

**University System of Georgia-Committee for Career Services and Cooperative Education
(USC-CACE)
Fall Semester 2008 Meeting
October 17, 2008
Virtual Web Meeting Hosted by Clayton State**

MEMBERS PRESENT AT CLAYTON STATE:

Clayton State	Angelyn Hayes
Dalton State College	Kristi Hart
Georgia State	Angela Walker
GPC – Clarkston	Lydia Williams
Kennesaw State	Karen Andrews
Southern Poly	Phyllis Weatherly
UGA	Nicole Lechene
UWG	Wanda McGukin
USG	Susan Contreras

MEMBERS PRESENT VIA VIRTUAL WEB CONFERENCE

ABAC	Don Parks
Augusta State	Julie Goley
Columbus State	Marga Velasquez
Darton College	Jason Swords
Georgia College & State Univ.	Mary Roberts
Georgia Gwinnett College	Regina Velle
North GA College & State Univ.	Dora Ditchfield
Georgia Southern University	Warren Riles
USG/BOR	Martha Wisbey

The meeting was called to order by the Chair, Dr. Angelyn Hayes and began with introductions and announcements, including a special welcome to new and returning members

MEETING MINUTES

Minutes from the Summer 2008 meeting were distributed to the membership and approved.

UPDATES FROM THE CHANCELLOR’S OFFICE – DR MARTHA WISBEY

- Each USG school was asked to create plans for 6%, 8%, and 10% budget reductions.
- “Georgia on My Mind” created a Masters in Teaching program. Involvement increased from 15 institutions to 21 of 31 institutions (including satellite campus programs) having a teacher preparation program
- Compliance officers created common language for P-card oversight

UPDATE ON GEORGIAHIRE

Weblinks for USG schools in GeorgiaHIRE should be mapped to the individual schools career services page and not the main university/college website. **Each school will need to check that your link is accurate. From GeorgiaHIRE website click “for students and alumni” You should be directed to your schools career services page. If not send corrected information to Julie Goley.** Susan reported that she checked the links last week and at least 75% are hitting the career center site. Julie will send a compiled list of the updates to Susan Contreras

UNFINISHED BUSINESS

GeorgiaHIRE Proposal

Brief History of GeorgiaHIRE:

GeorgiaHire was a shared opportunity for graduate and undergraduate students at USG schools to post resumes. Monster.com powered the system and Georgia HIRE had a staff member to facilitate. Larger schools moved away from MonsterTrak to use other career services management systems, which reduced the number of resumes in the system and an audit determined it was not the most efficient service to offer.

New GeorgiaHIRE

USC-CACE agreed to submit a proposal to request GeorgiaHIRE funding for a shared internship collaboration. A USC-CACE sub-committee met with Peter Adams of the BOR Office of Economic Development and determined GeorgiaHIRE would be a source of funding. "Experience Georgia" was the previous system within GeorgiaHIRE and had a demonstrated history of internship sharing within USG schools. The sub-committee of USC CACE met in May 2008 at a summit meeting to draft the proposal [See attached Proposal/Project Description.]

Proposal Summary

USC-CACE will contract with a career management system/software provider to post internships that will be viewable by all schools. Angelyn Walker spoke with NACELink, and they confirmed they can support this project, even with schools who are not currently using the NACELink system. However, other vendors are still under consideration and a decision has not been made.

Susan Contreras reported the original proposal was denied funding but still favorably reviewed by ICAPP committee (which includes people in academics, as well as, outside of academic, from the Economic Department of Development, and the Economic Development Association). Susan reported on next steps for proposal revisions.

Proposal Revisions

Project must be explained and defended to taxpayers for use of taxpayer money, Susan Contreras indicated ICAPP recommends clarification on two issues:

- Which institutions are committed? ICAPP would like to see the number of schools who will participate.
- What are measurable program goals? What does USC-CACE propose to accomplish (i.e.- 100 jobs posted during grant period)? Need specifics on how funding will be used and how the project will be measured.

Timeframe

Once ICAPP receives revised proposal, they will return a decision to USC-CACE within two weeks. ICAPP would like to see the program started by January 2009. ICAPP typically funds startups. This proposal will be used for program startup. A new proposal will be created next year to fund program enhancement and for continued funding.

Verbal Agreement to Participate

Which schools can verbally commit to participate in this initiative?

Georgia Southern	Darton College
ABAC	West Georgia University
Kennesaw State University	Southern Polytechnic
Georgia State University	Clayton State University
Georgia College & State University	Georgia Gwinnett College
Columbus State University	Augusta State University
North Georgia College & State Univ.	

