

## Illinois Community College Chief Student Services Officers

Summer 2019 Meeting Agenda  
Wednesday, June 5 and Thursday, June 6  
Moraine Valley Community College

### Wednesday, June 5, 2019

President's Welcome  
Introductions  
Agenda Review/Updates  
2:30pm Tour of Campus

### ICCB Updates (Mackenzie)

#### Student Services

- CTE Updating Program Review – asking for an individual to be representative on this committee
  - Colleges represented, DuPage, Waubensee
  - Committee will meet four times/3 virtual – one Sept 16 in Chicago
  - 2-3 year term
  - Be familiar with Program Review
  - If interested, email Mackenzie with individual's name
- SAC Restructuring to utilize more – focus on trustee for each institution
  - Watch for email to fill out form with student trustee information
  - Student Trustee or President of SGA (fall/winter/spring meetings)
- SLI has been disassembled (absorbed w/in SAC by adding advocacy and inclusion topics)
- PTK – positive feedback on April's event
- Cross-Agency Work Groups Email went out from Marcus (see email) – request for volunteers
- Re-established Diversity Committee – meeting June 25<sup>th</sup>. Mackenzie will follow-up with email.
- Forum for Excellence coming up September 24-25<sup>th</sup> in Normal
- Departments/Division is getting redesign – please offer feedback to Mackenzie
  - ICCB Structure overview

#### Academic Affairs

- Placement Standards
  - New Resolution established joint advisory council including one CSSO
    - Inventory and analysis of placement practices and policies
    - By July 1 2020 dev ed reform proposal due (see emails with more details)
    - Follow-up conversation tomorrow during our meeting
    - More formal guidance coming from Marcus via email (continuing down the path we discussed at March meeting)
- Transitional Math
- Dual Credit

- Model partnerships agreement finalized w/in 30 days
- This is default back-up. Colleges can still do their own, including their own fee structure
- Noted that no one from student development was involved with this process
- Dual credit endorsement is being finalized for education license credential (joint effort between HLC and ICCB)
  - July 1<sup>st</sup> is target completion date including a process for professional development plans
- Question posed about HS's "shopping around" for a community college that will work with them on terms. Legal guidance is clear on this.
- General concerns expressed about the HLC endorsement (3<sup>rd</sup> party credentialing process)
- Question raised about POC for questions related to interpreting ICCB guidelines – direct these questions to Matt Berry [matt.berry@illinois.gov](mailto:matt.berry@illinois.gov)

Break

- Legal Update (see handout)

#### Thursday, June 6, 2019

- Best Practices Presentation on Leading Co-Curricular Assessment – followed by idea sharing and discussion about how to start.

#### *Round Table/Hot Topics*

- **Change Management:** JCC example about Counseling Department changes. Importance of messaging/communication – messaging up, down and across. Cultural shift is difficult. Be clear about the "why." Change vs. opportunity to improve (change is done to you rather than you being part of the process). Change can follow the grief process – important to be aware of the emotional impact on others. Discussion about faculty counselors and moving away from that model. **Fall meeting topic – Counseling Services and meeting the needs of our students.**
- **McHenry College** – there can sometimes be positive responses to "finally" making changes  
**Kishwaukee** – combing areas – talked about it for a long time before acting on it, try to move quickly. Little wins can make a big difference once the changes happen.
- **Liability Insurance:** Professional Liability insurance recommendations \$135/year (NASPA/ACPA – 4CJones) – Lesley sent a link out to the group
- **Potential Title IX changes, legalization of Marijuana, etc** – do we have any model policies for things like this? R&S does make model policies available for purchase. \$500 for 32 page policy (example). How can ICCSSO best meet the needs of our Colleges as these laws and guidance change?
- **Email as Directory Information** – should we consider leveraging the new Attorney General to look at Illinois changes? General discussion about the pros and cons of aligning Illinois law with Federal law when the two are in conflict.
- **ICCSSO Listserv** – includes ICCB staff (maintained by ICCB). Draft Model Partnership agreement on agenda for July 7 ICCB board meeting. Listserv includes additional admin by request by Colleges. It is a public forum. More sensitive questions may be better routed by direct contact.

- **Enrollment Management Consultant question** – CLARUS, EAB, ACT conference, ACCRO

BREAK

- **Task Force Updates**

- Legislation and Compliance – Lesley Frederick and Mike Trame will lead this group
  - Compliance was converted into a “compliance and legislative” taskforce.
- Multicultural – Vania Doss and Teresa Aguinaldo will lead this group
  - Will connect with the Diversity Commission created by ICCB.
  - Discussed asking the presidents for educational time with the president’s joint meeting on equity and inclusion.
- Leadership – Susan Batchelor, Melinda Tejada, Stephanie Krah, and Karl Brooks
- College Completion – No update
  - Discussed whether this group should continue to be a college completion group or a student success group.
- There was a general discussion about how taskforces are created, and the outcome was that there is currently no process in place.

**Business Meeting 6/6/2019 1:00pm**

- Meeting called to order at 1:05pm
- Formal Acceptance of Winter 2019 meeting notes: Time allowed to review meeting notes.
  - Corrections:
    - Move to accept by Normah Salleh-Barone
    - Seconded by Lesley Frederick
    - None opposed – aye’s have it
- Treasurer’s Report
  - Note correction to date (corrected version will be sent out)
  - See handout for details
  - No questions
  - Normah Salleh-Barone moved to accept
  - Stephanie Krah (City Colleges) seconded
  - None opposed – aye’s have it
- Old Business
  - Placement Work Group update by Mike:
    - Senate Resolution 41 has replaced the proposed bill. Keeps placement recommendations in place but does not make it a law.
      - Marcus encourages us to still aim for February 2020 deadline for Fall 2020 implementation deadline.
        - Recommendation to put together Best Practices groups – one group around Colleague logistics and other SIS logistics.

