

Student Advisory Board Meeting Minutes

November 1, 2016

Career Development Conference room

Present: Danielle Leffler, Michelle Clements, Lynn Prinz, Kylene Baker, Trevor Swearingen, Lindsey Phan, Biggie Battogtokh

Introductions

Review previous meeting minutes

Spoke about the changes made to the job fair

- Called it “Career Opportunity Fair”
- Had informational tables outside the bookstore

Review Job Fair: Employer Student Feedback from Fall 2016

A few of the suggestions that stood out were:

- More students should bring a resume
- The job fair did not have enough variety for certain majors
- Some businesses were mistaken for part time jobs that were actually full time, upper level jobs (Kroger, McDonalds and Waffle House)
- The job fair environment can be intimidating and overwhelming
 - Consider having a green room

Concerning the green room:

- Quiet room where students can prepare before speaking to employers
- Consider having an advisor
- Have last minute instructions on how to prepare for job fair
- Get volunteers to help

Professional Skills Certificate

Ideas

- Make sure the requirements do not out way the benefits
- This program should emphasize that students that complete it will be a step ahead of those who do not
- Consider events that cost money and how to deal with those issues
- Clarify the career counselors job
- Clarify what constitutes a leadership role in semester two

Webinars and Workshops

- Be in a group setting
- Prefer “in person” interactions as opposed to webinars
- Include activities

Board Member Tasks

- Members should try to be available for Spring Job Fair on April 13th from 12-2
- Members should try to be available for training for the green room
- Coordinate schedules in order to plan for a group photo

Next Meeting

Meeting will be planned as soon as members have their schedules set for the Spring semester