

**SOUTH DAKOTA
ASSOCIATION
OF
COLLEGE CAREER CENTERS**

2017 – 2018

Member List
South Dakota Association of College Career Centers
2017-2018

Brown	Stephanie	South Dakota State University	605-688-4425
Bucknell	Kayla	South Dakota State University	605-688-4425
Calvert	Chandra	Western Dakota Technical Institute	605-787-2415
Carlson	Jessica	University of Sioux Falls	605-331-6582
Clemensen	Lon	Sioux Falls Development Foundation	605-339-0103
Cornell	Rebecca	Black Hills State University	605-718-4077
Fredrikson	Susan	South Dakota State University	605-688-4425
Damjanovic	Sara	University Center – Sioux Falls	605-274-9507
Frey	Mandy	Southeast Technical Institute	605-367-4236
Fuller-Bordewyk	Sherry	South Dakota State University	605-688-4425
Girard	Kasandra	University of South Dakota	605-677-5381
Greenway	Janet	Mitchell Technical Institute	605-995-7194
Hanson	Mandy	University of South Dakota	605-677-5201
Haught	Melissa	Black Hills State University	605-642-6277
Heijerman	Sarah	University of Sioux Falls	605-331-6613
Hettick	Janette	Black Hills State University	605-642-6934
Johnson	Dr. Heather	University of South Dakota	605-677-5381
Lohsandt	Dr. Marie	Dakota State University	605-270-3119
Lopez	Amanda	National American University	605-939-5045
Lorenz	Britt	Northern State University	605-626-2371
Mairose	Gina	University of South Dakota	605-677-5381
Mollenhoff	Julie	Lake Area Technical Institute	605-882-5284
Pfeiffer	Jason	SD School of Mines & Technology	605-394-2667

Ring	Josh	University Center - Sioux Falls	605-367-8463
Roy	Samantha	Western Dakota Tech	605-718-2410
Royer	Dr. Randy	SD Teacher Placement Center	605-773-2508
Sawyer	Dr. Darrell	SD School of Mines & Technology	605-394-2667
Smith-Keller	Dr. Keley	Mount Marty College	605-668-1363
Somsen	Emily	SD Teacher Placement Center	605-773-2508
Streufert	Billie	Augustana University	605-274-4123
Tollefson	Matt	South Dakota State University	605-688-4425
Toso	Mary	Augustana University	605-274-4128
Vietor	Sandi	Executive Secretary/Marketing Coordinator	605-351-3676
Woodall	Melissa	Black Hills State University	605-642-6132

KEY

(Year) = Denotes year individual started with association

M = Denotes Currently **Active Member/Representative** of either an Institutional Member or Associate Member Organization

IM = Denotes Institutional Member **Organization**

AM = Denotes Associate Member **Organization**

AUGUSTANA UNIVERSITY (IM)

Billie Streufert (2004) Mbstreufert@augie.edu
Executive Director of the Success Center
 Edith Mortenson Center Suite 100 PHONE: 605/274-4123
 2001 S. Summit Avenue FAX: 605/274-5293
 Sioux Falls, SD 57197 www.augie.edu/careercenter

Mary Toso (2016) Mmtoso@augie.edu
Director of Internships
 Edith Mortenson Center Suite 100 PHONE: 605/274-4128
 2001 S. Summit Avenue FAX: 605/274-4293
 Sioux Falls, SD 57197 www.augie.edu/careercenter

BLACK HILLS STATE UNIVERSITY**(IM)****Melissa Haught (2013) M**.....Melissa.Haught@bhsu.edu**Retention & Recruitment Specialist**Black Hills State University – RC
4300 Cheyenne Blvd.
Rapid City, SD 57709PHONE: 605/718-6277
TEXT: 605/939-3722**Janette Hettick (2017) M**..... Janette.Hettick@bhsu.edu**Retention & Recruitment Specialist**Black Hills State University – RC
4300 Cheyenne Blvd.
Rapid City, SD 57709PHONE: 605/718/6934
FAX: 605/642-6032**Melissa Woodall (2015) M**.....Melissa.Woodall@bhsu.edu**Retention & Recruitment Specialist**Student Success Center
1200 University Street
Spearfish, SD 57799-9518PHONE: 605/642-6132
FAX: 605/642-6032
www.bhsu.edu/careers**DAKOTA STATE UNIVERSITY****(IM)****Dr. Marie Lohsandt (1988) M**.....Mlohsandt@icloud.com**Director, Career Services and****Associate Vice President, Student Affairs**Office of Career Services
206C Heston Hall
Madison, SD 57042PHONE: 605/270-3119
FAX: 605/256-5704
www.dsu.edu/career**LAKE AREA TECHNICAL INSTITUTE****(IM)****Julie Mollenhoff (2001) M**.....Julie.Mollenhoff@lakeareatech.edu**Employment Specialist**LATI
P.O. Box 730
Watertown, SD 57201PHONE: 605/882-5284
FAX: 605/882-6299
http://lakeareatech.edu**MITCHELL TECHNICAL INSTITUTE****(IM)****Janet Greenway (1998) M**janet.greenway@mitchelltech.edu**Director of Career Services and Advising**1800 East Spruce Street
Mitchell, SD 57301PHONE: 605/995-7194
FAX: 605/995-3083
www.mitchelltech.edu

MOUNT MARTY COLLEGE (IM)

Dr. Keley Smith-Keller (2014) M.....keley.smith-keller@mtmc.edu

Director Career and Support Services

1105 W. 8th St.
Yankton, SD 57078

PHONE: 605/668/1363
www.mtmc.edu

NATIONAL AMERICAN UNIVERSITY (IM)

