



2-11-2010

February 11, 2010 Minutes

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Recommended Citation

Illinois Wesleyan University, "February 11, 2010 Minutes" (2010). *Minutes*. 14.
https://digitalcommons.iwu.edu/cfw_mins/14

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February 11, 2010

To: Council for IWU Women

From: Marsha

Re: Minutes of Meeting on February 2, 2010

It seems like only yesterday that we had our conference call. In the intervening days we have had almost 60 inches of snow in Baltimore-Washington. This is crazy weather for a part of the country that often is referred to as "Winter-dweebs" because we believe we live in the south where snow doesn't fall and in reality we often feel like hearty northeasterners. I have been out of work for the past week, with the University of Maryland shut down, as have been most other schools. Even the Federal Government had to shut down after the streets of the District just couldn't bear any more traffic and snow. So, with a forced one week vacation, I have had plenty of time to read and bake (the folks around St. Tim's are so glad the power was only off for part of a day, because the wave of cookies and scones and cakes and all would have dried up!). I have also had time to dream about spring! That thought has me thinking about our great time together in March. I have great hope that our flowers will be busting out about the same time we are in Bloomington.

So, you'll find this set of minutes attached to a quick e-mail that I send you on Monday. Our internet and satellite TV gave up the ghost with the first storm, so we are living life in a simpler state! Imbedded in the minutes are notes about all of the elements of our program and you'll find at the close of the minutes a **Registration Form that I would love to ask each of you to complete before February 20, 2010**. If you will complete the form and return it to me via e-mail (mguenzle@umd.edu), it will allow us to know who will be attending the two day summit in Bloomington and who will be able to participate in each of the program elements.

So we begin.... Friends, what a great meeting we had on the 2nd of February. We had a great turn out of folks. Our conversation was about the gathering in Bloomington on March 26-27. What I share below is a list of decisions/assignments and opportunities. You will note that these opportunities are reiterated on the registration form for you to indicate your participation. We will gather again in late February/early March for another conference call to put the finishing touches on our summit. This is shaping up to be a wonderful weekend.

Quick interjection: If you wish to stay at the Guest House on Campus, rooms are limited and will be held on a first come and first serve basis. Ann Harding (aharding@iwu.edu) is the point of contact and she'll need to know if you need a room on Thursday, Friday, and/or Saturday evening. The rate is about \$25.00 per night and you have the pleasure of sharing a bathroom and having one of six bedrooms. Please note that the Hampton Inn near the Von Maur Store has a special IWU rate as does The Park Hotel. The Hampton Inn phone is 309-452-8900.

Friday, March 26

1. Reception (9:30-10:30 with our arrival at 9:15)

- Arrival for all Council Members is scheduled for 9:15 on Friday morning in the Joslin Atrium (new adjoining the Main Lounge). The actual event will start at 9:30 and we'll have a chance to get ready to greet our guests.
- We will do a formal letter to faculty and staff. Please see the attached invitation that was graciously extended by three of our members of the Council. Thanks to Ann and Tracy W. for editing.
- We will ask members of the Council to personalize the invitation by emailing and/or calling old faculty that they know (and/or staff they may have worked with). Ann will send out the invitation and Shannon had previously volunteered to make a Google list that lists the faculty/staff after Ann sends it to her. WE can then sign up for faculty/staff members we are willing to invite. We did not discuss this previously on our February 2 call, but if Ann and Shannon are still game, I am happy to get this Google list going!
- The RSVP for the reception will be to Connie
- We have asked a Touch of Class to sing again and our own Debra Burt-Frazier has agreed to sing.
- Marsha will do a quick welcome and introduction to the Council for anyone who doesn't know it.
- Elly will provide a brief 4-5 minute speech about her involvement in campus and the influence of faculty and staff women in her success.
- Event ends at 10:30.

2. Coffee/Tea Break (10:45-12:00)

- This will be a new addition to this year's event. Molly, Lisa, Katie Coleman, Laurie(Career Center) , and Robin (Career Center) and Sara N-F have worked on this.
- We will have 20 minute intervals at tables in the Dugout with topics at each table and alumnae and students. Alumnae will stay at the tables and students will rotate.

