student services homepage? Not

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everyone may have that landing page, so college homepage may be better. Email and phone numbers for members recommended again. Members decide which phone number to include. Task force blurbs will be added once Karl gets them. Make sure to include leadership and membership for the task forces. About two years ago we decreased the number of task forces. Rick recommends including an organized and dated repository for survey results. This may inform agendas moving forward. Final call out for assistance for Dr. Brooks.

President - We discussed summer meeting already, exec board will have follow-up conversations with potential hosts.

President - Other agenda items?

President - Be thinking about next president-elect needed this summer for 2020.

Treasurer – Title IX investigator training held in October. Coordinator training wanted for the spring? Is there interest? Not strong interest, but 6-8 people expressed interest.

Question about 8 hour training requirement for adjudicator training – maybe the training could include that too.

Confidential advisor training is difficult to find for the ongoing 6 hour training – any ideas? The same training could potentially overlap for some areas.

Sandburg had investigator training with Chicago firm – \$100/person – will send more details to the group.

Replacement for task force lead for Professional/Leadership Development committee (to replace Tracy)? Used to be Anita, Louis and Tracey – if you are interested, let the exec board know – Howard volunteered. This team also does the training of new folks and leadership. Female perspective would be welcome. We can put a call out on the listserv. Maybe Liz?

Other business? Joint meeting with CAO's coming up next.

President thank you to the Exec Board.

Motion to close – Louis, second from Talia from McHenry

Motion carries – meeting closed at 11:42am.