

## **MiACCES Executive Board Meeting March 3, 2005**

Present: Robert Thomas, Padmaja (PJ) Rao, Jim Novak, Lavonda Robinette,  
Andrew Lee

Phone Conference: Julia Sherlock, Ginger Lange, Jack Crusoe

**1. Approval of Minutes:** Motion made by Lavonda Robinette; seconded by Jim Novak;  
Motion passed.

**2. Discussion: MiACCES Membership:**

Decision made to have the college staff become members or allow them to continue as members for no charge, unless the staff member(s) indicate otherwise.

Will send to all members, directors and other staff.

**3. One-Day Conference (June 15): Update Report: PJ Rao:**

### **-Conference Registration:**

Will register online at the MiACCES website, which will be directed to Barbara Jones at EMU. Checks will be sent to PJ Rao. PJ plans to have further discussion with Barbara about the specifics.

### **-Marketing:**

Put in teaser with the membership form (flyer) – Ginger

**-Time Frame:** Bob suggested that conference be started at 9:30 AM, instead of 9:00 AM, so that people driving don't have to be at the conference as early. Continental Breakfast and Registration from 8:30 am to 9:30 am.

### **-Theme: Michigan Economy's Impact on College Career Services Offices:**

### **-Agenda:**

Barbara Jones: Universum Communications has been confirmed for the 1:30 pm slot. They will pay for dessert at lunchtime.

PJ Rao and Ingrid Kroeger: still trying to fill timeslot for 3-4 pm – Walt Stasinski is a possibility; still waiting for responses from other possible presenters: Beverly Kaye and Ed Barlow. Ron Kent offered to help to connect with Ms. Kaye.

Ingrid: Elisabeth Harney has been contacted. She might be able to come, but the cost would be \$2000. + expenses, which would include room and airflight from California.

Barbara mentioned Gary Evans, EMU Corporate Communications as another possible speaker; after further discussion, Comerica Bank and Kellogg's were also mentioned.

Parking: will be at the parking lot next to McKenny Union. PJ will contact Barbara Jones re: arranging for parking passes.

#### **4. Joint Conference with MCCE – 2006**

Ginger Lange: MCCE wants to keep costs down; suggested using GVSU facilities in Grand Rapids. June 22-23 is being suggested to MCCE, waiting for response from them. Dormitory facilities are being considered. Jack suggested making a flyer, which Ginger indicated is being created. Bob talked about having employer members invited.

Articles of Association previously called "By-Laws". Change should be posted on the website.

#### **5. Central Region MCVJF Training Update – Julia Sherlock:**

Will be contacting members of Region II and III (15 more directors) this afternoon. Plans to explain the setup for the virtual job fair, and to ask them to market the fair to their students. For the smaller colleges, this fair will expose their students to some of the larger universities' databases.

She will ask the directors to dedicate someone to train on the software, and then set up training with Andrew Lee. FSU, GVSU, and Saginaw Valley State University will be involved. Waiting for training dates from Andrew Lee. He told Julia that he would call her after the Board meeting to set up the schedule.

#### **6. Michigan Collegiate Virtual Job Fair:**

Jim Novak: Contact List: 13 people so far. Macomb County Community College has joined recently. On Tuesday, Jim met with 8 people who have already been trained. He also sent out materials to all of the people who will be involved.

March 4<sup>th</sup> will be the official date for that employers can begin to register. Novak will be out of the office until the 14<sup>th</sup>, at which time he will continue with preparation. He requested that Ingrid send a copy to him of the most current career services mailing list, which will include directors and coordinators. Julia will let Jim know which directors she has already contacted so that there won't be duplication. Goal: to contact all of the directors at Michigan and Windsor, Ontario colleges. Bob indicated that it would be nice if we could get 3 more contacts from MCCE. Jim said that U of D Mercy has not communicated with him, although it was initially indicated that they would be involved.

Lavonda Robinette will take care of all of the employer registration: As employers register, Lavonda will approve them, and will ask them for a check. Pay Pal has been set up through MCJF. Checks will be sent to Lavonda.

Letter of Understanding: Jack Crusoe suggested that Mike Erwin (EMU) be contacted, since he has the copy of the letter. Mentioned that all three names be included on the bottom.

Volunteer will be scheduled to help the employers with signup, if they are interested in be involved with MCVJF. Will have laptops available.

**-Advertising:** can start sending out information to students now. Julia will be resending information after the Spring Break. Link will be put on Career Services websites. Employer information should be sent out as soon as possible.

Bob suggested that we share this information with the governor's office. Lavonda will put the MCVJF information on the Michigan.gov website, and find out what is the best way to get the job fair information to the governor's office. Should Mike Erwin and Rita Bantom be involved as well? Consensus: yes. Jack: can Paul Holland give a contact person that we can work with at Michigan Economic Development Association? Lavonda will contact them as well. They just signed up for MCJF. Email will be given to Bob Thomas as well, so that he can send correspondence to them as well. Asked Jim to check with Kelly Bishop re: any contacts in Lansing that he might recommend.

Andrew Lee: Verbiage for the website to describe the job fair. Bob suggested using text from the flyer. Lavonda suggested using the University of Cincinnati's website as an outline. Bob suggested that emphasis be made to employers both on the website and through written correspondence, that they use the chatrooms, (group and private), since use of those will be promoted to the students.

Andrew asked for any recommendations for additions to the website.

Lavonda will add a flyer to the candidate packet at MCJF. Prefers to keep the flyer in black and white, so that it can be included in the booklet. Decided to have further discussion about this at a later time.

Crain's Publications: suggested that we get an email distribution list from them. List includes about 250 individuals.

## **7. Other Business:**

Director's Meeting: Jack Crusoe won't be able to facilitate the meeting as originally planned. Bob Stromeyer was suggested as a possible facilitator; Mike Simon, Saginaw Valley State University was also recommended.

Teacher's Virtual Job Fair will be discussed after the MCVJF.

Tentative date: August – will be called the Second Chance Virtual Education Job Fair.

Second Welcome to MiACCES letter will be sent out in April with another Membership Form.

Next Meeting: Tuesday, March 29<sup>th</sup> from 11 am to 3 pm.