- **Big Question:** Has Laurie reserved the space in the Dugout and is the Career Center getting the word out to students? Molly will check with her.
- **Attached to this set of minutes is the questions that accompany the broad topical areas.** You'll note that you are asked to identify the broad topics you would be willing to address and your commitment to be at this event on the registration form. The broad stroke topics are:
 - **Career Path Questions**
 - **Interviewing Skills**
 - **New Job/Internships**
 - **Networking**
 - **Professionalism (e.g. Dress, Etiquette)**
- On our call we had several people who indicated they were "in" for this event including Elly, Debra, Claudia, Marsha, Carole, Lisa, and Vanessa. Many of you may wish you participate and if you will indicate your topic of interest (perhaps 1, 2, 3 choice) on the registration form, our good pals working on this session will make sure to get us all slated in the right table slot.

Quick Interjection: For this session to be REALLY effective, it would be great for the students to be able to see our fabulous profiles. This would allow students to think about specific person that they would wish to meet. This is true for the prior session and for lunch and for Saturday. Attached to this same e-mail will be the profile form. If you will all take a moment to look at your form on Titan Pride and see if you have potentially done something magnificent that is not captured on this current version of your bio and/or you have a new picture you wish to include, will you get an updated bio to Ann via e-mail (aharding@iwu.edu) and her good students will insert. Let's aim to complete all updates to our bios by no later than March 1).

3. Lunch (12:30 – 1:45)

- We will continue to pair alumnae and student up. Darcy will work with Ann to pair up folks. Just like the folks at tea would have our biographies, we would provide this same information to our student lunch dates. We would also maybe get a bit of information on our student partner as well.
- You will be asked to indicate if you can participate in the lunch. That will allow for Darcy/Ann to assign you to a student.
- Darcy was being a poll watcher on the night of our call, so Darcy, you just got volunteered.
- Lunch will be fairly quick to allow us to move to State Farm.

4. Afternoon at State Farm (Depart Campus at 2:00, 2:15 Arrive at State Farm Corporate Headquarters, Event from 2:30-4:30)

We have a wonderful new opportunity to have a new format for the afternoon. Elly Jones and Karen McDowell have been working with a great group at State Farm called the

Women's Networking Group. We are going to pilot an interface between this group and IWU alumnae and students. The details are as follows:

- We will depart the campus by the Main Desk area of the Memorial Center in cars and a few campus vans. We are each asked to transport as many students to State Farm as your car will allow. This will allow us to get students to this event. You'll be asked on the registration form to indicate your attendance and your transport capacity.
- We will arrive with our great students at the Corporate Headquarters and get through security and get badges at 2:15.
- The program will be from 2:30-4:30.
- Elly and Karen and the good folks at State Farm will have nametags and business cards that students can use by filling in their names. That will allow for networking.
- The parking will be in the visitor section of their lot/garage and Elly will work to see if parking cones will be available to block off spots.
- The program will include an introduction by Lisa Sparks the Vice President of State Farm and Chair of the Women's Steering Committee. Then a panel of three fairly new graduates with one to two years of experience will be joined by a person that has been out for 5 years. They represent wide fields of interest including finance, IT, marketing, etc. This will last about 45 minutes. There will then be a table discussion section with a wide variety of career types represented in the table top discussion. We'll add to this great group and be joined by students and State Farm folks. We will need to spread out among the tables. From 4:15-4:30 there will be a closing of the session.
- We need to think about marketing this program. Elly, do you think you and Karen would be willing to talk with Darcy about how to get this on the registration form? We want to take all women that are interested and we want to know who needs transportation. So, Darcy, here we go again, volunteering you. If we could have a registration for this event on the summit registration form, we would need to know if folks wish to go and then if they require transportation. If they have their own transportation, that is great....but we want to make sure we accommodate those without cars.
- Elly was going to see if we could come up with some sort of internship opportunity list for State Farm. This might be really attractive to students of all ages. In addition, we might want to market that this is one of the opportunities in attending this session.
- Elly was going to talk to Human Resources at State Farm to see if a recruiter for internships could be present. It would be great to have Lori and others from the Career Center join us as well. Molly, since you are in touch with them, do you want to share this information with them.
- We had a wide variety of ideas about how to market this event (and all the events of the weekend) including having a Facebook page for the Council for IWU Women. Ann had one of her great student workers set this up. If you are a Facebook person, you may want to check. We may want to make sure we make this information available to Darcy as she markets to students.
- We would return our students to IWU at the conclusion of the program.