Amanda Lopez (2016) M.....alopez@national.edu

Director of Career Development and Placement

925 29th Street SE
Watertown, SD 57201

PHONE: 605/939-5045
www.national.edu

NORTHERN STATE UNIVERSITY (IM)

Britt Lorenz (2014) M.....britt.lorenz@northern.edu

Director of Career Services

1200 S. Jay St.
Aberdeen, SD 57401

PHONE: 605/626-2371
FAX: 605/626-3399
www.northern.edu/studentservices/pages/career

SIOUX FALLS DEVELOPMENT FOUNDATION (AM)

Lon Clemensen (1998) M.....lonc@siouxfalls.com

Director of Workforce Development

200 N. Phillips Avenue, Suite 101
Sioux Falls, SD 57104

PHONE: 605/339-0103
FAX: 605/339-0055
www.siouxfalls.com

SOUTH DAKOTA SCHOOL OF MINES & TECHNOLOGY (IM)

Dr. Darrell Sawyer (1999) M.....Darrell.Sawyer@sdsmt.edu

Assistant Vice President for Student Development

Jason Pfeiffer (2014) M.....Jason.Pfeiffer@sdsmt.edu

Assistant Director, Career & Professional Development Ctr

501 E. St. Joseph Street
Rapid City, SD 57701

PHONE: 605/394-2667
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http://careers.sdsmt.edu

SOUTH DAKOTA STATE UNIVERSITY (IM)

Sherry Fuller Bordewyk (2012) M Sherry.Bordewyk@sdstate.edu
Associate Director for Career Development

Susan Fredrikson (1994) M Susan.Fredrikson@sdstate.edu
Career Development Specialist

Kayla (Fritz) Bucknell (2014) M Kayla.Bucknell@sdstate.edu
Employer Relations and Event Coordinator

Stephanie Brown (2015) M Stephanie.Brown@sdstate.edu
Career Coach

Matt Tollefson (2017) M Matthew.Tollefson@sdstate.edu
Career Coach

Office of Career Development
Box 2815
Brookings, SD 57007

PHONE: 605/688-4425
FAX: 605/688-4973
www.sdstate.edu/careercenter

SOUTH DAKOTA TEACHER PLACEMENT CENTER (AM)

Dr. Randy Royer (2013) rroyer@asbsd.org
ASBSD Leadership Development Director

Emily Somsen (2007) M esomsen@asbsd.org
Teacher Placement Manager

PO Box 1059
306 E. Capitol
Pierre, SD 57501

PHONE: 605/773-2508
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www.asbsd.org/teacher

SOUTHEAST TECHNICAL INSTITUTE (IM)

Mandy Frey (2015) M mandy.frey@southeasttech.edu
Student Success Advisor/Career Services Coordinator

Southeast Technical Institute
2320 N. Career Avenue
Sioux Falls, SD 57107

PHONE: 605/367-4236
FAX: 605/367-8305
www.southeasttech.edu

UNIVERSITY CENTER-SIOUX FALLS (IM)

Sara Damjanovic (2017) M.....Sara.Damjanovic@universitycenter.org
Academic and Career Advisor

4801 N. Career Avenue
Sioux Falls, SD 57107

PHONE: 605/274-9507
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www.sduniversitycenter.org

Josh Ring (2016) M.....Josh.Ring@sduniversitycenter.org
Program Assistant

4801 N. Career Avenue
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UNIVERSITY OF SIOUX FALLS (IM)

Sarah Heijerman (2015) M.....Sarah.Heijerman@usioxfalls.edu
Academic Success Coordinator

McDonald Center
1101 W. 22nd Street
Sioux Falls, SD 57105

PHONE: 605/331-6613
FAX: 605/331-6736
www.usioxfalls.edu/career/

Jessica Carlson (2016) M.....Jessica.Carlson@usioxfalls.edu
Assistant Director of the Academic Success Center

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1101 W. 22nd Street
Sioux Falls, SD 57105

PHONE: 605/331-6582
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www.usioxfalls.edu/career/

UNIVERSITY OF SOUTH DAKOTA (IM)

Academic and Career Planning Center

Dr. Heather Johnson (2010) M.....Heather.WaringJohnson@usd.edu
Assistant Director, Academic and Career Planning Center

Kasandra Girard (2014) MKasandra.Girard@usd.edu
Employer Relations & Internship Coordinator

Gina Mairose (2017) M.....Gina.Mairose@usd.edu
Academic and Career Advisor

ID Weeks Library
414 E. Clark
Vermillion, SD 57069-2390

PHONE: 605/677-5381
FAX: 605/677-5150
www.usd.edu/advising

USD SCHOOL OF BUSINESS

Mandy Hanson (2016) MMandy.J. Hanson@usd.edu

Career Success Center Manager

Beacom School of Business #103
414 E. Clark
Vermillion, SD 57069

PHONE: 605-677-5201
FAX: 605/677-5058
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WESTERN DAKOTA TECH (IM)

Chandra Calvert (2015) M.....Chandra.Calvert@wdt.edu

Associate Dean of Advancement

800 Mickelson Drive
Rapid City, SD 57703-4018

PHONE: 605/787-2415
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www.wdt.edu

Executive Secretary

Sandi Viotor (2001).....sandi.viator@augie.edu or kscviotor@gmail.com

Executive Secretary

4609 S. Vista Lane
Sioux Falls, SD 57105

PHONE: 605/351-3676

LIFETIME HONORARY MEMBERS

Inducted October 2002:

Doug Noteboom (1987)
Judy Larson (1987)

Augustana College -- Retired
Black Hills State University -- Retired

Inducted September 2003:

Mark Patterson (1987)
James O. Pedersen (1987)

Careers By Design
South Dakota State University -- Retired

Inducted May 2010:

Janet Greenway (1998)

Mitchell Technical Institute

Inducted May 2016:

Clarence Pederson (1990)

University of South Dakota -- Retired

Inducted May 2017:

Donna Tucker (1974)

University of South Dakota - Retired

HONORARY PERPETUAL MEMBERS

Inducted May 2014:

Keith A. Thomson, Student Services, University of South Dakota (1999)

Dr. Beverly Werner, Career Center Director, Northern State University (2014)

TYPES OF MEMBERSHIP

Institutional Members (Higher Education)

Institutional members are post-secondary career centers that 1) affirm affiliation by annual dues payment and 2) the representative(s) assumes an active role in the planning and implementation of the sponsored activities of SDACCC. See Addendum 1 for schedule of dues. Each representative is entitled to one vote.

