

Minnesota College and University Career Services Association (MCUCSA) Spring 2016 Business Meeting

Friday, March 11, 1:00-2:30pm

Augsburg College, Minneapolis, MN – Hoversten Chapel, Foss Center

Call to Order, Welcome, and Introductions

DeAnna Goddard called the meeting to order at 1:00 pm. Diversity books are available for pick up (one per collegial unit). Exec. Board introduced themselves. Members present: Angie Froistad, Nicole Centanni, Ben Hansen, Cindy Boe, Gary Donovan, Amanda Duffy, Michelle Schmitz, Abigail Nones, Erica Tealey, John Wetzel, Liz Musicant, Corrie Odland, Bryan Shealer, Ali O'Reilly, Stephanie Burrows, Laura Heilman, Chelsea Ochoa, Hailey Olson, Joyce Halverson, Diann Lloyd-Dennis, Andrea Chartier, Mary Harlander-Locke, Mary Anderson, Jeannie Stumne, Jamie Schumann, Bai Vue, Steph Eiden, Jacqueline Corral, Nancy Haugen, Emily Sladky, Jackie Elvehjem, Erica Rademacher, Tina Wagner, Troy Nellis, Barbara Oertel, Pam Weller, Charlie Opatz, Mike Hagarty, Will O'Brien, Janet Pribyl, Amy Meyer, Jill Sandergaard, Matt Carlson, Julie Westlund, Susie Kramer, Janine Knutson, Bobbi Murphy, Chrissy Francis, Whitney Moore, DeAnna Goddard, Angie Schmidt Whitney, Lauren Kavan.

Approval of Fall Business Meeting Minutes

Fall meeting minutes were reviewed. Charlie Opatz motioned to approve, Will O'Brien seconded. All in favor and motion carries.

Treasurer's Report

Angie Schmidt Whitney reported. As of 2/29/16 the checkbook balance is \$4,518.16. As of 3/4/16 the PayPal balance is \$11,045.79. Total balance is \$14,667.82. Speakers are included in budget for spring meeting (it is up to date). \$546.84 was spent for the books from the diversity committee. Bryan Shealer motioned to approve treasurer's report and Amy Meyer seconded. Motion carries.

Committee Reports

Programming Committee (Chairs: Janine Knutson, Kate Larson)

Committee Members: Janine Knutson, Kate Larson, Ben Hansen, Maggie Heier, Charlie Opatz
Plans for the Year/Updates Since the Last MCUCSA Meeting:

- Janine reported. Planning for the Summer Conference is in progress. The theme will be "Updating Your Professional Toolkit" and we will be providing programming around counseling/coaching/advising techniques as well as assessment and effectiveness. We will likely be reaching out to some of membership to find some best practices and ideas for speakers.
- We have 2 groups who have requested time to meet at the Summer Conference. If any additional groups are considering meeting during the conference and are requesting time/space we ask that you contact DeAnna Goddard, MCUCSA President, ASAP.
- Programming is recruiting! We are a great committee and have a lot of fun and it's time to get some new perspectives. If you want to have influence over the programming you see each year consider joining! Any of the committee members can give you more information about what it means to be a part of programming.

Diversity Committee (Chairs: Susie Kramer, Amy Meyer)

Committee Members: Amy Meyer, Tina Wagner, Bobbi Murphy, Susie Kramer, Bill Baldus, Amanda Duffy

Plans for the Year/Updates Since the Last MCUCSA Meeting:

- Amy Meyer and Susie Kramer reported. Amy submitted a request for funding for 36 copies of *Between the World and Me* by Ta-Nehisi Coates for the summer meeting book club. This request was approved by the board and she worked with Angie Schmidt-Whitney to purchase. The books have arrived and were available at the spring meeting. The representative from each campus that takes a book will need to sign a log. We will

be following up with those who received a free copy of the book to invite them to book club. Amy encouraged everyone to read this book. Bobbi Murphy is speaking with the programming committee about when the book club will be at the summer meeting. The goal is for it not to conflict/coincide with free time or other fun activities. We want book club to be fun by fostering great discussions, perhaps over HH or snacks, around 45 minutes to 60 minutes. Amy and Bobbi are co-leaders for the summer book discussion (Susie at NAAHP national conference).

