

# CCSA November 21/03 minutes

## Held at CU Boulder

### Attendees:

Adams State University - Shelle McLean  
Colorado College - Darlene Garcia, Judy Offerdahl  
Colorado School of Mines, Louisa Duley, Anna Hanley  
Colorado State University - Anne Thompson, Brett Beal, Jan Behunek, Erin Fendrich, Diane Kull, Ann Malen, Brian O'Bruba, Lucinda VanInwagen  
Colorado State University, Pueblo - Michelle Gjerde  
Metropolitan State College of Denver - Shina Du Vall, Patty Hickman, Leland Shores  
Mesa State College - George Delahanty  
Naropa University - Linda Grimm  
Regis University - Evette Blea, Julie Elliot, Todd Emo, Linda Helwig, Lynne Montrose, April Peterson, Cyndy Redifer  
University of Colorado, Boulder - Mary Armigo, George Hoey, Sue Bennet, Ray Garcia, Michael Deragisch, Debra Giseburt, Ann Hermann, Nancy Lloyd, Valentine Roche, Jane Rogers, Sandi Rosewell, Rebecca Schell, Lisa Severy, Shayn Smith  
University of Colorado, Colorado Springs - Christy Grant, Holly Mazak, Lauren Severn (Graduate Assistant)  
University of Colorado, Denver - Mary Michael Hawkins, Pat O'Keefe, Ruth Prochnow  
University of Northern Colorado - Matt Leland, Marlane Mowitz, Patty Roberts  
University of Wyoming - Linda Brooks, Tami Browning, Jo Chytka, Ann Jones, Tracey Ray  
Western State University - Svea Whiting

### 8:30-9:00am Continental Breakfast and Registration

### Employer Panel included

Employer Panel focused on current hiring trends and what recruiters are looking for:

Lorie Junnila, Wells Fargo (Banking)  
Delaine Orendorff, UCAR (Non-Profit/Government)  
Wendy Merrill, KPMG (Accounting)  
Cliff Picaro, Sun Microsystems (IT)

### Panel Remarks:

#### Lorie Junnila from Wells Fargo

Each line of business does own recruiting  
Lori does staffing for bank locations  
Hires entry level-tellers, personal bankers, business bankers with finance/accounting degrees  
Personal banking requires a strong sales aptitude, business administration, accounting, finance degrees  
Need to get foot in the door to move ahead in this company  
80% of recruiting done within  
Internal job posting  
Prefer 1 page, cover letter not required  
Not a lot of internships, there is a guy out of SF who comes to college campuses.

#### Dalaine Orendorff from UCAR

Scientists w/ Ph.D.

Student Assist Program-no internships. Hire students to work 10-15 hours a week.

Acct, HR - Stable

Software Engineering

Cover letters are very important, make sure it addresses skill sets. All resumes go thru HR.

Prefers summary on resume.

#### Cliff Picaro from Sun Microsystems

Hire students from all over, mainly in Engineering.

MKT, ACCT, FNCE, Natural/Phy Science, Math

Developing internship pool

Retain interns, first semester sophomore thru Ph.D. programs.

University Relations, internships begin in summer.

FT opportunities after internships.

Extensive training

Apply academics functionally-sought after by supervisors

Resumes-look at skill set

Business degrees, Eng/Bus-sought after

General MBA does not hold value unless specific area of emphasis.

Europe, Asia, Pacific Rim

International Internship program-bring students here from other countries.

Likes objective-many areas of emphasis/positions.

#### Wendy Merrill from KPMG

Focus on accounting, Managers must be CPA's.

Hire class for Jan and following fall.

Internship program

80% of full-time hires from internships

Interns in Jan, Feb March, FT

Final 4 accounting firms

Don't require interns to have tech skills

Encourage those who have work experience to express those achievements.

Good work ethic.

Good money management skills, customer service.

What have they learned?

Students want to know what work/life balance is.

Easier to make transition when informed.

Bad to be indecisive-know what they want.

Can move/interview to other KPMG offices once they interview here.

In 160 countries.

Do a lot of international exchanges.

Language skills a plus but not required.

Be aggressive not nasty.

Hard copy letter sometimes gets more notice.

Who stands out at career fairs?

Bubbly personality, good handshake, strength of personality, enjoys being around others, someone who has researched the company, prepared resume, well prepared, clean cut, suits.

Delete objective on resumes, put skill based description instead, interests.

Resumes-be complete, good content, include dates for jobs indicating retention.

Functional or chronological are fine but not further back than 5 or 6 years.

Relevant skills - outside of standard curriculum. List projects worked on, etc.

Put graduation date or anticipated grad date.

Computer skills-above and beyond word, Excel, PowerPoint

Acct-Put GPAs-shows commitment to academics

Broke into Interest group from 10:30 - Noon and reported the following discussions:

#### Employer Relations

How do we stay motivated?

Take time out to counsel students

Technology - e-campus recruiting is good, CSU has their own which works well

What if you list a job and no one applies? School does resume search and contacts students.

Third party employers and sneaky employers, Cutco is out,

Will try and develop a list of what each school does well that others don't do

#### Internships

Big year of transition, do more with less

What are schools doing with Nacelink - good tool?

How can we serve our students and get the work out?

How does each school do it?

Paid unpaid, depends on school

Faculty is starting to get it and getting on board with internships

Know how to apply what they've learned in college to get the job

#### Counselor group 1

Counseling first generation students - asked for suggestions for more programs?

