

**Member Career Services Committee Meeting**  
**NACADA Annual Conference – San Antonio, Texas**  
**2 p.m. Wednesday, September 30, 2009**  
**(Follow-up Meeting 11 a.m. Thursday, October 1, 2009)**

Members in Attendance at September 30 Meeting:

Alison Hoff, Indiana University Purdue University – Ft. Wayne, Chair  
Bill Elliott, Harford Community College  
Avi Rosenzweig, UC Berkeley

Members in Attendance at October 1 Follow-up Meeting:

Alison Hoff, Indiana University Purdue University – Ft. Wayne  
Meredith Gerber, College of Charleston  
Rachel Singleton, Mississippi State University

Absent Members:

Marian Adomakoh, The College of Saint Rose  
Denise Mary Manning, Landmark College  
George Kroupa  
Felicia Toliver, Gateway Community and Technical College  
Veronica Rahim, University of South Carolina  
Valencia Edwards, The Savannah College of Art & Design  
Jennifer Humber, University of Alabama  
Samara Massey, The University of Alabama Birmingham  
Nancy Howell, University of South Alabama  
Jocelyn Wilcher Vickers, Auburn University  
Carolina Arroyo, University of Notre Dame  
Christy Carlson, Trent University  
Autumn Cartagena, Iowa State University  
David A. DeRouen, University of the Incarnate Word  
Kimberly Frazier, Missouri University of Science & Technology, Rolla  
Lisa Mitchell, Missouri State University  
Patty Shaw, Dalhousie University Nova Scotia

Chair Alison Hoff called the September 30 meeting to order with introductions of those present. She noted that some members would not be arriving at the conference in time to attend the September 30 meeting and that a follow-up meeting for those arriving later was scheduled for October 1.

Hoff reported on activities of the Administrative Division as summarized at the Division's annual meeting on September 29, 2009. She encouraged members and others to attend the two career-related conference sessions being presented by herself and Jill Parker on October 1.

Committee members have been scheduled to staff the Member Career Services Committee booth from 8:30 a.m. to 12:30 p.m. and 1:45 to 4:30 p.m. on October 1, and

from 10 a.m. to 12:45 p.m. and 1:45 to 4:30 p.m. on October 2. In addition to reviewing resumes and CVs as requested by members, resource materials will be available at the booth, including sample resumes and CVs, job postings, job search tips, and sample letters. The Clearinghouse contains additional resources on hiring, interviews, interview and business etiquette, and other career-related topics.

A Member Career Services presence on Facebook was discussed, including signing up on a Fan page. Bill Elliott said he would work on updating web page links. Alison will ask MCS Committee members to each recommend a career-related book to be included in a suggested reading list on the web page. Committee members volunteered to be responsible for writing the next five Career Corner articles for Academic Advising Today.

At the October 1 follow-up meeting for those whose travel plans precluded attendance at the September 30 meeting, Hoff summarized the previous meeting's discussion and gave updates on the Administrative Division meeting. Also discussed were possible ways to assist members in their job searches, such as a weekly reminder to check new job postings on various sites, suggesting resources for various facets of the job search, etc.