- We want to start a discussion with the whole organization on concrete steps we can take to promote more diversity in our field. One idea is inviting underrepresented undergraduate students to our meetings to expose them to this field and/or inviting people of color that work at workforce centers.
- In addition to a postcard and other promotional materials, we are considering expanding content on our MCUCSA site, pending membership approval, to emphasize our commitment to growing diversity in our field and in our campus career offices.
- We have started brainstorming the topic for next spring's speaker following documentation submitted by Tina Wagner on who has spoken at our meetings over the past 8 years. We have decided to move forward with the topic of undocumented immigrants, specifically Latinos/as and their children. We are looking for a speaker to discuss the logistical challenges/implications in working with this demographic and perhaps provide information on DACA students. We will start brainstorming speakers for next spring on this specific topic as well as a related book for next summer's (2017) book club.
- Opened the floor to discuss inviting undergraduate (underrepresented minority specifically) students to our MCUCSA meetings. This could include funding for their registration fee (or waiving it), their meal, and potentially transportation if they are not able to secure a ride with a staff member. The amount would depend on the number of students participating. (~\$50-\$75 per student/person?). Pam Weller loved the idea and suggested opening it to all undergrad students (not just minority). John Wetzel asked about location for the fall meeting. It will be at Metro State. Programming for the fall has already been decided. Janet inquired if inviting students would be beneficial based on what the programming is at the meeting. The invited students could be at a breakout session during the business meeting. Based on initial positive feedback, Amy will send out a survey to the membership for more input.

Budget Request:

- We are hoping to incentivize participation in the summer book club. Could we provide treats for the discussion? ~ \$50 or less

Membership and Communications Committee (Chairs: Whitney Moore, Chrissy Francis)

Committee Members: Chrissy Francis, Whitney Moore, Erin Chamlee, Jill VanOsdol, Susie Kramer, Ali O'Reilly

Plans for the Year/Updates Since the Last MCUCSA Meeting:

- Whitney reported. Officially changed name of "Communications Committee" to "Membership and Communications Committee" updates are included on documents and website.
- Website- waiting on adding Lifetime award members until we have more information about this award from the Exec. Board. Resources will be added to the website as they come through the Listserv by the secretary.
- Welcome new members to MCUCSA by hosting a lunch during the fall meeting, provide a welcome packet which includes information about MCUCSA, leadership and committees. Surveyed new members from the fall for feedback on this process. Might

potentially develop new language about what makes MCUCSA unique to include on website or welcome packet.

- In the process of purchasing a membership gift to distribute at summer meeting.
- Goal to collaborate more with other committees (Diversity Committee or Exec. Board) to help others accomplish their goals and assist in communications between committees and within membership.

Budget Request: We would like to request \$350.00 for 2015-2016 for printing costs and materials associated with welcome folders as well as a membership gift.

Benchmarking & Research Committee (Chair: Grant Eustice)

Committee Members: Emily Sladky, Grant Eustice, Dave Broza, Angela Froistad, Jennifer Rogers, Michelle Schmitz

Plans for the Year/Updates Since the Last MCUCSA Meeting:

- Chair not present. Whitney Moore reported as president-elect. No updates, working on research grant application and meeting on April 1.

Gov't & Nonprofit Career Fair Committee (Chair: Erin Reichelt)

Committee Members: Chrissy Francis, Joyce Halverson, Melissa Wilson, Dave Broza, Erin Reichelt (Katie Ness), LuAnn Rice, Brenton Rice, Ben Hansen, DeAnna Goddard

Plans for the Year/Updates Since the Last MCUCSA Meeting:

- Chair not present. Whitney Moore reported as president-elect. No new updates - still seeking new members. Encouraged newer members to join this committee or those that are not currently on a committee, it is a really easy committee to join that's really well-run. Looking for a co-coordinator for presentations who would be working with Melissa Wilson at UW-River Falls. Also a chair for the committee (must be from a private college for rotation). There may be some upcoming roles soon. DeAnna asked if any member is interested now. Erica Tealey is interested in co-coordinating presentations. No one indicated interest in chairing or co-chairing at this time.