Associate Members (Employer/Individual Members)

Associate members are education related, service related, or employer related individuals who 1) pay annual dues and 2) assume an active role in the planning and implementation of the sponsored activities of SDACCC. Associate members are not permitted to hold an office or serve on the board within the association. Each individual is entitled to one vote.

Lifetime Honorary Members

Lifetime honorary members are individuals who have provided significant contribution to SDACCC efforts, goals and purposes. Individuals shall be designated as Lifetime Honorary Members by the Board of Directors. There is no membership fees associated with this membership classification. Lifetime Honorary Members are not entitled to vote on SDACCC issues or hold office unless they are a paid institutional member.

MEMBERSHIP DUES INFORMATION

Institutional Membership (Institute of Higher Learning) \$100

- Institutional members are post-secondary career centers that 1) affirm affiliation by annual dues payment and 2) the representative(s) assumes an active role in the planning and implementation of the sponsored activities of SDACCC.
- Includes 1 individual membership paid by the sponsoring higher education institution.
- Institutional membership grants access to CSO consortium positions and covers the membership dues for one individual. Organizations may add additional individual members who work within the same organization for \$50.00. Each representative is entitled to one vote.
- The Keith Thomson grant may be available for institutional members.

Associate Member (Education related, Service related or Employer related) \$75

- Associate members are education related, service related or employer related individuals who 1) pay annual dues and 2) assume an active role in the planning and implementation of the sponsored activities of SDACCC.
- Each individual is entitled to one vote.
- Associate members are not eligible to hold a position on the Executive Board, do not qualify for the Keith Thomson grant and cannot receive consortium positions.

**SOUTH DAKOTA
ASSOCIATION OF COLLEGE CAREER CENTERS
(SDACCC)**

2017-2018

www.getgrads.com

or

www.sdjobfairs.com

BOARD of DIRECTORS

President..... Heather Johnson (USD) (2015)
Past President..... Billie Streufert (AUG) (2013)
President Elect..... Britt Lorenz (NSU) (2015)
Treasurer Janet Greenway (MTI) (2017)
Members at Large..... Kasandra Girard (USD) (2015)
..... Chandra Calvert (WDTI) (2016)
BH Regional Job Fair Rep Chandra Calvert (WDTI) (2016)
BIG Job Fair Rep Marie Lohsandt (DSU) (2015)
Teacher Job Fair Rep Emily Somsen (SDTP) (2012)

CONSORTIUM COMMITTEE

Approves positions through the SDACCC Consortium in the absence of the Executive Secretary. While the Executive Secretary serves as the point of contact for employers, the committee is a resource for SDACCC members in regards to admin accounts and set up changes.

Members at Large..... Billie Streufert (AUG)
..... Sandi Vietor (Exec Sec)

FISCAL AFFAIRS COMMITTEE

This committee will be chaired by the SDACCC Treasurer. Members will include the BHRJF Finance Office, President and President Elect.

SDACCC Treasurer, Chair Janet Greenway (MTI)
SDACCC President Heather Johnson (USD)
SDACCC President Elect Britt Lorenz (NSU)
BHRJF Finance Officer Chandra Calvert (WDTI)

MEMBERSHIP COMMITTEE

Maintain membership packet. Invite potential members. Assign a mentor to new members to invite them to meetings through their first year. Encourage involvement of all members in activities of organization. Follow up with members to be sure annual dues are paid. Members should represent the various locations across the state. This committee will be chaired by the President Elect.

Chair, President Elect Britt Lorenz (NSU)
..... Julie Mohlenhoff (LATI)
..... Heather Johnson (USD)

NOMINATING COMMITTEE

This committee is chaired by the immediate past president who appoints three institutional members from various college career centers

Chair, Past PresidentBillie Streufert (AUG)

PROFESSIONAL DEVELOPMENT COMMITTEE

Plan and organize professional development activities for members at fall and spring meetings. May plan for professional development activities during other times. Arrange for Thomson Grant presentations at meetings. This committee will be chaired by the President.

Chair, PresidentHeather Johnson (USD)
.....Chandra Calvert (WDTI)
.....Darrell Sawyer (SDSMT)
.....Jason Pfeiffer (SDSMT)

PUBLIC RELATIONS COMMITTEE

Write press releases to recognize members. Write press releases to ad visibility to SDACCC. Plan special projects such as job fair videos, on-line social media presence, etc. Monitor and suggest improvements for website. Work closely with Executive Secretary. This committee will be chaired by a member of the board.

Chair, Board Member.....Kasandra Girard (USD)
.....Jason Pfeiffer (SDSMT)

RECOGNITION COMMITTEE

Recognize members for length of service, retirements, Thomson Grants and other special awards. Most recognition will take place during the spring conference. This committee will be chaired by a member of the board.

Chair, Board Member.....Heather Johnson (USD)

Executive Secretary/Marketing Coordinator

Duties to include taking minutes, updating the membership directory and maintaining the website, in addition to marketing the organization.