Schools that will consider proposal and get back to the group:

GPC
Dalton State College
UGA

Measurable Goals (submitted by Mary Roberts based on history with Experience Georgia)

- 20 Schools participating
 - Motion made by Angelyn Walker to set 20 participating schools as a measurable goal.
 - Seconded by Karen Andrews
 - Motion approved with no objections
- 50 Internships per month
 - Motion made by Karen Andrews to set a goal of 50 internship postings per month for the entire USG system (300 postings in a 6 month period)
 - Seconded by Wanda McGukin
 - Motion approved with no objections
- 1000 Student users (January – June)
 - Group determined this goal would not be measurable during the first quarter due to software system. We will not hold ourselves accountable for this measure
 - Concerns were raised about January 2009 implementation date and whether it was a feasible timeframe

Cost to ICAPP

\$6K for the system

\$5K for marketing

\$30 annually for support (19hrs/week for one year to maintain)

No Fees for USG schools/students

Employers post internships at no charge

Additional Revisions to the Proposal:

Consider including statement about the difficulty in tracking “placements” and “hires”. Administer employer survey to collect data after the system is in place. Also include statement about marketing efforts to show the range of distribution/promotion, separate from the tracking of actual use by students.

Engaging Smaller Schools

How do we get smaller schools involved? Suggestion made to promote system to smaller schools as a time-saving program that is easy to get started. Emphasize how it will connect smaller communities to more employers and reach a broader audience. Draft a document to show what will be required to implement the new program.

Targeting Centers for Innovation

“Commission for a New Georgia,” appointed by Gov. Purdue. Economic development focused on these specific clusters: *Aerospace, Agribusiness, Energy & Environment, Healthcare & Eldercare, Life Science, Logistics & Transportation*. The following supporting clusters were identified as impacting every industry: *Advanced Telecommunication, Business & Financial, Homeland Security, Multimedia, Software Development*. In response, “Centers for Innovation” were created as “nodes of expertise”. Each center is affiliated with specific USG schools with expertise. The Centers for Innovation have developed extensive employer relations. Collaborating with centers and employers will provide opportunities for internships and jobs for students.

NEW BUSINESS

Workforce Studies (<http://www.icapp.org/about/publications.phtml>)

Workforce studies have been completed and are available online to identify areas for growth and concentrated effort in the state of Georgia. Two of the most recent studies will be available online soon.

- Georgia Tech: projected the future jobs and degrees needed in Environmental & Energy industries.
- UGA: Research on Agribusiness to provide comparisons and recommendations.

Biosciences research will be posted within next few weeks. Other studies include *Aerospace Workforce Supply and Demand in Georgia*, *Task Force on Health Professions, Findings and Recommendations*, *Logistics Centered Talent: A Perspective on Supply and Demand*, and *Supply and Demand of Human Capital for the Biosciences Industry*. The results have been shared with USG presidents. If you were not familiar with these studies, meet the ICAPP officer at your campus.

2008 Life Science Workforce Forum at the CDC in Atlanta will be held on Nov. 17th and is free and open to the public. RSVP is required. Angelyn will send link.

UPDATES

- Martha Wisbey shared the new resources link on USG website for War Veterans: www.usg.edu/veterans.phtml
- Student Affairs Newsletter about Georgia is now available at www.usg.edu
- Send suggestions, updates, or other ideas to Martha for inclusion in future issues. Thanks, Martha!
- Nov. 19th. 1-3p.m., Georgia State is hosting a Govt./Non-Profit job fair open to all.
- Georgia Careers Constorium-Career Opportunities Event, Nov. 13, Cobb Galleria, 11am-presentation, Noon-3pm is the Career Fair, 56 employers, 25 schools participating
- GACE Roundtable, Oct. 30th Register now! www.gace.org
- GACE Networking Breakfast, Dec. 5th at Synergy Building at Georgia Tech
- GACE C2C Fair commitment forms are due Oct. 31st

CLOSING

- Spring Meeting- possibly at Kennesaw or Southern Poly.
 - Nicole suggested incorporating a separate meeting to showcase the new internship sharing program (Experience Georgia), especially as a tutorial for some of the smaller schools who may not already be proficient with NACELink.
- Phyllis reminded everyone that the Student Affairs Newsletter has a list of all listservs for USG committees

Meeting Adjourned

Notes submitted by Kristi Casey-Hart

Thank you, Angelyn, for hosting this meeting and coordinating virtual meeting using Wimba!