

Central Region Consortium - Counselor Event Team Planning Conference Call

February 15, 2012

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| PARTICIPANTS: | | COLLEGE: |
| Sherrean Carr (Lead) | | Gavilan College |
| Julie Preston-Smith | | Fresno City College |
| Sue Clark | | Central Region Consortium |
| Molly Lewis | | Hartnell College |
| Robert Pimentel | | West Hills College |
| Richard Larson | | West Hills College |
| MINUTES / TOPIC | DISCUSSION | |
| Set up (Julie) | <p>Julie has student workers and interns to take care of set up and check-in. Sherrean, Sue, Robert, and Molly offered to help also. They will check in at registration table when they arrive.</p> <p>Julie will create final agenda as we get closer to date.</p> <p>There will be signs and balloons for parking.</p> <p>Sherrean to bring gifts for industry panel.</p> <p>Julie to confirm set up w/ facilities at FCC. She will add table and microphone for panelists. Julie will talk to Anita Handy about table cloth for panel table.</p> | |
| Food | <p>Sue has ordered food service for 60 people via Taher, Inc. and will provide final head count to Taher by Feb. 24.</p> <p>FRESH FRUIT WILL BE ADDED TO MORNING REFRESHMENTS. (Sue to call)</p> | |
| Registration | <p>41 registered to date.</p> <p>Sue to print roster of participants and name badges and bring to workshop. FCC Dean and VP to welcome group. Julie to send Sue names/titles for name badges.</p> <p>Reedley College is bringing a bus of students around 12:30 pm to participate in the student presentations. The student portion will run simultaneously with our workshop.</p> <p>Sue will send reminder to registered participants w/ parking information next week.</p> <p>Sue to send out registration list to Julie.</p> | |
| Industry Panel at Lunch Business Reality Check | <p>Richard Larson to send names of panelists to Sue. (We will have at least four people on the panel.)</p> <p>Panel members will begin with self-introductions and describe their business. This will include information on what they are looking for in a new employee, training needs, soft skills, and technical skills.</p> <p>The Q & A portion will be emphasized.</p> | |
| Parking | <p>Sue will send out link to parking pass to registered participants next week. Also, there is a grass parking field on north side of gym.</p> | |
| Next Meeting | <p>We are in good shape. No need for this planning team to meet before event. See you on the 28th!</p> | |