

**STATE UNIVERSITY OF NEW YORK CAREER DEVELOPMENT ORGANIZATION, INC.
BOARD OF DIRECTORS' MEETING**

January 17, 2012 Board Reports

Location: Conference Call

Present: Donna Pesta, Lynn Rogers, Toby White, Holly Horn, Arlene Kaukus, Suzanne Paddock, Tracy Collingwood, Amie Vedral

Excused: Lisa Allen

BOARD AND COMMITTEE REPORT SUMMARIES

SUNY System Administration- Marcia Brady

State of the University; January 9, 2012

- Discovering systemness
- Expanding student mobility
- Fixing the education pipeline
- Shifting administrative cost savings to instruction
- Allocating resources based on performance
- Eliminating remediation
- Open SUNY
- Access to completion
- www.suny.edu/chancellor/speeches_presentations/SOU2012.cfm

Upcoming events:

Student Recognition Programs:

- Chancellor's Award for Student Excellence
- Chancellor's Scholar Athlete Awards
- Scharps Legal Essay Contest
- Becker Scholarship
- Ron Lavalley Leadership Award in Athletics

Campus Recognition Programs:

- Outstanding Student Affairs Program Awards (with CCSAO)
- Categories: diversity; first-year student support and retention; special student populations; town gown relations

Student Assembly

- Spring conference, April 27-29, 2012, Liverpool

Student Leadership Development

- Leadership keynote speaker at spring conference
- Emerging leader award
- Best practices symposium on student leadership programs

Council of Chief Student Affairs Organization (CCSAO)

- February 12-13, 2012; Albany

President's Report- Donna Pesta

ACTIVITIES SINCE LAST BOARD MEETING

- Sent an update to the membership in regards to the co-op initiative. Asked for volunteers for a co-op advisory board. To date, the following members have volunteered:
Tracy Collingwood, SUNY Fredonia
Irene Deutsch, SUNY Rockland Community College
Bob Frederick, Schenectady County Community College
Susan Hacker, Westchester Community College
Gary Morris, SUNY Oswego
Donna Pesta, SUNY Cobleskill
John Shirley, SUNY Cortland
Toby White, SUNY Potsdam
- The contact info for the advisory board members was given to Paula Perna, Manager of SUNY Works, on 12-13-11.
Her office will be setting-up an advisory board meeting soon.
- Worked with the board to develop a services survey. It was emailed to 75 director's on 1-6-12.
- AIRPO was identified as the most appropriate SUNY organization to work with to formally request assistance from SUNY Administration with administering graduate surveys. The data from the CDO services survey will be used to support this request.

ACTION ITEMS

- Develop and implement a process to insure the CDO services surveys are collected from all SUNY career offices.
- Compile survey data into an easy-to-read chart and Excel spreadsheet.
- Send each career office an electronic copy of the summarized data.
 - 15 responses to date, follow up email sent by 2 yr and 4 yr liaisons.
Amie Vedral & Tracy Collingwood may try the video conferencing option for the next board meeting in March at Binghamton.

QUESTIONS FOR BOARD FEEDBACK

ANNOUNCEMENTS

- The next board meeting is scheduled for Friday, March 23rd from 10:00 – 4:00 at SUNY Binghamton.

Secretary/Treasurer's Report- Lynn Rogers

Checking account balance - \$ 35,987.85

CD Balance - \$ 11,119.95

Total CDO Assets – \$47,107.80

ACTIVITIES SINCE LAST BOARD MEETING

- Renewed 2 CD's (1-12 month CD, 1- 3 month CD) with Bank of Utica
- Continued to work on SUNYCDO Financial budget with Toby White
- Conference call with Jose Miguel Longo and Nikki Barnett about PayPal option

ACTION ITEMS

- Continue to work on Financial Budget with Toby White.

QUESTIONS FOR BOARD FEEDBACK

President-Elect – Toby White

ACTIVITIES SINCE LAST BOARD MEETING

- Sent email to CDO List-serve for a Call For Nominations for the 2012-2013 open Board Positions. Dead-Line for nominations: Friday, January 27, 2012
- Submitted an article for the SUNY CDO News Letter concerning the 2012-2013 Call for Nominations for open Board Positions.
- Working on Board Financial Budget with Lynn Rogers
- Working on Board Travel Reimbursement Policy

ACTION ITEMS

- Continue on Election Process for the 2012-2103 Board Positions
- Continue working on Financial Budget and Travel Reimbursement Policy
- Set-up meeting with Policies and Procedures Committee Spring 2012
- Make additions to the Policies and Procedures Manual

QUESTIONS FOR BOARD FEEDBACK

1. Should we print a hard copy of the Policies and Procedures Manual with new updates or just send a PDF copy via email? Has a few revisions/additions and will post to CDO website. For cost savings, send via email and provide hard copy to new board members.
2. Anyone have any suggestions for President Elect for 2012-2013? Deadline is January 27th, 2012

ANNOUNCEMENTS

Jennifer Squire from MVCC has accepted the nomination to be included on the ballot for New Member Relations for 2012-2013

Member Relations – Lisa Allen

ACTIVITIES SINCE LAST BOARD MEETING:

Past REACH participants have been invited to join the SUNYCDO LinkedIn group.

