



Kansas Association of Colleges & Employers

Procedure Manual

The Kansas Association of Colleges and Employers (KACE) is a non-profit professional organization which provides a link between Kansas employers and career services personnel in Kansas higher education institutions. We invite you to join the Kansas Association of Colleges and Employers. It is a great opportunity to get to know your colleagues across the state, and to facilitate the movement of new college graduates into Kansas business, industry and schools.



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Employers

Policies & Procedures

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TRAVEL REIMBURSEMENTS

2009: The board approved a change to .14/mile for reimbursements, effective immediately. This rate should be reviewed at the first board meeting of the year every year to ensure the amount keeps up with current gas and economic prices.

BOARD MEMBER DUTIES:

President - shall conduct the Annual Conference and the Annual Meeting, direct the affairs of the Association, appoint chairpersons of committees, and in consultation with the committee chairs, appoint committee members. The President may grant to committee chairpersons monies up to \$25.00 annually for miscellaneous expenses and \$100.00 for memorial and remembrance gifts as needed without Board approval.

ADVICE:

- Know who your board members and committee members are—you'll be contacting them a lot and they will change after the conference.
- Keep in touch with your committee chairs so you know what's going on, especially with the President-Elect since he/she will be putting on the biggest event for the group.
- Be in contact with the Treasurer so that you can make an informed decision when requests from various sources come through.
- Make sure the Treasurer has filled out our tax form with the IRS. This is due to a new law effective 2009.

President-Elect - shall select and chair the Annual Conference Committee. See "Committees" for detailed instructions.

Secretary - shall keep minutes of meetings and forward them to newsletter editor, prepare necessary mailings to members, and cooperate with President and Program Committee in keeping membership apprised of notices and Annual Conference.

Treasurer - shall collect dues, pay bills, maintain accurate records, and prepare annual financial statement. The Treasurer shall also publish the annual membership directory and serve on the membership committee.

Past-President - shall serve as chairperson of the Nominating Committee, organize the new member orientation session at the Annual Conference, establish and record a historical perspective for the Association, provide for continuity of programs, and assume all duties of the President in his/her absence or inability to serve.

ADVICE:

- Start early—September—and review the list of KACE members, as well as those currently involved in committees, and select a primary and a secondary choice for each role that needs to be filled. You may want to reach out to the primary choice in September, talking with them by phone or having lunch to discuss the role, and get an acceptance or declination.
- Committee make-up: Include those who expressed interest, at the previous conference, in serving on the committee. You could potentially have too many volunteers, but anyone expressing interest could provide names/input.
- Early to mid summer, request a list of current KACE members from which to recruit for elective positions; distribute to nominating committee members.
- Because of the proportionately smaller number of employer members, allow extra time to recruit employer members, especially for the president-elect position.
- Provide potential nominees information about all their role would include, to make sure they have an accurate perspective about what's involved.
- Most folks won't take on a large role such as president-elect without prior involvement in the organization. So when filling other elective positions (e.g., employer or college representative to the board), consider people who might eventually be willing to take on that larger role.
- Include as diverse a representation as possible when selecting nominees – e.g., large school, small school, type of employer, geographic region, etc. – and avoid two people from the same organization serving in sequential
- Early to mid summer, identify the date that is 30 days prior to the annual meeting, and make sure the membership is notified of the slate prior to that.

College Relations Representative - shall represent constituent interests of the membership to the Board of Directors.

Employer Relations Representative - shall represent constituent interests of the membership to the Board of Directors.

COMMITTEES

Annual Conference Committee

Purpose: To determine the program for the Annual Conference. The President-Elect shall serve as chair. Each member will serve a one-year appointment. Some tips to the chair:

Suggestions on Conference Planning for KACE

ADVICE:

