

**Development Task Force Meeting**  
**Bordini Center, FVTC**  
**Thursday, January 8, 2015 – 8:30 a.m.-10:00 a.m.**

**ATENDEES:** Chad Kopitzke (UW Oshkosh), Jennifer Buelow (UW Oshkosh), Patricia Terry (UW Green Bay), Kathy Koehler (EMT International), Sonia Otte (Sargento Foods, Inc.), Tedd Guttmann (Sargento Foods, Inc.), Scott Hill (Pro Solutions), Scott Rasmussen (Lakeside Packaging Plus), Thomas Schultz (N.E.W. Plastics Corp.), Jennifer Pigeon (NWTC), Linda Bartelt (NEW ERA), Ann Franz (NEWMA), Steve Dreger (FVTC), Sara Wedeward (KI), Sandy Folsom (NWTC)

**March 12<sup>th</sup>, 2015 Intern-Connect Expo Planning:**

Ann Franz and Linda Bartelt met with the events coordinator for Lambeau Field as a venue for the Intern-Connect Expo to be held on March 12, 2015. The Legends room is available and will be an excellent venue that can accommodate the employer booths and the ability to conduct individual interviews. The cost for the use of the venue is reasonable and affordable. The NEW Manufacturing Alliance along with the NEW ERA Higher Education Alliance will support the cost of the venue.

Tentative schedule begins at 2:00 p.m.-2:10 p.m., with a welcome and information about the event. Structured interviews will begin at 2:15 p.m., and rotate every 30 minutes until 4:15 p.m. Beginning at 4:15 p.m., there will be open time for the students to network with the attending companies until 6:00 p.m. There will potentially be 25-30 companies participating in the event.

**Student Preparation:**

It will be the college's responsibility to reach out to faculty and students to promote the event, as well as work with Career Services to prepare the students. The companies and students will know prior to the event who they will be interviewing with and what companies will be represented to investigate further.

Intern2Hire, a site developed by NEW ERA, will be utilized to connect the employers and college students. Students will complete a profile of their skills, areas of interest and resume. Employers and students will then be matched together.

**February 12<sup>th</sup>, 2015 - Internship Training Event:**

This event will be held on February 12, 2015 from 11:30 p.m.-1:00 p.m. in Appleton for companies interested in learning more about hosting meaningful internships. There will be two companies that will be talking about their internship experience, NEW Plastics and potentially KI. The event will also have a panel of students from UW Oshkosh and the Technical Colleges that will engage with the companies to discuss and answer questions. Chad with UW Oshkosh will also present on how to work with millennials.

**Timeline of Events/Due dates:**

- 1/16 – Determine if KI is able to present at the 2/12 event
- 2/1 - Company's internship needs request form due
- 2/12 – Internship Training Event
- 2/27 – All students must be registered for the event
- 1<sup>st</sup> week in March - Review students/resumes and set meeting times
- 3/12 – Intern-Connect Expo Event

**Next meeting for the Development Task force is scheduled for February 12<sup>th</sup> following the Internship Training Event at 1 p.m. to finalize the March 12<sup>th</sup>, 2015 Intern-Connect Expo Event. The meeting will take place at UWO Executive Education Center.**