.....Sandi Vietor

Past Presidents of SDACCC
(South Dakota Association of College Career Centers)

2015 – 2017	Heather Johnson (USD)
2014 – 2015	Sandi Vietor (AUG)
2013 – 2014	Curt Lauinger (WDTI)
2011 – 2013	Billie Streufert (USF)
2009 -- 2011	Peggy Schlechter (NAU-RC)
2008 – 2009	Darrell Sawyer (SDSM&T)

Past Presidents of SDCPPA
(South Dakota Career Planning & Placement Association)

2007 – 2008	Darrell Sawyer (SDSM&T)
2005 – 2007	Susan Fredrikson (SDSU)
2003 – 2005	De Vee Dykstra (USD)
2001 – 2003	Butch Reinesch (SETI)
1999 – 2001	Marie Lohsandt (DSU)
1997 – 1999	Clarence Pederson (DWU)
1995 – 1997	Judy Larson (BHSU)
1993 – 1995	Jim Pederson (SDSU)

Timeline – 2017-2018
South Dakota Association of College Career Centers

<u>January</u>	<u>February</u>
<ul style="list-style-type: none"> • January 15 – Secondary deadline for Thomson Grants 	<ul style="list-style-type: none"> • BIG Job Fair – Sioux Falls • Select Thomson Grant recipients (secondary deadline) for notification by March 1 – President • Send meeting registration form for spring meeting
<u>March</u>	<u>April</u>
<ul style="list-style-type: none"> • March 1 – notify Thomson Grant recipients • Black Hills Regional Job Fair – Rapid City 	<ul style="list-style-type: none"> • Teacher Job Fair – Sioux Falls • Send a “doodle” to SDACCC members to find dates for spring and fall meetings for the following year; look at locations for both meetings
<u>May</u>	<u>June</u>
<ul style="list-style-type: none"> • Spring Meeting – 2 days • Select dates and location of next spring and fall meetings (for next year) – SDACCC Board • Review contract for Executive Secretary – May Board Meeting • Add information to archives (stored by president) – Job Fair Chairs and Board Members • Distribute membership invoices at spring meeting – Treasurer • Update committee list and SDACCC timeline at spring meeting – President 	<ul style="list-style-type: none"> • Fiscal year ends • Send letters to supervisor’s of members – President • Send press releases – Public Relations Committee/Executive Secretary

<p style="text-align: center;"><u>July</u></p> <ul style="list-style-type: none"> • New fiscal year begins • Update CSO membership and distribution lists, as well as majors • Provide updates of Job Fair Time Lines and committee lists Pres Elect/Executive Secretary for the directory – Job Fair Chairs • Send dues reminders for those who have not paid dues yet • Send meeting registration form for fall meeting 	<p style="text-align: center;"><u>August</u></p> <ul style="list-style-type: none"> • Update directory and website. Check to be sure all dues are paid. Contact membership committee if members need to be contacted to pay dues – Executive Secretary/Pres. Elect
<p style="text-align: center;"><u>September</u></p> <ul style="list-style-type: none"> • September 1 – Primary deadline for Thomson Grants • Submit budget proposals to treasurer – Job Fair Chairs and President 	<p style="text-align: center;"><u>October</u></p> <ul style="list-style-type: none"> • Select Thomson Grant recipients for notification at fall meeting – President • Conduct audit every other year – Pres Elect • Fall Meeting – 1 day • Select dates and location of spring meeting – SDACCC Board • Complete and file IRS 990 Form – Treasurer • Send press releases – Public Relations Committee/Executive Secretary
<p style="text-align: center;"><u>November</u></p> <p style="text-align: center;"><i>Happy Thanksgiving!</i></p>	<p style="text-align: center;"><u>December</u></p> <p style="text-align: center;"><i>Merry Christmas!</i></p>
<p style="text-align: center;"><u>Ongoing</u></p> <p>Committee work and special projects. Membership Committee – contact new staff members at SD post-secondary schools to invite them to join Treasurer – keep President and Executive Secretary alerted to additions/deletions in memberships</p>	

South Dakota Association of College Career Centers (SDACCC)

Preamble

The purpose of this professional association as expressed in the Articles of Incorporation is to educate and empower students of South Dakota post-secondary institutions to achieve their career goals.

As a means of accomplishing the foregoing purposes the association shall:

- a. Be the premier source of information on the college student and graduate employment market in South Dakota.
- b. Collaborate and sponsor professional activities and projects intended to strengthen the career development of post-secondary students.
- c. Sponsor, promote and conduct annual job fairs dedicated to linking employment opportunities to students and alumni of South Dakota's post-secondary educational institutions and to the general public.
- d. Encourage and support the professional development of its institutional and individual members.
- e. Exercise any and all powers, rights and privileges under a corporation organized under SDCL-47-22.

Article I NAME OF ASSOCIATION

The name of this professional association is the South Dakota Association of College Career Centers (SDACCC).

Article II MEMBERSHIP

Three classifications of membership are as follows:

- a) *Institutional Members (Higher Education)* – Institutional members are post-secondary career centers that 1) affirm affiliation by annual dues payment and 2) the representative(s) assumes an active role in the planning and implementation of the sponsored activities of SDACCC. See Addendum 1 for schedule of dues. Each representative is entitled to one vote.
- b) *Associate Members (Employer/Individual Members)* – Associate members are education related, service related, or employer related individuals who 1) pay annual dues and 2) assume an active role in the planning and

implementation of the sponsored activities of SDACCC. Associate members are not permitted to hold an office or serve on the board within the association. Each individual is entitled to one vote.

- c) *Lifetime Honorary Members* - Lifetime honorary members are individuals who have provided significant contribution to SDACCC efforts, goals and purposes. Individuals shall be designated as Lifetime Honorary Members by the Board of Directors. There is no membership fees associated with this membership classification. Lifetime Honorary Members are not entitled to vote on SDACCC issues or hold office unless they are a paid institutional member.