Constitution Committee (Chair: Bobbi Murphy)

Committee Members: Bobbi Murphy, Janet Pribyl, Heidi Harlander, Michelle Schmitz

Plans for the Year/Updates:

- Bobbi reported. The committee is in the process of reviewing the constitution.
- Constitution will be sent out to membership 2-3 times during FY 2016 to provide opportunities for review and feedback.
- Any recommendations for change will be submitted to the executive committee and then brought forward to membership for consideration.
- Vote on recommendations for change will take place at the 2017 summer meeting.
- Also open to new committee members joining.

Awards Committee (Chair: Cynthia Favre)

Committee Members: Cynthia Favre and Pam Weller

Plans for the Year/Updates Since the Last MCUCSA Meeting:

- Chair not present. Whitney Moore reported as president-elect. Julie Westlund left the committee last summer, so they would like to add another member from the U of M system. If you are interested in joining, you can email Cynthia or Pam soon.
- Cynthia and Pam will likely meet during the Ed Fair.
- Will be sending out nomination criteria to membership soon for awards to be presented at summer meeting.

Old Business

- Technology Committee/Task Force
 - Past Charge: maintain MCUCSA technology/website
 - New Charge: review and share new career technology. The exec board discussed this and decided not to form a formal committee. If you have an interest in

technology and would like to start a small task-force (2 people minimum), please let the Exec. Board know today or over the next few months.

New Business

- **Lifetime Membership**
 - Lifetime membership language was created to add to the constitution. DeAnna asked for feedback about the language as it currently reads:
 - “Any member who has served a total of 10 years with MCUCSA and/or retirees during their membership is automatically given a lifetime membership. The membership entitles them to: a standing invitation to attend the MCUCSA Summer Meeting Banquet (Includes two paid meals: one for the lifetime member and a guest, the lifetime member will be responsible for the cost of lodging/travel and any additional meals. Estimated cost \$80.00 per member). MCUCSA will provide one-night free lodging on the evening of the MCUCSA Summer Banquet to retirees who will be receiving an award and/or wish to attend the MCUCSA Summer Meeting within one year after retirement. (Estimated cost of \$180.00 per retiree).”
 - Discussed needing to add language of “must be a minimum of 10 years in MCUCSA and retired” Pam added information that we’ve had members who have retired in the middle of the year in past and were not recognized. This would be a way to recognize those members. Janet Pribyl would prefer to see the updated language before voting on this. Jeannie Stumne asked if this was ongoing or just the first year. The language states it would be ongoing. Michelle Schmitz asked if we have a list of members this would apply for. We don’t have an extensive list, but the Membership and Communications committee will be compiling this list. Erica Tealey asked if we have funds for this in the budget. Angie Schmidt Whitney said we typically have funds in the budget (in the short term) and asked how do we make sure this is sustainable? John Wetzal asked if there’s someone who may want to attend the summer meeting that this would apply to and if so, we would need to make a decision before the summer meeting. The Exec. Board will make a decision for the summer meeting and vote on finalized procedures at the summer meeting for moving forward. Pam had a conversation with Ed a while ago who told her the Lifetime member award would allow those awardees to attend MCUCSA meetings (but there may not be any language written about this). DeAnna suggested adding the language to the constitution as an article, which needs a formal vote. The Exec. Board will take a look at how the constitution will be updated. Mike Hagarty asked if there was a problem we are trying to solve with this idea. There hasn’t been much clarity or consistency with this in the past and the Exec. Board would like to have clear expectations. Diann Lloyd-Dennis suggested adding language that retirees are welcome to attend any meeting (not just the summer meeting). DeAnna will revise and bring up at the summer meeting for a vote.
- **Summer Meeting**
 - Lauren Kavan gathered information about hosting summer meetings at a resort versus at host schools. Exec. Board wondered if it would be a good idea to add a rotation of hosting at resorts to take the burden off of the host schools.
 - Presented data from the past 5 years. Hosted at resorts in 2015 and 2011. Attendance seemed to be the same for resorts and schools. Meeting registration fees were omitted when hosting at a resort. At schools, meeting registration fees were needed to cover costs.
 - For the summer of 2017, received quotes: Cragun’s- \$401 single/\$263 double, Breezy Point \$523.62 single/\$364.97 double, Grandview \$556.66 single/\$416.24 double, Maddens \$581.74 single/\$394.93 double.
 - Gary Donovan added information that additional costs at meeting may be due to programming/speaker fees. Pam shared that we need to factor in the cost of meals if we were to host at a campus. The costs of resorts may not actually be as high as they seem (if you factor in the meal costs, only the banquet meal was

