Welcome and Introductions

Vince Gravina, Chair
Rick Smith, PhD, Director, Career Development

Review and Approval of minutes from October 27 meeting

Vince

Overview of SCC Responsibilities

Rick and Vince

Smith Career Center Update

Rick

- January 2013 e-mail to Parents
- **Activities since last meeting**
  - *Dining Etiquette* (November 8)
  - *Nursing & Physical Therapy Career Fair* (November 13)
  - *Feedback Friday: Resume Critique Day* (February 1)
  - *Spring Job & Internship Fair* (February 6)
- **Upcoming events**
  - *Freshman Internship Pizza Party* (February 27)
  - *Networking, Professionalism, & Recruitment in Education Conference* (March 6). Various topics for Elementary and Secondary Education majors
  - *Public Service & Summer Employment Fair* (April 4)
  - *Sophomore and Junior Internship Prep Event: Professional Skills for the Workplace* (April 8)
  - *Diversity Career Networking Event* (April 17)
- SCC staffing

BU Mentor Update

Dawn Koeltzow
Interim Director, Springer Center for Excellence in Internships

- *Meet the Mentor* (April 13). Purpose, location, promotion, etc.

Current Updates and New Ideas for Projects

Rick and Vince
Parent Round Table

Other New Business

Rick and Mike
Parent Round Table

Next Meeting: April 13, 2013