

**NEW Manufacturing Alliance
Development Task Force Meeting
UW-Oshkosh Executive Center – Appleton
Thursday, February 12, 2015 – 1:00 p.m. – 2:00 p.m.**

ATTENDEES: Dave McIlheran – Shopko Optical, Sarah Wedeward – KI, Ted Guttmann – Sargento Foods, Sonia Otte - Sargento Foods, Linda Peacock – Landrem – UW-Green Bay, Ann Franz – NEWMA, Linda Bartelt – NEW ERA, Tom Nichol- WMEP, Sandy Folsom – NWTC, Chad Kopitzke – UW-Oshkosh, Jennifer Buelow – UW-Oshkosh, Kathy Koehler – EMT, Bobbi Miller - FVWDB

HOW TO HOST A SUCCESSFUL COLLEGE INTERNSHIP PROGRAM TRAINING EVENT

The taskforce all agreed that today's training event was a great success. Attendance surpassed the goal of 20-25 people attending the event, with a final count of 58 participants. Ann will survey the participants and report back at the next taskforce meeting.

INTERN-CONNECT EXPO PLANED FOR LAMBEAU, MARCH 12TH, 2015 FROM 2:00 P.M. – 6:00 P.M.:

Beginning Monday, February 16, 2015, students can register for interviews. Sign up is open until February 27th. Each college has someone in charge of recruiting students to the event. Linda has distributed flyers about the event to each college, along with sharing an electronic version to each college. There is bussing available for students.

The Expo will begin at 2:00 p.m.-2:10 p.m., with a welcome and information about the event from John Short (UW Fond du Lac) and Jim Koronkiewicz (BPM, Inc.). 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 are 25 companies participating in the event with up to a 102 internships available. A bus will be provided to pick the students up from their colleges and return them after the Expo.

The event will be filmed with interviews with companies, students as well of the actual event. We would like to have a student do the Lambeau Leap and say, "I just got an internship at Lambeau!"

Each company space is 10x16 with one 8 foot table and two high cocktail table with chairs for the interviews. Companies may need more tables depending upon the number of internships. There will be a table outside of the exhibit hall for registration. There will be a name badge for the companies and students along with a lanyard. The registration table will be run from 1:15 p.m. – 5:30 p.m.

There will also be a program and a map with name plate and booth number to help the students find where they need to go. The floor chart will be arranged alphabetically to make it easier to navigate. There will be a candidate waiting area for students that are either done or waiting for their interview. This will allow the student a place to stay without interrupting other interviews. In addition, a program will be given to the students and employers with the interview schedule.

An email will be sent out as a reminder to the students on March 8th, 2015 as well as on the day of the event. If a conflict has come up and they are unable to attend the Expo, they are to contact their Career Services as soon as possible.

NEXT STEPS:

- After February 28th, Ann Franz will send out the names of the companies participating along with the number of candidates.
- Ann will email Alliance members to identify the representatives attending the event.
- Ann will email companies to determine how many interview tables are needed.
- The next Development taskforce meeting will be held on Thursday, April 9th at 8:30 a.m.- 10:00 a.m. at EMT, 780 Centerline Drive, Hobart, WI.
- Ann will email the taskforce on having volunteers to help with move in and the registration desk.