covered in meeting registration costs. All other meals would be out of pocket). Lauren anticipates that more school campuses will be charging for renting space. Bryan asked what's the benefit of being at a school. Whitney replied that in the past some campuses have had more difficulty getting support to attend a resort summer meeting since it sounds less work-oriented. Ben Hansen asked how much of a burden it is for schools to host and hosting at a resort might be nice for members. Pam asked how many in the room have gotten questions from their administration about attending at a resort versus at a school, not many indicated this. In 2008 or 2009 there was more of an issue with this. Bryan posed if we could move to resorts consistently (not just as a rotation). Jeannie shared that hosting at schools may allow more flexibility for attending just one part of the meeting or one day. Resorts tend to be more centrally located, but hosting at schools usually is out of the metro area intentionally.

- Lauren will bring information back to the Exec. Board to make a decision.
- Housing options for summer 2016 meeting
 - Option 1: Holiday Inn Express \$130 1 night/per room, each room has 2 beds. \$260 2 nights/per room. Includes free parking, hot breakfast, internet, pool/spa. Hotel registration deadline is Friday, May 13, 2016.
 - Option 2: On-Campus housing \$30 1 night/single room, or \$60 2 night stay. Single bed in a quad (share restroom and common area). Winona is a dry campus and you cannot drink in room. Will provide hot breakfast in cafeteria, free parking, wifi, fitness center. Located two blocks from the lake and across the street from the meeting location. Registration deadline is Friday, May 13, 2016.
 - Note on registration form if you have 4 people who plan to stay in the quad together.
 - Banquet will be held at Vision Event Center. Winona state will take us on a 1-hr tour on their 2-story floating classroom on the Mississippi River (check yes on registration form if you're interested).
 - MN Private Colleges are invited to St. Mary's campus on Wednesday for their meeting with a cash bar available at the social. Mike Hagarty will also host the MCUCSA welcome meeting.
- Call for Executive Board Members for 2016-17 (President-elect, Treasurer)
 - Please let DeAnna, Lauren, or Whitney know if you're interested in these roles. The president-elect needs to come from a private institution.
 - If you can write checks, you can be the treasurer! You don't have to worry about accounting. Add numbers to an excel spreadsheet.

Future Meetings

Summer 2016: Winona State University, Winona Campus

- Wednesday, June 15- Friday, June 17, 2016

Fall 2016: Metropolitan State University, St. Paul Campus

- Friday, November 18, 2016

Spring 2017: St. Olaf will host

Summer 2017: **Open**

Announcement for open positions

- The College of Science and Engineering- hiring Employer Relations Associate. Review of applications will begin next week.
- St. Cloud State- Director changed to be Executive Director. Position will be posted between March 15-22.

Additional Announcements

- Feel free to stay for MEJFA Job fair app demo.
- Keith Munson offered to give tour of Augsburg's career center.
- An email was sent out ahead of time encouraging members to meet other members to socialize after the meeting if you would like. Some are meeting at the Urban Growler, you can meet there or elsewhere.

- On Monday you will get a survey about today's program. Last fall was the lowest response rate ever; please respond to the survey sent from Kate Larson.

Adjournment

Joyce Halverson motioned to adjourn at 2:19, Will O'Brien seconded and meeting adjourned.

