

**BRADLEY UNIVERSITY PARENTS' BOARD OF DIRECTORS
SMITH CAREER CENTER COMMITTEE**

February 16, 2008

8:00 A.M.

**ROBERT L. PARDIECK MEMORIAL CAREER LIBRARY
SMITH CAREER CENTER, BURGESS HALL, ROOM 124**

Welcome and Introductions

Claude Lyles, Chair

Smith Career Center Report

Rick Smith, PhD, Director, Career Development

- Review of Graduate Report for 2006-2007
- Co-op/Intern Award Winners
Dawn Koeltzow, Assistant Director, Experiential Education
- Update on Spring Semester Plans and Activities
- Assistance Offered by College

Committee Projects for 2007 – 2008

Rick Smith and Dawn Koeltzow

- Outcome of Fall 2007 “Parents as Career Planning Partners” Workshop
- Parents Career Information Network – BU Mentors Program
- Mailing to Parents of Undergraduate Students
- Outreach to Potential Employers of Bradley Candidates
- Identification of Internships for Bradley Students

New Business

Next Meeting: April 5, 2008