- How will 8<sup>th</sup> semester grades impact our processes (as opposed to 7<sup>th</sup> semester grades)?
    - Could we get our Registrars together to discuss some of these issues?
    - Will need to collect data eventually for MIS collection. Almost no feedback after last meeting – please send any feedback to Yolanda (or Mike, Melinda, or Janet).
    - Karl – are there particular questions the group is looking to get answers to? Highly automated SIS system schools have the most challenges. **1. What SIS system do you use? 2. What pain points are you experiencing? Biggest pain point – what are we going to do about GPA? Recommendation that these questions be sent out and compiled by Dr. Farmer.**
    - Other question – *How are you handling the drop issue if they invalidate after 8<sup>th</sup> semester but were fine with 7<sup>th</sup> semester?* Question (Janet) – if someone has completed and graduated but did not complete fourth semester, do you go back and adjust? Implications of noting IEP on high school transcripts? There are many other inconsistencies across high schools, so recommendation is just to look at four years of math regardless of what math classes those are. **How are you planning to expire scores? If we don't take care of this on our own, it will likely become law. Deadline for feedback – June 18<sup>th</sup>.**
  
- Welcome letter, orientation and mentorship for new CSSOs – Important to formalize the process of welcoming new members. First line is the most important – “common interest
  - **Sharing of documented goals. Recommendation for task force to review goals – volunteers: Jose and Normah.**
    - Fall meeting, this group will share a draft.
  - Mission Statement Review (see website): Should we update this?
  - **Dr. Farmer will be drafting a welcome letter and work toward a new logo.**
    - What should be included in the logo?
      - Reach out to CAO and Presidents first just to touch base. Maybe mission/goals task force could reach out to those other groups. This would be out of consideration, not seeking approval or permission. Professional courtesy. Our goal is to formalize our presence.
  - Orientation to include mentoring and updated manual.
    - Yolanda's recommendation is that **new President sends welcome and invitation to attend orientation as part of the Fall meeting (four hour orientation prior to the meeting).**
      - Discuss Commission history, goals and purpose, ICCB information, review of updated manual, mentorship opportunity.
      - Suggestions: add Q and A time, information about affiliated groups and task forces (some of this will go in the updated manual), list of contacts

for this group and ICCB, consolidated code of IL statutes, ICCB administrative rules, where do we stand on some of the current hot topics/what CSSO group has been working on, professional liability insurance.

- Can we implement for Fall 2019 meeting – yes. **Leslie will work with Yolanda. Sample mentoring agreements from University of Nebraska (distribute via email).**
  - **Expectations for Mentors** – look for different skill sets to foster learning in new areas, overall directory of skill sets as part of the directory, proximity important for mentoring. Is mentorship about mentoring into the field or the commission? Could be both depending on the individual. Less structure/more organic might be more useful.
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- Website Update – no updates
  - Commission Master Calendar (Handout of Draft)
  - 2019-2020 ICCSSO meeting dates and locations –
    - Fall 2019 meeting – November 13-14 in Illinois Central College (will be in aligned with the ICCCA Conference in East Peoria)
    - Winter 2020 Meeting – Will likely be in March and have a joint meeting with the presidents, similar to the Winter 2019 meeting.
    - Summer 2020 Meeting – Will be June 3-4 at one of the Chicago City Colleges. More info to come.
    - Fall 2020 Meeting – the weekend before Thanksgiving. Will be in a college next to where the ICCCA Conference will take place.
    - Winter 2021 Meeting – will take place in March 2021 and will have a joint meeting with the presidents. Will likely take place in Lincoln Land Community College.

BREAK – Reconvened at 2:22pm

- Task Forces Revisited:
  - Compliance changed to legislation and compliance – Lindsey Frederick and Mike Trame,
  - Multicultural Students – Vania Doss, Teresa Teresa Aguinaldo, Stephanie Krah
  - Leadership Development – Susan Batchelor, Melinda Tejada, Stephanie Krah, and Karl Brooks

New Business Items

- ICCCA/ICCFA Fall Conference planning: November 14-15 at the Embassy Suites Hotel, East Peoria
  - **Submit ICCCA Conference Presentation proposal on behalf of ICCSSO**
    - **VPSA Panel presenting on transition from director to CSSO (Fall 2019 presentation)**
    - **Jose will coordinate.**
- Suggested meeting location and topics for Fall ICCSSO Meeting:

- Mental Health Law, Recreational Marijuana guidance, Title IX updates, other legal updates, Cleary Act information/review, Best Practices – closing equity gaps, org chart review/structural analysis, in-house expertise vs. outsource expertise related to growing basic needs for students (related to equity gap) – CCC would be willing to share what they are doing on many fronts.
- Recommendation - Workshop - #realcollege (Hope Center); Lincoln Land and poverty coaching – could ICCSSO provide something like a poverty institute
- Commission Election
  - Acknowledgement of FY18-19 Executive Board
    - Appreciation gifts presented
  - Call for Nominations
    - The following members were nominated:
      - Dr. Amy Munson-Pawlik, HCC (president) – vote aye’s have it
      - Mike Trame, Parkland (president-elect) – vote aye’s have it
      - Dr. Jose da Silva, KCC (secretary) – vote aye’s have it
      - Michelle Rothmeyer, Kish (treasurer) – vote aye’s have it, two-year term
      - Dr. Yolanda Farmer, Past-President
- Remarks from Dr. Brooks
- Announcement FY20 Executive Board
- New President Remarks
- Photo taken