

Illinois Council of Community College Chief Student Services Officers
Fall Meeting
Memorial Center, Springfield, IL
November 15, 2017
MINUTES

Attendees

Luis Moreno (Black Hawk), Teresa Aguinaldo (CLC), Greg Robinson (Elgin), Anita Moore (Heartland), Jeff Newell (ICCB), Mackenzie Montgomery (ICCB), Mark Grzybowski (IVCC), Yolanda Farmer (JJC), Michelle Rothmeyer (Kishwaukee), Lesley Frederick (Lincoln Land), Melanie Pecord (JALC), Chris Gray (McHenry), Karl Brooks (Oakton), Marcus Brown (Richland), Howard Spearman (Rock Valley), Steve Norton (Sandburg), Scott Peska (Waubonsee), Kelli Sinclair (Waubonsee), Jipaum Askew-Robinson (Shawnee), Susan Batchelor (Kaskaskia), Susan Drone (ICCB), Stacy Ehmen (Danville), Julie Higginbotham (IL Eastern-Lincoln Trail), Tracy Morris (IL Central), Lisa Price (Rend Lake), Kent Scheffel (Lewis & Clark), Tina Stovall (Lake Land), Michael Trame (Parkland), Julia Waskosky (Kankakee), Jan Wiles (IL Eastern-Frontier)

1. ICCB Updates—Jeff Newell
 - a. Adult Education: Allows Community Colleges and other non-profits to create their own high school equivalency certificate that has to be approved by the ICCB. This is not a requirement.
 - b. Dual enrollment/dual credit legislation that requires high schools to inform juniors and seniors about the dual credit/dual enrollment opportunities at community colleges. This may help with enrollment increases.
 - c. In September 2017, ICCB Board passed new goals for the agency.
 - i. 1st goal: smooth the transition for all students into secondary education
 1. Continuing work over last couple years to smooth transition through system
 2. Identify best practices and programs to share with the system related to student supports.
 3. Underrepresented groups
 - ii. 2nd goal: Contribute to the economic development of Illinois by providing robust workforce training, increasing attainment and closing the skills gap through talent pipeline management.
 1. Implementing workforce education strategic plan.
 2. Adult Education strategic planning cycle in development for update of strategic plan.
 - iii. 3rd goal: Engage with all stakeholders to align board policies to increase student outcomes that increase access to public education on system effectiveness.
 1. Internal goal as an agency;
 2. Reviewing rules and aligning to legislation;
 3. Communicating cohesively with colleges in the system.

- d. Looking at having a workshop day this spring
 - i. Financial aid
 - ii. Connect support services for adult ed students
 - iii. No specific details yet
 - iv. Look at helping adult ed students transition to college
- e. Pilot for articulating Criminal Justice course work
 - i. project with Board of Higher Ed & Multi State Collaborative on Military Credit
 - ii. Kankakee and Kaskasia
 - iii. Increase articulation work for returning service members
- f. Illinois Coreq Project
 - i. Harper, Lewis and Clark and Joliet are piloting
 - ii. After pilot, looking to offer state-wide; inform ICCB if interested.
- g. Released the special pops grant:
 - i. focused on research and evidence-based strategies to enhance services to special populations;
 - ii. 10 colleges awarded grant;
 - iii. Expects to have another grant cycle in 2018.
- h. CTE Improvement Grant released
 - i. 3 project related areas: curriculum development, work-based learning, and support services for CTE students;
 - ii. Grant apps due December 15, 2017
- i. Continuing OCR reviews
 - i. Change in criteria
 - ii. More colleges are now getting Civil Rights reviews
 - iii. Contact Mackenzie or Whitney
- j. SARA
 - i. Address need to be authorized in other states for distance learning
 - ii. 26 colleges participating
 - iii. Must have applied to be a member
- k. Marketing career related programs in other districts
 - i. Can only be done with permission of the district.
 - ii. Efforts to market program need to be tied to marketing efforts in that district.
 - iii. Can follow-up with Ashley
- l. Work Readiness ACT
 - i. IL is not an ACT state anymore
 - ii. This work-ready initiative started as a state level initiative in 2011.
 - iii. In 2013 it was opened up to counties.
 - iv. We are an SAT state, so no direct involvement.
 - v. Three counties that are participating: McLean, Sangamon and Will Country
 - vi. Create leadership teams that include the education sector
 - vii. If county interested in being involved in program, someone from the college has to be part of leadership team.
 - viii. Ashley can assist us with questions related to SAT.
 - ix. Has a benchmark project with SAT to make sure test scores are at a level that Illinois colleges are comfortable with.
- m. Student Activities
 - i. Andrew Team, Oakton, was made the Lincoln Academy Student Laureate for Community Colleges.