Article III MEMBERSHIP MEETING(S)

There shall be an annual meeting of the membership, the date, place and time thereof to be determined by the Board of Directors of the association. Notice of the meeting shall be given to the membership, not less than five days prior to the date set for such meeting. However, special meetings of the membership may be called by the President or Board of Directors or any of the members of the association following five days of notice to the membership stating the date, time and place of meeting and purpose thereof.

All institutional or associate members, including all officers, shall have one vote each on all propositions or elections brought before the membership. There shall be a right of vote by proxy or by mail or e-mail. One-third of the entire membership at any given time shall constitute a quorum to transact any business properly coming before any meeting. In the absence of a quorum, the meeting may be adjourned until a quorum is present. A majority of members present shall decide any question brought before such meetings unless the question is beyond the express provision of law or of the Articles of Incorporation and By-Laws of the association. All meetings shall be held in such locations as designated by the Board of Directors.

Article IV COMPOSITION OF THE BOARD OF DIRECTORS

The property, affairs and business of this association shall be managed by a Board of Directors. The Board of Directors shall consist of representatives from each of the sponsored job fairs, and the President, President-Elect/Secretary, Treasurer, Past President, and two at-large members.

Terms of office and succession:

- a) The President, President-Elect/Secretary, Treasurer and two at-large members shall serve two-year terms. The President-Elect/Secretary shall succeed to the position of President after the term of the President has expired. Board members may be elected to succeed themselves.

- b) Job fair representatives shall be appointed on an annual basis by each respective Job Fair Council.

Whenever any vacancy shall occur on the Board of Directors by reason of death, resignation or termination of employment by a post-secondary institution career center, the Board of Directors shall, as soon as practicable, elect a person for the balance of the unexpired term. If the member is a job fair chair, the respective Job Fair Council shall elect a person for the balance of the term. The term of any board member shall be terminated by a majority vote of membership for conduct detrimental to the interests of the association, mental or physical incapacitation, or failure or refusal to render assistance in carrying out the association's purposes, or evident disinterest in the office. In such cases the successor shall be elected by the membership as soon as practicable to fill the unexpired term.

Article V OFFICERS OF THE BOARD OF DIRECTORS AND NOMINATING COMMITTEE

At the annual meeting of the association, the nominating committee shall recommend a slate of officers for the association, to be elected by the members of the association. Each of the respective councils shall nominate and elect officers for their council. See Article VIII.

1. A **President** who shall be the Chief Executive Officer of the Association and the Board of Directors and shall be responsible for the administration of the affairs of the Association and shall have such other duties as shall be designated by rules and controls of the Board of Directors, shall propose agendas and give notice of the meetings of the Board of Directors and membership and shall see that professional development is offered to the members of the association through various means.
2. A **President-Elect/Secretary** who shall perform general administrative functions under the President, shall preside over all meetings on all occasions of the President's absence, shall conduct a bi-annual audit along with one other SDACCC member, shall normally be advanced to the President's position following his/her term as-President-Elect and shall have other duties as shall be designated by rules and controls of the Board of Directors. As Secretary, the individual shall keep proper minutes of the meetings of the Board of Directors and of the association and shall be responsible for the annual production of the membership directory of the association.
3. A **Treasurer** who shall have custody of the membership dues, job fair revenues, and other funds of the association and is responsible for maintaining an accurate membership list. The Treasurer shall make such

disbursement or transfers as authorized by the rules and controls by the Board of Directors. He/she may be bonded to the association at association expense to the extent and amount deemed necessary by the Board of Directors. That requirement may be waived by majority vote by the Board of Directors.

4. The **Nominating Committee** is chaired by the past President who appoints three institutional members each from different college career centers. In the event that the past President is no longer a member, the current President shall fulfill these duties.

Article VI POWERS AND DUTIES OF THE BOARD OF DIRECTORS

The Board of Directors shall have the power to: represent the association, to undertake such projects and activities that are in the best interest of the association, to recommend membership dues, to authorize the expenditure of association funds, to request budgets and income estimates as well as adjust and approve budget plans submitted by each respective Job Fair Council and other projects which are judged to be in the best interest of, and consistent with the purposes of the association, to appoint committees for purposes of studying and recommending actions on issues of concern to the association, and to recommend an agenda for the annual meeting, and to refer agenda items for consideration by any, or all of the councils; and to undertake such business as may be called to the attention of the association. In the event of unforeseen circumstances which dictate a need for dissolution of the corporation, the Board of Directors has the responsibility to make dissolution recommendations to the individual and organizational members of the association.

At the conclusion of the Treasurer's two-year term, the President shall designate a member of the association to work with the President-Elect to examine the funds, balances and records of the association and shall present the report of this examination at the next regularly scheduled meeting of the association. This report shall include an affirmation that the disbursements and income handled by the association during the preceding year have been properly attended and directed.

Article VII MEETINGS OF THE BOARD OF DIRECTORS

The annual meeting of the Board of Directors shall be held on the same date, or as soon as practical, following the annual meeting of the membership. The Board of Directors shall meet during the year when deemed necessary in order to handle the official business of the association. The majority of the Board of Directors shall constitute a quorum of any meeting and shall be empowered to transact business coming before each meeting. A majority of

such quorum shall be sufficient to transact business, except [that] the authority to tax or impose assessments on individual or organizational members requires the concurrent approval of the individual or organization.

Article VIII COUNCILS OF THE ASSOCIATION

A council shall exist to guide and conduct each job fair sponsored by the association. These councils are the South Dakota BIG (Business, Industry, Government) Job Fair Council; the South Dakota Teacher Job Fair Council; and the Black Hills Regional Job Fair Council.

