

PRESENT: Julie-Preston Smith, Sherrean Carr, Sue Clark

TOPIC	DISCUSSION	FOLLOW-UP
<p>Update from Julie on Counselor Training in San Ramon</p>	<p>23 counselors/career development people representing Central Region colleges attended the training. They agreed that the April 8th session in Madera was a good day/location.</p> <p>The Madera Center is reserved. Julie will call to ask for a second room. One room w/ media equipment; the other a larger multi-purpose room for lunch, panel and table talk activities.</p> <p>Rita Jones or Susan Coleman of the Statewide Advisory Committee will attend to present online resources. Counselors who attended the January training will share best practices of student activities.</p> <p>Lunch 30 minutes for eating Lunch 60 minutes for panel (employers and students) And Table talks – sharing of resources and best practices.</p> <p>Julie will prepare agenda template and forward it to Sue. Sue will finalize flyer and set up online registration via the CRC website.</p> <p>Topics for workshop: How to help students, Career Exploration, Professional Association Networks, How do you get tied to employers?, Internships, Site visits, how to be prepared for work.</p> <p>PANEL TOPICS: Students: what helped them most in planning their career direction; how did they get connected; what or who helped them to decide? Employer: How do students approach them?, How much do they partner?, How do students connect w/ professional organizations in their industry? What is the best way for a student to connect w/ them?</p> <p>Sherrean will contact Jim Chin for info on good hotels in area and report to Sue.</p> <p>The Career Dev Advisory Committee has a lot of items to give to the audience.</p>	<p>TIME: Registration at 9 am. Begin by 9:30 a.m. Lunch at noon Conclude by 2:30 pm</p> <p>Julie to send a list to Sue (counselors who attended the January training)</p> <p>Julie to send Sue template for flyer to announce the workshop.</p> <p>Add hotel / motel recommendations to flyer.</p> <p>Sue to contact Don about Tech Prep Tool Kit presentation. Where on agenda? How much time?</p> <p>Sue to schedule food service w/ Taher, Fresno CC.</p> <p>Julie will ask an administrator from the Madera Center to welcome the group. Jim Chin suggested.</p> <p>Audience: counselors, career center staff who attended training in January. They will be encouraged to bring colleagues.</p>

	<p>TECH PREP TOOL KITS: Don Borges has a high school teacher who will share the kits. When do we want to do this piece? Table talk during lunch? Regular session? How much time does Don need? Sue to contact Don.</p>	
<p>NEXT CONFERENCE CALL</p>	<p>March 16, 2011 at 9:30 am Check your Outlook invite for call access instructions.</p>	<p>Call has been set up via Outlook invite. Agenda for March 16 call: Who does what on April 8th Panel questions. Finalize and make available to panelists. Get panelists names/addresses to send letter and questions. (Sue)</p>