- ii. Were the non-student laureate's notified? No
 - iii. Asked about getting some recognition for the students who were nominated and not won
 - n. Hurricane Relief & ICCB SAC
 - i. Had meetings in September & November
 - ii. Dr. Avalando talked to students about hurricane relief in the system.
 - o. PTK: Wed, April 11th (President Lincoln Double Tree)
 - i. Money set aside for the New Century Workforce Pathway Scholarship
 - ii. PTK advisor should have received info for it.
 - iii. No details on how new scholarship winners will be involved with event.
 - iv. Susan Drone is contact if your college has not received information.
 - p. Student Advocacy Day, April 12th
 - i. Focus on MAP funding
 - q. Accuplacer
 - i. Tracy: Can we get a state rate?
 - ii. ICCB does not generally work on this.
 - iii. The CAOs are wanting to do this.
 - iv. CAOs are also pushing for multiple measures.
2. PWR Act – Math Transitions Work – Kathy Almy
 - a. See provided handout.
 3. Strategic Enrollment Management – Karl Brooks, Yolanda Farmer, Chris Gray
 - a. See handout
 4. Title IX: Robbins Schwartz, Michelle Webber and Jeremy Duffy
 - a. See Handout
 5. Business Meeting
 - a. Approved minutes of last meeting: Michele Rothmeyer motioned, seconded by Michael Trame. Unanimously approved.
 - b. SEM Workshop Update- Lesley Frederick
 - i. Survey sent out to get an idea of options
 - ii. Individual registration rate: with 48 individuals rate would be \$150 not including meals
 - iii. ICCSSO would be on the hook to pay if not enough registrations
 - iv. Can we do a hybrid registration so individuals without teams can come? Yes
 - v. End of February preferred date. 26 and 27th
 - vi. Team: would be 3 –5 persons from each school
 - vii. If 15 schools commit, cost would be \$475 per team, not including meals.
 - viii. Location: look into the dates for Heartland and Parkland.
 - ix. \$7075 cost (with travel) for two-day workshop
 - x. Decision:
 - 1) Yes, move forward with the next step, which is to solicit interest and collect RSVPs by November 30th.
 - 2) 11 CSSOs in the room raised their hands as definitely interested.

- 3) The question was asked as to whether the organization pay for the meals?
 - 4) Parkland and Heartland will look for space.
 - 5) The executive team will work on the food and incentive for people to register.
 - 6) Goal is to make it affordable and cover costs.
 - 7) Mike Trame suggested looking into hotels that would be willing to give us rooms if we order food.
 - 8) Need to know if AACRO has a limit on enrollment.
- c. Treasurer's Report – Anita Moore
- i. Summer meeting fees are included with two deposits that is a combination of meeting registration fees and membership dues.
 - ii. Paid a check to JJC for meeting food.
 - iii. Balance of \$11,529.20
 - iv. Motion to accept: Tracy Morris, Seconded by Yolanda Farmer. Treasurer's report was unanimously approved.
 - v. Bank Account Business
 - 1) Currently paying an \$8/month fee and \$0.08/check deposited fee.
 - 2) Would like to look for a bank that has branches in many of the areas of ICCSSO membership
 - 3) Bank inquired with Anita about switching account to a non-profit account that would eliminate some of the fees. Suggested to do that in interim, as other options are explored for banking.
 - 4) Inquired about getting a debit card for the account.
 - 5) Credit/Debit card payment system or PayPal linked to bank account
 - 6) No objections were raised. Hope to update more at next meeting.
- d. Taskforces
- i. No updates from task forces for meeting.
 - ii. Each task force should have a clearly identified structure, charter, and purpose.
 - iii. Primary tasks forces included in the ICCSSO Manual:
 - 1) Compliance
 - 2) College Completion
 - 3) Multicultural students
 - 4) Leadership Development
6. Old Business
- a. Executive transitions: leadership roles have been transitioned.
 - b. Annual dues: Google forms has been set up for membership registrations.
 - c. Title IX Training:
 - i. 20 attended
 - ii. Will continue to evaluate how often to offer training
 - iii. Interested in offering advanced investigator training
 - iv. January Meeting at Heartland
 - 1) Joint meeting with CAO and Presidents.
 - 2) Karl is in communication with CAOS but no agenda set yet.

- 3) There will be a meeting for the CSSO, joint meeting with CAO, and then meeting with CAOs and Presidents.
- 4) Possible Topics
 - a) PWR
 - b) Shouldn't be a repeat of the topics discussed with the Presidents
 - c) Reserve some topics for robust discussion with the Presidents
 - d) Looking at how we schedule classes so students complete in two years. Completion by Design Course schedule
 - e) Strategic Enrollment Management (SEM)
 - f) Title IX: brief update; including the requirement, training.
 - g) Safe and Drug-free schools and CLERY: starting to look at this more. Finding schools don't have drug and alcohol plan
 - h) Increasing behavioral issues on campus (BIT, Free Speech, etc)
 - i) Send additional topics of interest to Karl

7. New Business

- a. Nominations for new board members at Summer Meeting
- b. What other types of training would the group like to see sponsored by ICCSSO?
- c. Career Agreement
 - i. Inconsistency with labels/names of programs; Programs may have the same name, but the course requirements and/or focus of study is different between institutions
 - ii. Process is not well developed; Chargeback system had clearly defined processes, career agreement does not.

Motioned to adjourn: Marcus Brown, seconded by Yolanda Farmer, 4:32 PM.