

**BRADLEY UNIVERSITY PARENTS' BOARD OF DIRECTORS  
SMITH CAREER CENTER COMMITTEE MEETING  
SMITH CAREER CENTER, FIRST FLOOR BURGESS HALL  
8:00 A.M.**

Saturday, October 27, 2007

Welcome and Introductions

Claude Lyles, Chair

Report on Fall Semester Career Center  
Activities

Rick Smith, PhD, Director, Career Development

- Brief Overview of Services
- The "BIG" Event, Career Fairs, and Seminars

E Recruiting Program Funded by Parents' Association

- Purpose and use
- BU Mentors (demo)
- New Alumni product

Smith Career Center Parents' Projects

- Mailing to Parents – sent in August 2007
- Mailing to Parents of Undergraduate Students – December 2007
- Parents' Weekend Workshop for Parents

New Ideas for Projects

- Ways to help students on co-op/internship away from campus/home connect with alums and parents (contact info, dinner, connection, etc.)
- Parent workshop – spring or fall?
- Outreach to Potential Employers of Bradley Candidates – ways to connect employers with the SCC (breakfast or luncheon info session discussing co-op/internship), how to connect SCC staff with employers when visiting your town (*Dawn Koeltzow, Assistant Director*)

New Business

- Discussion of Vice Chair volunteer