Officers shall be elected by each council by a vote of the members participating in the respective councils and will be elected to a two-year term for the BIG Job Fair and Teacher Job Fair and to a one-year term for the Black Hills Regional Job Fair. Each council shall operate with autonomy to plan, set fees and implement its program as identified by the title of the council. Councils will provide formal report(s) at the association's annual membership meeting. Institutional, association, and lifetime members of the association may participate in one or more of the councils.

Article IX CONTRACTS AND AGREEMENTS

The Board of Directors, except as in these By-Laws otherwise provided, may authorize any officer or agent to enter into any contract or execute and deliver any instrument in the name of and/or on behalf of the association and such authority may be general or confined to a specific instance and unless so authorized by the Board of Directors, no officer, agent or employer shall have power or authority to bind the association in any contract or engagement or to pledge its credit or render it liable pecuniarily for any purpose or to any extent.

Article X ASSOCIATION YEAR

The association shall operate on a calendar year or a fiscal year basis at the discretion of the Board of Directors.

Article XI EXEMPT ACTIVITIES

Notwithstanding any other provisions of these By-Laws, no member, director, officer, employee, or representative of this association shall take any action or carry on any activity by or on behalf of the association not permitted to be taken or carried on by an organization exempt under Section 501 (c) (3) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended, or by an organization contributions to which are

deductible under Section 170 (c) (2) of such Code and Regulations as they now exist or as they may hereafter be amended.

No part of the net earnings of this association shall inure to the benefit of any member, director, officer of the association or any private individual except individuals who might provide cost reimbursement services for the association as authorized by the Board of Directors and approved by the President and Treasurer.

None of the activities of the association shall be involved with any political campaign on behalf of any candidate for public office.

**Article XII
INDEMNIFICATION OF OFFICERS, DIRECTORS, EMPLOYEES AND
AGENTS: INSURANCE**

- a. The association shall indemnify any person who is, was, or is in a part, or is threatened to be made a party to any threatened pending or completed action, suit or proceeding, civil, criminal, administrative or investigative (other than action by or in the right of the association but including actions by the association to procure a judgment in its favor) by reason of the fact that he or she is or was a director, officer, employee or agent of the association. Such indemnification shall protect the individual against expenses (including attorney's fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit or proceeding if he/she acted in good faith and in a manner he/she reasonably believed to be in or not opposed to the best interests of the association and with respect to any criminal action or proceeding, had no reasonable cause to believe his/her conduct was unlawful.
- b. The association may purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of the association or serves at the request of the association as director, officer or employee, or agent of another corporation, cooperative partnership, joint venture, trust foundation or other enterprise against any liability asserted against him/her and incurred by him/her in such capacity arising out of his/her status as such, whether or not the association would have the power to indemnify against such liability as provided in this section.

**Article XIII
AMENDMENT OF BY-LAWS**

The Board of Directors has the power to approve and amend the By-Laws. These by-laws may be amended only upon first giving notice of the proposed amendment to the entire Board of Directors at least five days in advance of meeting. At the meeting six members must be in attendance or may be in

attendance through a proxy, by mail, or via e-mail. Changes in by-laws will require two-thirds approval vote of the entire Board of Directors. Each Director shall have one vote and may vote by proxy if there is less than a quorum present at a Board of Directors meeting.

Article XIV
CONSENT TO ADOPTION OF BY-LAWS

The undersigned, being the duly-qualified, elected and acting Board of Directors of said association, hereby certify that the above and foregoing by-laws consisting of the Articles of Incorporation, I through XIII, both conclusive, were adopted at the Sioux Falls meeting of the Board of Directors of said corporation on the 28th day of February, 1995.

Each of the undersigned hereby consents to the adoption of said by-laws subject to amendment as provided herein. Sue Bogen, Lake Area Technical Institute; Sandy Garber, Kilian Community College; Judy Larson, Black Hills State University; Tom Maurer, Dakota State University; Clarence Pederson, Dakota Wesleyan University; and Monica Wepking, Huron University.

Revised October 10, 1995; June 1, 1996; reviewed by BOD on October 16, 1996 and referred for BOD approval by mail on October 21, 1996; amended by BOD on October 1999; and amended by BOD on November 11, 2002; amended by BOD on October 2, 2006; amendments reviewed by BOD on October 7, 2008 and approved by BOD on October 24, 2008.

Legacy Professional Development Grant

The Legacy Professional Development Grant was established to provide financial support to current members of the South Dakota Association of College Career Centers (SDACCC) as they pursue professional development activities. This grant is in honor of two deceased members: Dr. Keith A Thomson and Dr. Beverly Werner. When he was a University of South Dakota Professor in the School of Education, Department of Student Services, Dr. Thomson served as the Chair of the Teacher Job Fair in 1999. A long time Director of the Northern State University Career Center, Dr. Werner chaired the Teacher Job Fairs in 2003 and 2004. She was an active SDACCC member from 1999 to 2014.

Application Guidelines

Eligibility:

Applicant must be a current member of SDACCC. (Associate members are not eligible.) Individuals applying for a grant must have been active in the organization for a minimum of two years. Each individual member may apply for a grant every third fiscal year (July 1 – June 30).

Awards:

Annual allocation of \$300 per fair and the interest from the SDACCC three-year Certificate of Deposit will be applied to the scholarship fund. A SDACCC member may apply for a grant, ranging from \$300 - \$500. Total grants awarded for a fiscal year may not exceed \$1500.