I've only gotten one suggestion from the directors about people outside of career services offices to join. I contacted him and he was not interested.

The emeritus lists are almost completely cleaned up and reconciled.

The invitation letter for SUNY career development offices that are not currently part of CDO has been finalized and will be sent soon. There are currently 14 offices that do not have any members. We are currently at 144 members.

ACTION ITEMS

I will be beginning the updating process for the yellow pages very soon, as Brandy has indicated it takes quite a bit of time.

QUESTIONS FOR BOARD FEEDBACK

Do we want to be more aggressive in inviting employers to join CDO on LinkedIn?

- Email invitations to employers, as well as incorporating information about the CDO LinkedIn group when speaking with employers at own campuses.

Professional Development – Holly Horn

ACTIVITIES SINCE LAST BOARD MEETING

- Posted several free PD opportunities to the CDO website
- Posted additional conference information to CDO site
- Working with conference committee to iron out how registration will work
- Conference 2012 Registration Chair has changed to Marianna Savoca
- Awarded PD Grant money (\$300) to Ed Brodka (UB)- to do StrengthsQuest training

SUBCOMMITTEE: CONFERENCE PLANNING (N. Barnett & C. Parker):

- **Raffle (Tara Malone):** Raffle proceeds will go to the Education and Assistance Corporation, a non-for-profit human service agency with a network of 66 programs throughout Long Island and New York City

Programming (Elena Polonova): Keynotes

Pre-conference:

We are working with NSEE to hopefully deliver one of these workshops. They are looking for presenter availability. We should know shortly.

- ***Experiential Education Beyond the Basics: Planning for Effective Experiential Education Program Design:*** This interactive workshop, geared towards intermediate and advanced level practitioners, will focus on models of effective experiential education

programs; program implementations and program management. Participants will consider what “best practice” means in their environment and what should go into the design of an ideal program.

- ***Experiential Education Beyond the Basics: Student, Staff and Faculty Issues in Experiential Education:*** This interactive workshop, geared towards intermediate and advanced level practitioners, considers student, staff and faculty issues in internships, service-learning and course practice. Internship issues are discussed within the framework of the developmental levels of internship (Sweitzer & King). Included as well are discussions about seminar/colloquia classes, reflection as a tool of learning and assessment tools.

Keynotes:

- Lindsey Pollack <http://www.lindseypollak.com/> \$2,500, with workshop
- Julie Gaver <http://juliegaver.com/index.cfm> \$2,500, with workshop + travel, lodging

Program Proposal

- Sent to Jose to post on SUNYCDO website

Registration (Marianna Savoca):

- Jose is working on adding the PayPal payment option to the website.
- Pre-conference option for members to select on reg. form. Once this is complete reg. form will be posted.
- We do have an option this year to register for one day.

Entertainment (Paige Carbone):

- **Wednesday evening social activity - May 30**
Comedy show @ Theater Three. Michele will contact Douglas Quattrochio at Theater Three to see if there are a minimum/maximum number of people needed for the show. Right now the cost is \$20.00 with a \$250.00 deposit due one-month prior.
- **Thursday afternoon – May 31**
We would like the participants to have options. The options are: golf, zumba, spa, shopping in town. Debra is looking into 3 local places to golf. This would be something that people would need to find their own transportation to. For the dance we will look into booking a room at Danford's.
- **Thursday evening – May 31**
Wine Tasting! We have decided that we think it will be easier and more affordable to go with the Danford's option for wine tasting and then give people a list/map of the LI vineyards, in case they want to visit them on Friday or stay for the weekend. We know that Pindar is local. DJ/ Karaoke.
- **Friday – June 1**
We'll give participants a few options in case they stick around for the afternoon, including a tour of Stony Brook. Paige will look into this and the committee will work together to put together a list of options to give out at the conference.

SUBCOMMITTEE: CONFERENCE 2013 SITE SELECTION (Kerrie Bondi):

- Committee narrowed options to 3: Riverwalk Hotel in Binghamton, Syracuse Sheraton, Greek Peak's Hope Lake Lodge and visited sites January 5-6.
- After visits, Hope Lake Lodge is the top choice.
- Hoping to have a contract to present to the board by 1/17 or soon thereafter.

ACTION ITEMS

- Will need to evaluate contract to move forward with Conference 2013.
- Begin identifying candidates to chair Conference 2013
 - Kerrie is looking at the contract for Hope Lake Lodge and will be forwarding to Holly board approval.
- Second PD Grant deadline is 2/2 – announcement has been included in the newsletter; will identify committee – hopefully same committee as last time.