- Start early—start getting ideas with your committee in January or February.
- When talking to potential speakers, remind your committee that they should tell the speaker that everything is tentative until approved by the board. Although board approval is not absolutely necessary, as things come together you may find that you have an abundance of one topic area or that new issues have come up that need to be represented. If the speakers know that their speaking is tentative it can help to avoid awkward situations.
- Speaker Payments:
 - In 2008 we paid the keynote speakers \$250 + mileage and a box of cookies; each breakout person was given a \$25 gift card + mileage (one group did both breakout sessions and were given a gift card for each session). Each committee member was given a \$25 gift card and a certificate of appreciation.
- The Conference Chair is strongly encouraged to sit on the program planning committee. You may want to get someone responsible to be the chair of the program sub-committee, otherwise if there isn't someone to coordinate the collective efforts of the group, it can turn into chaos and no one knows what anyone else is doing. Not being part of the program sub-committee also makes it hard to see what you haven't done.
- If you have to order tickets for any events, require that guests be paid for before the tickets are ordered—we've had a problem in the past with people requesting extra tickets then not taking and paying for them once they get to the conference.
- You may want to have lunch provided for the board meeting after the conference since people are usually hungry or have your meeting in a restaurant.
- Send out a call for programs early. You usually don't get any or very many but it's good to give people plenty of time to respond should they have something.

Year	Hotel/Location/Theme	Hotel Rooms-Wed	Hotel Rooms-Thurs	Conference Attendees	Total Sponsorship \$	Total Hotel Costs	Total Other Costs	Total Conference Cost
2009	Holiday Inn (Plaza) / Kansas City							
2008	Topeka Capitol Plaza Hotel / Topeka "Capitolize on Careers"	24	28	67				
2007	Overland Park-Marriott "Careers: the heart of it all"	20	20	80	\$5,300	\$7,958		
2006	Wichita-Hyatt Regency "Connect.Learn.Grow"			53	\$5,250	\$8,285		\$12,179*
2005	Kansas City-Great Wolf Lodge "Walk on the Wild Side"				\$4,350			\$10,992*
2004	Topeka-Capitol Plaza "Vote KACE"				\$3,600			
2003	Overland Park-Doubletree Inn "Recipes for Success: Come for the cookies, stay for the conference"	19	20	65	\$5,300			\$10,429
2002	Wichita-Hyatt "Explore the possibilities"							\$10,575
2001	KC-Four Points Barcelona "All roads lead to the 4 points"					\$6,019		\$13,035
2000	Topeka-Capitol Plaza "Capitolize on your future"							
1999	KC-Marriott Downtown "Jazz 'n up KACE"							
1998	Wichita-Airport Hyatt "Soaring to New Heights"							
1997	Olathe-Holiday Inn "Breaking the mold: new approaches to Career Services"							

* Not including reimbursements

Site Committee

Purpose: To determine the Annual Conference site. Committee shall consist of four (4) members. Each member will serve a two-year term, with two (2) members being replaced each year. The site committee will select the hotel where the conference will be held and sign a contract to secure the hotel rooms and services. Several steps are involved in this process:

ADVICE:

- Chair of the Site Selection Committee is appointed by the President of KACE. The Chair will attend an annual board meeting with the full board and all committee chairs. This board meeting will take place at the end of the annual conference or in January. If unable to attend the annual board meeting, the chair should find a committee member who will attend in his/her place.
- Chair schedules, arranges, and oversees committee meeting preferably in January and no later than March to begin the site selection process.
- The chair organizes and arranges committee meetings. The first committee meeting should take place during February or March. At this time, the chair needs to appoint a secretary to take meeting minutes. Copies of the minutes need to be sent to all committee members, the board President, the board liaison, and the KACE newsletter editor.
- The purpose of the first committee meeting is to develop an organizational plan for accomplishing the committee goals. Goals that need to be accomplished include:
 - Collect notes regarding attendance and expenses for previous year(s). Research hotels. You can contact the local Chamber of Commerce/Visitor's Bureau to secure information on the local hotels that will be considered for the conference. Send a KACE Hotel Fact Sheet to each of the hotels.
 - Review fact sheets and any additional information for each hotel under consideration. Information to consider includes:
 - Availability for dates of the conference
 - Number of double double sleeping rooms and cost per night
 - Number of queen and/or sleeping rooms and cost per night
 - Banquet space, including cost per day
 - Availability of parking
- Decide which hotels the committee members will visit and arrange the dates and times for the visits.
- Using a KACE Hotel Site Visit Evaluation form, evaluate each hotel and get all the pertinent information needed to decide if the hotel will be able to accommodate the needs of our annual conference.
- Complete hotel visits during the spring and summer months. By late summer/early fall, the committee should meet and make a final decision on which hotel site to secure. Advise the board on your decision before signing anything.
- The chair will make final contract arrangements with the hotel. The final contract arrangements should be completed before the November annual conference.
- The signed contract will be given to the board President, who will be responsible for passing it on to the President-Elect in charge of the program planning committee.