Qualifying Activities:

All qualifying professional development activities must have a career and employment emphasis. Consideration will be based on the following priority order:

- Dissertation or thesis research project
- National Conferences
- Regional Conferences
- Other qualifying activities

Application Process:

Applications may be obtained from the SDACCC Treasurer upon request and also will be available at all SDACCC official meetings. You may also download them from the association website. Applications are due to the SDACCC President by the primary application deadline of September 1st. Grant recipients will be notified at the Fall Association meeting. If the annual allocation has not been awarded after the primary deadline, a secondary deadline may be extended to January 15th for the remainder of the annual allocation. Recipients of the secondary deadline will be notified by March 1st.

Application Review:

Completed applications will be reviewed by a committee of three SDACCC current members appointed by the SDACCC President. Appointed members must not have made application for a grant. An applicant's dedication and level of participation in SDACCC activities will be considered when reviewing applications.

Expectations of Grant Recipients from the SDACCC:

The award must be used for the approved activity indicated on the grant application. If the grant is not used for the approved activity, the funding must be returned. If funding is not returned with a reasonable time period, the Board of Directors will request in writing the return of the funds and state a deadline for submission and any applicable consequences.

Recipients of a Legacy Professional Development Grant are required to provide an educational presentation at the next official SDACCC meeting that follows the approved activity. The purpose of this presentation is to share the information and knowledge gained as a result of receiving the grant. Handouts of the information are encouraged.

Grant Recipients**2001-2002**

Keley Smith-Keller (USD)
Beverly Werner (NSU)
Susan Fredrikson (SDSU)

2002-2003

Sandi Vietor (Augustana)

2003-2004

Sandi Vietor (AUG)
Marie Lohsandt (DSU)
Janet Greenway (MTI)

2005-2006

Marie Lohsandt (DSU)
Wendy Stubbs (USD)
Mark Patterson (USF)
Bev Werner (NSU)
Denise Heidebrink (SD DOL)

2006-2007

Sandi Vietor (AUG)
Darrell Sawyer (SDSM&T)
Curt Lauinger (WDT)

2007-2008

Sharlen Krause (University Center)
Billie Streufert (USD)

2008-2009

Clarence Pederson (USD)
Bev Werner (NSU)

2009-2010

Curt Lauinger (WDT)
Marie Lohsandt (DSU)

2010-2011

Sara Elias (BHSU)

2011-2012

Billie Streufert (USF)

2012-2013

Donna Tucker (USD)

2013-2014

Susan Fredrikson (SDSU)
Susie Leahy (UC-RC)

JOB FAIRS

PAST JOB FAIR GENERAL CHAIRPERSONS

SD Teacher Job Fair

2017 - Emily Somsen (SDTPC)
2016 – Emily Somsen (SDTPC)
2015 – Emily Somsen (SDTPC)
2014 --Emily Somsen (SDTPC)
2013 --Emily Somsen (SDTPC)
2012 – Emily Somsen (SDTPC)
2011 – Susan Fredrikson (SDSU)
2010 – Susan Fredrikson (SDSU)
2009 – Sandi Vietor (AC)
2008 – Sandi Vietor (AC)
2007 – Sandi Vietor (AC)
2006 – Clarence Pederson (DWU)
2005 – Clarence Pederson (DWU)
2004 – Bev Werner (NSU)
2003 – Bev Werner (NSU)
2002 – Susan Fredrikson (SDSU)
2001 – Susan Fredrikson (SDSU)
2000 – Marie Lohsandt (DSU)
1999 – Keith Thomson (USD)
1998 – Susan Fredrikson (SDSU)
1997 – Susan Fredrikson (SDSU)
1996 – Clarence Pederson (DWU)
1995 – Clarence Pederson (DWU)
1994 – Mark Patterson (USF)
1993 – Mark Patterson (USF)
1992 – Judy Larson (BHSU)
1991 – Judy Larson (BHSU)

SD BIG Job Fair

2107 – Marie Lohsandt (DSU)
2016 – Marie Lohsandt (DSU)
2015 – Marie Lohsandt (DSU)
2014 -- Clarence Pederson (USD)
2013 -- Clarence Pederson (USD)
2012 – Clarence Pederson (USD)
2011 – Clarence Pederson (USD)
2010 – Marie Lohsandt (DSU)
2009 – Markus Patterson (USF)
2008 – Ellen Dickey (USD)
2007 – Ellen Dickey (USD)
2006 – Sandi Vietor (AC)

2005 – Sandi Vietor (AC)
2004 – Marie Lohsandt (DSU)
2003 – Marie Lohsandt (DSU)
2002 – Mark Patterson (USF)
2001 – Mark Patterson (USF)
2000 – Mark Patterson (USF)
1999 – Kathy Smith (Job Service)
1998 – Kathy Smith (Job Service)/Pat Hurley (USD)
1997 – Pat Hurley (USD)
1996 – Tom Maurer (DSU)
1995 – Tom Maurer (DSU)
1994 – Doug Noteboom (AC)
1993 – Doug Noteboom (AC)
1992 – Doug Noteboom (AC)

Black Hills Regional Job Fair

2017 - Peggy Schlechter (SDSU Extension)
2016 – Peggy Schlechter (SDSU Extension)
2015 -- Curt Lauinger (WDT)
2014 -- Curt Lauinger (WDT)
2013 -- Curt Lauinger (WDT)
2012 – Curt Lauinger (WDT)
2011 – Arlene Holmes (BHSU)
2010 – Julie Smith (Merrilat)
2009 – Julie Smith (Merrilat)
2008 – Peggy Schlechter (NAU)
2007 – Shawnda Carmichael (BHSU)
2006 – Curt Lauinger (WDT)
2005 – Penny Alderman (Kelly Services)
2004 – Jennifer Landis (Daksoft)
2003 – Darrell Sawyer (SDSMT)
2002 – Mark Kjellerson (EAFB Family Support Center)
2001 – Loye Donnelly (Career Learning Center)
2000 – Peggy Schlechter (NAU)
1999 – Peggy Schlechter (NAU)/Carla Diamond (EAFB Family Support Ctr)

Member Participation

In order to operate in a manner which benefits our students and their future employers, SDACCC depends upon representatives from member organizations to be actively involved in the projects of SDACCC. As a benefit to member organizations, our students can attend job fairs at a reduced rate and receive consortium job postings at no cost. If there is inactivity or limited activity on the part of a member institution, meeting reimbursement and/or membership may be reduced, or denied.