To encourage students to join professional organizations, ask organizations to have their meetings on campus with room for students and a networking community

Mock interviews for informational interviewing

Mock hiring committees

Streaming video for workshops, view before coming for work itself

#### Counselor group 2

Electronic portfolios

Regis is good at this, new inventive

1st year students needs, seminar, parents, thru residence halls mid semester

RA referring them because they have interest in choosing a major

Market in laundry rooms

Email post card works well

Monstertrak, companies going outside of system to set up times/dates

E-campus recruiter tells specific student group about schedule

Different resources - Colorado Business Directory can be had free if your library gets it

Resume format - functional vs chronological, sometimes functional is best to highlight

#### Directors

Talked about technology, what are we using?

Monstertrack, erecruiter, e-campus recruiter, nacelink

Money, budget limits/cutbacks

#### Technology

Systems they use

Ups and downs

Cx online, discover on line - better services

Surveys on line

Cgi scripts/portal scripts

Email servers

Kazzan, security

Noon - 1:00 Lunch

1:00 - 2:45 Business Meeting

Treasurers Report

Mary Michael Hawkins

Looking good - have \$5700

May minutes approved by Anne Malen

Todd Emo seconded it

All agree

Tracey Wray - Policies

Notes on what should be suggested

Will write new policies after comments

Meeting/planning guidelines are not a policy

Where should it be?

Does there need to be someone to report it to - maybe vice pres/college who's taking location?

Replace questions with guidelines

Need consistency in format of policy, to appear more professional, structured and clean

Anne Malen asked - can we compare these with Nace policies to make sure we don't go against

Nace policies. It was not compared.

Third party agencies needs new dates - updated 2 yrs ago

Why do we need separate uidelines than Nace? We are more specfic. Anne Malen said we can be tighter than Nace.

What are third party definitions?

Pre-employment by employers uses Nace guidelines

Retraction of accepted job offers since 1989. Employers should contact career services when retracting job offers. What should we do with this since we can't enforce it anyway?

Next meeting will have policies on retracting job offers

Connecting a link to Nace on our sight

Any contracts concerning the meeting need to be approved by President and Treasurer

Vice President approves set up of meeting, wants leeway with approval responsibility. Money involved needs approval of President and Treasurer

Planning guidelines requires 100 deposit to reserve - anything over 100 required approval of President and Treasurer

President usually plans meeting and is reimbursed by CCSA

To get some history contact Gordon Grey

Group wants to stay somewhat lose to allow for flexibility with some structure

For May everything will be written out. Informally approved. Thanks acknowledged.

Proposed changes to CCSA bylaws

Richard Delli Veneri at DU

Ray Garcia CU boulder

Don't actually have bylaws

Changes:

Purposed second purpose point to most current recommendations

Should the purposed be under bylaws. Yes

Spell out names completely,  
Keep purposed second version  
Membership - keep second proposal  
President - during term instead of office  
Before other organizations  
Vice President  
Elected by membership  
Treasurer  
Do we only want paid up and therefore voting member only on the list serv?  
Must weigh the work of maintaining list serv tied to payments  
Directors since they pay dues, says who the members are or not to make it easier  
No increase in dues, dues payment time is fine

Voting and elections  
Replace list serv with electronically?

Meetings  
President Elect is secretary  
Costs, what are the costs past on to registration? Costs vary to allow for flexibility.

By laws accepted

Jan Behunek/Website  
Employer page new addition  
Members page on website

presented a new draft of the website, particularly employer page  
Possible outside web page, so they don't go through CSU first  
Draft of employers exhibited  
Can have logo created, room for links, community member  
Major navigation by section is by buttons, link on left side  
Employer link  
Contacts  
Fair dates  
History  
Designed using cascading style sheets should be possible to update  
Needs web accessibility and standards  
Old website was table based and not well done  
Plans to email everyone on list serv url to this page for comment, directions  
Then can add fair dates and link, so content is ready to go  
OK for bylaws, members page  
When will these pages go live  
Are we OK with basic format?  
Will have similar homepage before we go live  
His (Jan) impression was employers' page highest priority  
Will make current page linked for members  
Will add the rest as it becomes live  
Comment - want 4 choices made more prominent  
Sandy Rosewell  
Fairs will have a draft of complete monthly calendar  
Not all 12 months - only typical fair months  
Would like live link right to fair pages

How do we indicate schools?

Can we put school logo on website

Is it a good idea to use logos?

Color is good

Calendar is more unifying, quicker, doesn't favor a school

Can we ask some employers - ask your employers and get back to Sandra Rosewell, contact Brett Beal

Leave decision to employer relations group

Would it be helpful to have a contact person for CCSA career fairs?

Link prominence

Anne Jones, can send out policies as reviewed to be voted on list serv

Suggested put this one up for now- Shina duvall

Consensus

Will email everyone a link and gather comment

Email fair link you want to Sandra Rosewell

Jan-purchasing a url for CCSA website

Can buy our own domain name and redirect it on webserver he run

Something like CCSA.org

Prices 40 initially and 20/yr

We'd like our own url, Jan will check out companies

Name for sight, email suggestions on list serv suggestions, keep in mind it is not already used

Cheaper to go with a redirection of all work you've done

New Business

Next meeting - decision

Friday, May 21st

Western slope is far for many of us

Reducing funding

CSU chosen

Topic:

Dept oriented values extraction - uses value in helping clients with career issues

Edward Collazzi from Maryland in private practice

Title Adult Development..... Get info

6 hr workshop proposed, may need to be shortened

motion \$500 for speaker, location, food covered by registration

Break 2:45 -3pm

3:00 - 4:30pm Speaker

Robert Moore, Vice-President of Budget and Finance at the Colorado School of Mines. Topic: The current state of the Colorado budget, legislation and its impact on higher ed.

Basically - it's not good.