Schedule of conference cities:

Nov. 1997 - Oct. 1998	Topeka 2000 (Nov. 1-3)
Nov. 1998 - Oct. 1999	Kansas City 2001 (Nov. 7-9)
Nov. 1999 - Oct. 2000	Wichita 2002 (Nov. 6-8)
Nov. 2000 - Oct. 2001	Kansas City 2003 (Nov. 5-7)
Nov. 2001 - Oct. 2002	Topeka 2004 (Nov. 3-5)
Nov. 2002 - Oct. 2003	Kansas City 2005 (Nov. 2-4)
Nov. 2003 - Oct. 2004	Wichita 2006 (Nov. 1-3)
Nov. 2004 - Oct. 2005	Kansas City 2007 (Nov. 7-9)
Nov. 2005 - Oct. 2006	Topeka 2008 (Nov. 5-7)
Nov. 2006 - Oct. 2007	Kansas City 2009 (Nov. 4-6)
Nov. 2007 - Oct. 2008	Wichita 2010
Nov. 2008 - Oct. 2009	Kansas City 2011
Nov. 2009 - Oct. 2010	Topeka 2012
Nov. 2010 - Oct. 2011	Kansas City 2013

Nominating Committee

Purpose: To select a single slate of nominees for elective positions. The membership shall be notified of the slate at least thirty (30) days prior to the Annual Meeting. Additional nominations may be made by the members from the floor at the Annual Meeting. Committee shall consist of three (3) members. The Past President shall serve as chair. Each of two (2) appointed members will serve a two-year term, with one (1) member being replaced each year.

By-Laws Committee

Purpose: To receive and review suggestions for changes to the By-Laws from the Board of Directors and circulate to all members of the Association prior to being voted upon at the Annual Meeting. Committee shall consist of a minimum of four (4) members. Each member will serve a two-year term, with two (2) members being replaced each year.

ADVICE:

- Proposals for amendment to these Bylaws should be submitted to the Chair of the Bylaws Committee at least two weeks prior to the Annual Meeting. The Bylaws Committee will review proposed amendments and present each to the Annual Meeting with a recommendation of "Pass" or "Do Not Pass." A majority vote of members voting on proposed amendments at the Annual Meeting of the Association is required for passage. (Article IX of the Bylaws)
- The Chair should send a notice to the membership in early fall requesting that members submit amendments for review by the Committee. Likewise, when amendments are presented for consideration by the deadline, the Chair should send the proposals to the membership for review at least a week prior to the Annual Meeting. Most Bylaws Committee business can be conducted via email or phone. An annual or biennial review of the Bylaws by the Board and the Committee is advisable.

Long-Range Planning Committee

Purpose: To study changes affecting Kansas employment and suggest possible directions for the Association to accommodate the changes. Committee formed at the discretion of the President upon consultation with the Board of Directors. If convened, committee shall consist of a minimum of four (4) members.

Membership Committee

Purpose: To develop and distribute information about the Association to prospective members and to maintain effective materials and activities used to encourage membership. Committee shall consist of the Association Treasurer and a minimum of four (4) members. Each appointed member will serve a two-year term, with two (2) members being replaced each year.

ADVICE:

- Later spring or early summer - A minimum of one meeting per year.
- Edit KACE brochure, if necessary, at meeting to prepare for printing. Brainstorm about new member recruitment.
- August – print KACE brochure
- Nov – distribute brochure to KACE members at annual conference

Special Projects Committee

Purpose: To plan and coordinate all meetings of the Association except the Annual Conference and the Annual Meeting. Committee formed at the discretion of the President upon consultation with the Board of Directors. If convened, committee shall consist of a minimum of four (4) members.

Awards and Recognition Committee

Purpose: To coordinate the nominations and review information of persons eligible to receive awards and recognition from the Association and to select awardees. Committee shall consist of a minimum of three (3) members. Each member will serve a three-year term, with one (1) member being replaced each year.

Public Information Committee

Purpose: To prepare and distribute the Association newsletter twice yearly, and inform the public of the activities of the Association through newspapers and other means. Committee shall consist of a minimum of two members: one (1) editor serving a one-year term and one (1) public information officer serving a two-year term.