Employer Relations- Tracy Collingwood

ACTIVITIES SINCE LAST BOARD MEETING

- Contacted Experience, Inc. to explore options for developing a job and internship posting form for SUNYCDO. Researched options and participated in an eRecruiting Network demo provided by Katie Murley, Experience Account Executive, to learn more about the functionality and features available. Since we have SUNY schools currently using eRecruiting Network and SUNYCDO is a consortium, this service would be free but an addendum to a current school's contract would need to be signed allowing share features to be enabled.
- New content was added to the Employer section of the SUNYCDO website which includes a comprehensive list of employer contacts for all SUNY schools, a list of all SUNY institutions with general contact information and links to each school's career center web page, and linked SUNYCDO's LinkedIn group. The page will continue to be updated and resources added as appropriate. REACH co-chairs have been contacted to include information about REACH. Rob DiCarlo will be contacted as well to see if photos from previous REACH events are available to be added to the site.

ACTION ITEMS

- *Points to consider while evaluating Experience eRecruiting Network:*
 Institutional Access to Data: Any SUNY schools that already use eRecruiting have the option of sharing, basically this means turning on this feature, and jobs would get posted to their system. This will allow schools control if they want to push the SUNYCDO jobs into their main career center site. For schools that do not use e-Recruiting, there would be an email generated and sent to one contact at each institution. Schools can pick and choose what jobs they want to funnel through and will have administrative control.

Reporting Capabilities: We would be able to distinguish between internships and jobs within the system and then run reports based on the opportunity type. Within the job form, we are able to add customizable fields for internship information if we want to capture specific details.

Pre Approval of Postings: A cycle holding bin can be created if we want to pre approve job/internship postings. An email would automatically be sent when a new position has been posted, but only to the main contact person. We do have the option of allowing multiple administrators with different levels of access and they can check new postings. We may want to consider if we would like to create a group email at SUNYCDO to share information on new job/internship postings. We can also create a special logo for SUNYCDO that appears with the positions when they are listed.

Servers and Security: Experience hosts all the information on their servers in a secure environment using an Oracle database and Linux operating system.

QUESTIONS FOR BOARD FEEDBACK

The Employer Relations Chair will continue to research and evaluate options for developing a job and internship posting form; and the Board will hold additional discussion in March.

New Member- Amie Vedral

ACTIVITIES SINCE LAST BOARD MEETING:

- Sent out personalized welcome emails to the two members that have joined SUNY CDO since our previous November meeting
- Supplied conference registration with appropriate questions regarding new member/mentors
- Started Edits to new-member surveys

ACTION ITEMS

- Finalize draft of new member & mentor surveys
- Check to see how many new members have registered for the conference

QUESTIONS FOR BOARD FEEDBACK

- Thoughts on gifts for new members? Amy will look into options and is waiting to see how many new members the organization has.

ANNOUNCEMENTS

New Member activities will be only for members who have joined since last year's conference. First-time conference attendees will not be included as they were last year.

Two Year Director Liaison- Suzanne Paddock

ACTIVITIES SINCE LAST BOARD MEETING

- Forwarded flyer and information on the Biomedical Research Award for Community Colleges to Directors
- Follow-up e-mail to Directors regarding Toby White's call for nominations
- Cross referenced the current Two Year Directors listserv with the current membership. Realized that 38% of the individuals on the listserv did not pay membership dues. Sent initial e-mail to the listserv with membership application asking those not in compliance to submit dues. Will continue to follow-up with phone calls to either increase membership or remove names from listserv.

ACTION ITEMS

QUESTIONS FOR BOARD FEEDBACK

Can the 2 and 4 year Director Liaisons be notified when an addition or deletion is made to the general listserv?

- Membership relations board member would know who current membership is, so Lisa Allen will begin the communication flow. When Lisa asks Nancy Paul (who maintains the CDO listserv) to add or delete members from the list, she will carbon copy (CC) the 2yr and 4 yr director. The 2 and 4 yr director liaisons will manage their respective listserv.
- The 2 year Liaison will contact Judy Applebaum (who maintains the 2yr director listserv). The 4 yr director liaison will contact Nancy Paul (who maintains the 4 yr director listserv)
- This process will be added to the Policies and Procedures manual.

Four Year Director Liaison- Arlene F. Kaukus

Activities since the last Board meeting:

1. Sent an invitation to all Four Year Directors encouraging them to join SUNYCDO and/or encourage others within their departments and institutions to join SUNYCDO;
2. Sent information to Marcia Brady on employment trends of SUNY at Buffalo student population.
3. Sent a communication to Directors encouraging them to nominate themselves or others for leadership roles in SUNYCDO.
4. Talked with my contact in Institutional Analysis regarding how SUNYCDO might collaborate with the statewide group on Institutional Analysis on Exit Survey.

Issues for discussion with the Board:

1. Continuation and clarification on the Career Services Fee discussion
2. Discussion on how the Directors can be a resource to completion of the services survey
3. Formulating a strategy to secure 100% participation/membership in SUNYCDO across the SUNY system
4. Formulating an action plan for our engagement in designing a more comprehensive Exit survey systemwide

Items 1 and 4 will be discussed once we have the results from the Services Survey.

New Business

- Next Board Meeting, Friday, March 23rd from 10:00 – 4:00 at SUNY Binghamton.