5. Friday Evening (6:30 Dinner at Ann's House)

- We will all go put on comfortable clothes and gather at Ann's House at 6:30. How grateful we are that Ann has agreed to host us again!
- Molly has graciously agreed to bring wine for a wine tasting.
- Ann will have a caterer provide great food and we'll all provide help with the dishes afterward!
- Loreene will show us some of the great new jewelry she is marketing as part of a special treat that evening.
- We'll all laugh and tell great stories!

Another interjection: As I sit here typing this I am very aware of the fact that lunches and having you all present and having you all drive and/or stay in hotels is not without cost to you personally. I am so grateful that you have agreed to contribute your time and resources to make this weekend work. In addition to ALL of that the rest of the events for the weekend cost money and your incredibly generous gifts have helped us to pay for receptions, lunches, gifts for summit attendees, Friday nights dinner, etc. While we have money to afford those elements for this year, we'd love to remind you that your annual gifts in support of the Council of IWU Women are what make this and the scholarships possible. If you have not already had a chance to think about this year's annual gift, this is a great chance. Just take a minute to write a check and or give on line and you can do it with Ann Harding's help if you need to do so. Let's see if we can get 100% participation in this giving in advance of our March event. Gifts...large and small...are all fabulous!

Saturday, March 27

1. Breakfast

In years past we have had breakfast with Dick and Pat Wilson. Sadly, they will be out of town doing great work for the IWU Campaign this weekend. So, we all know that real reason we love that breakfast is because of being able to spend time with Dick and Pat. We'll hope to resume this great tradition on another year when they are back in town. So, sleep in an extra 15 minutes and get breakfast on your own because we are jumping into the day a bit later!

2. Scholarship

We will continue to do a scholarship outreach by class. We have a number of folks willing to work on this. Darcy, Barb Nathan, Laura Randolph, Lora Wey, Lisa Powell Williams and Celeste will all work on this. Lora Wey shared with Ann that she would be willing to make sure this process gets underway and I know Barb Nathan has also agreed to help since she will be able to do this in advance of the conference.

- Proper conduct prior to the interview?
- Proper conduct after the interview?

New Job/Internship Questions

- First Day of work – what are the big stressors to be leery of?
- Week one completed—reviewing the job at a glance? What do you need to do to become a valuable company asset?
- How do you handle difficult co-workers? Boss?
- What is your invaluable tip for the “new kid” on the block?
- Job satisfaction – when do you know enough is enough?
- How do you leave a job without burning a bridge?

Networking Questions

- Who is in your professional network circle?
- Where/how do you network?
- What skills are most valuable for networking? How can I practice those skills?
- What do you suggest I do now to widen my professional connections?
- Do you use Linked In or other social media networking sites?
- How/who do you ask for recommendations/letters of reference?
- I don't know anyone in the career area I'm interested in, any suggestions?
- How do you break the ice in a room full of people you don't know?

Professionalism Questions (Dress, Etiquette, etc.)

- What is appropriate/inappropriate dress for interviews? Any pet peeves?
- How do you define business “casual” and business “Professional?”
- When dining out professionally, what types of etiquette tips do I need to know?
- How do you handle gossip among co-workers?
- What is your policy about cell phone and personal computer use at your workplace?
- What is the fastest way to gain respect of colleagues in the workplace?

(Additional comments have been added since publishing this list. Thanks for your great comments. A new modified list of questions is likely to be forthcoming.)