ADVICE:

- This committee prepares and distributes the association newsletter twice yearly, and inform the public of the activities of the association through newspapers and other means. The purpose of the newsletter is for us to communicate to each other and maintain a history of KACE. Another is to possibly recruit non-members to KACE once they see and read some of what issues KACE focuses.
- The newsletter is usually produced in March and September.
- The KACE logo is on the masthead of each issue.
- Brainstorm a list of topics and contact committee members and other individual members who would have the information to write a summary or promotional article. Follow up as needed.
- Next, send out an e-mail to the entire KACE membership soliciting their input suggesting a variety of topics, but being open to others of interest to them. Set the deadline for submissions about a month before the newsletter would come out in order to allow enough time to get it formatted. Be prepared for some last minute contributions and to writing some articles and gathering last-minute information. Again, follow up as needed.
- Over the past few years (as of 2009), the newsletter has been created in Word and then converted to .pdf, where they are sent to the Tech Committee to upload on the KACE webpage. Newsletters have been as long as 4-7 pages depending upon time available, input from others, etc.
- The Fall issue usually includes:
 - President's Corner
 - Preview of the November Conference
 - Conference Committee List and usually an article written by the chair about what to expect at the conference
 - Sometimes an introduction of the upcoming conference key speakers to be at our plenary sessions
 - A summary of the July golf scramble and related professional development program
 - New staff and staffing changes in various member schools/businesses, births, marriages, retirements, etc. just for fun and to break up the newsletter and add variety.
 - More options: book review, a best practice, new ways of doing business, effectively promoting services to students, helping students and grads navigate the current job market, etc.
 - Employer perspectives on the job market or advice to students or to us on working with students
 - A highlight or profile of a KACE member
 - Any new/interesting topic that might be of interest to the greater membership
 - Changes that have worked in the course of economic downturns
 - An invitation to membership to consider getting involved in a committee if they are not already with information on how they can contribute and gain at the same time.
 - Something at the end inviting membership to contribute and keep the newsletter alive.
- The Spring issue usually comes out in March and includes many of the types of topics you see above, but also:
 - A summary and highlights of the previous November conference
 - List of KACE leadership including the members and schools (This also includes new/continuing committee chairs for the new year - and can include committee members and schools/businesses they represent.)
 - Award winners from the November conference, what awards they received, and what organization they represented.
 - A short introduction (usually available by February) to the upcoming November Conference – and who's on the conference planning committee – and whatever the conference committee chair would like to share.
 - Inspirational sayings when there is space to fill – relating to careers, attitudes, the future, persistence, etc.

Experiential Education Committee

Purpose: To serve as the Kansas contact for national experiential education organizations and promote and distribute information regarding work-integrated learning to membership. Committee shall consist of a minimum of four (4) members. Each member will serve a two-year term, with two (2) members being replaced each year.

ADVICE:

- Meet as needed each year to set goals, assess needs, and carry out plans of the committee.
- Be informed of what other professional organizations and agencies, e.g., NACE and others, are doing in regards to experiential education. Develop relationships with these groups through communication, attending meetings, recommending representatives, and working collaboratively with them.
- Provide networking opportunities to membership to facilitate brainstorming and the sharing of ideas.
- Maintain and continue to develop the Experiential Education Wiki Page
 - Facilitate education of membership
 - Market existence of the wiki not only internally to the membership, but also externally.

Technology Committee

Purpose: To explore new and existing forms of technology as they relate to career and employment services and the Association, to implement those technologies that are deemed appropriate for the advancement of services, and to oversee the maintenance of the Association homepage on the Internet. Committee shall consist of a minimum of four (4) members. Each member will serve a two-year term, with two (2) members being replaced each year.

ADVICE:

- Meet as needed each year to set goals, assess needs, and carry out plans of the committee.
- Assess the information technology needs of members on an on-going basis. Members should be surveyed and their needs reported to the membership regularly and systematically because of the dynamic nature of technology.
- Be informed of what other professional organizations and agencies, e.g., NACE and others, are doing to promote and facilitate use of technology. Develop relationships with these groups through communication, attending meetings, recommending representatives, and working collaboratively with them.
- Provide leadership to members in the area of information technology through communication, publications, presentations at conferences and regional meetings, advocacy, and resource services.
- Identify and develop means to promote and advance member knowledge and expertise in the use of information technology.
- Communicate with members through the KACE Newsletter (and/or on LinkedIn/website/etc.). Submit articles, features, tips, etc., to the newsletter and other publications that are timely and appropriate to meet current technology needs of members.
- Collaborate with other KACE committees to ensure integration of technology across all represented areas.