2018 SOUTH DAKOTA BIG JOB FAIR
Thursday, March 1, 2018

General Chair Marie Lohsandt (DSU)

Fiscal Officer..... Janet Greenway (MTI)

Candidate Relations Committee

Co-Chair Jessica Carlson (USF)

Co-Chair Sarah Heijerman (USF)

..... Julie Mohllenhoff (LATI)

Employer Relations Committee

Chair Marie Lohsandt (DSU)

..... Heather Johnson (USD)

..... Kasandra Girard (USD)

Public Relations Committee

Chair Kasandra Girard (USD)

..... Mandy Frey (STI)

Local Arrangements Committee

Chair Billie Streufert (AUG)

Assessment Committee

Chair Britt Lorenz (NSU)

2018 SOUTH DAKOTA TEACHER JOB FAIR
Thursday, March 1, 2018

General Chair..... Emily Somsen (SDTPC)

Fiscal Officer Janet Greenway (MTI)

Employer Relations Committee

Chair..... Heather Johnson (USD)

Candidate Relations Committee

Co-Chair Jessica Carlson (USF)

Co-Chair Sarah Heijerman (USF)

.....Sherry Fuller-Bordewyk (SDSU)

Public Relations Committee

Chair Randy Royer (ASBSD)

.....Kasandra Girard (USD)

Local Arrangements Committee

Chair..... Billie Streufert (AUG)

Assessment Committee

Chair.....Britt Lorenz (NSU)

2018 BLACK HILLS REGIONAL JOB FAIR
Wednesday, March 14, 2018

Chair Peggy Schlechter (SDSU Extension)

Finance Committee

Chair Chandra Calvert (WDTI)

Candidate/College/ Volunteer Relations

Chair Jeff Smith (Goodwill)

..... Priscilla Noble (Career Learning Center)

..... Jeff Hollingshead (EAFB)

Exhibitor Relations Committee

Chair Scott Pribyl (Kelly Services)

..... Mikki Parvin (Kelly Services)

..... Jason Pfeiffer (SDSMT)

..... Chandra Calvert (WDTI)

Logistical Support Committee

Chair Eric Lowe (Partnership w/Native Americans)

..... Twila Ferguson (SD Department of Labor)

Creative Marketing Committee

Chair J.P. Rowe (Dept. of Veterans Affairs)

..... Zach Johnson (Hunt Companies)

Press Relations Committee

Chair Jeff Wangen (Waddell & Reed)

..... Lia Green (Rushmore Media Company)

..... Chris Gross (KEVN Black Hills Fox)

..... MaryAnn Whittle (Rushmore Media Co.)

Web Site

Chair Darrell Sawyer (SDSM&T)

..... Jason Pfeiffer (SDSM&T)

Assessment Committee

Chair Keley Smith Keller (MTMC)

BIG Job Fair

Candidate Relations Committee

DUTIES, RESPONSIBILITIES AND DEADLINES:

The purpose of the Candidate Relations Committee is to recruit and register candidates for the BIG Job Fair. Any activities promoting candidate recruitment and summarizing their participation fall into the responsibilities of this committee.

Activities include:

- printing and distributing posters promoting the fair to each campus
- printing and distributing candidate registration forms
- preparing and printing candidate evaluation forms
- summarizing candidate evaluations for the campuses
- summarizing candidate numbers
- generating promotional ideas
- distributing letter and posters to non-SDCPPA member schools, i.e. schools in bordering states, regional tribal colleges, private school consortium
- coordinating use of student volunteers

August	Select a theme for Job Fair. Design poster. Revise candidate registration form if necessary. Request/appoint committee members. Check with the Chamber of to coordinate various activities. Solicit "grand prize" door prize so information can be used in promotions.
September	Print poster and registration forms. Get student volunteer information to campuses to use in promoting the Fair.
October	Distribute posters, nametags and registration forms to campuses for promotion to December graduates. Generate letter to businesses, requesting door prize donations. Coordinate with Employer Relations Committee and have them mention desire for door prizes in response letter to employers who register for the Fair. Coordinate door prize with Fair chair (follow-up in January with targeted letter).
November/ December	Generate letter to go to registered employers requesting door prizes (Employer Relations may do this). Send letter to schools in surrounding regions and tribal colleges informing them of the BIG Job Fair.
January	Mail letter requesting door prizes to registered employers. Print copies of candidate evaluation form. Determine system for encouraging candidate response on evaluation form (1998 did a drawing for \$100 cash prize).
February	Prepare boxes to collect candidate evaluation forms. Make signs or check to make sure that signs are available for registration information (i.e. "make checks payable to SDACCC", "Nametags are required at all times during the Fair", etc.) Check to be sure there are enough nametags, nametag holders, and fine point magic markers for the day of the Fair. Remind members to bring unused registration forms with them the day of the Fair to use with walk-ins (as an alternate, we have made abbreviated registration forms for the day of the Fair). Assign committee

members to head the registration, pre-registration and doorway during the first shift of candidate registration. Evening before the Fair, organize the pre-registration forms for easy access during the next day Fair. (The system used in 1998 was to alphabetize and attach them in a manila folder by school). At the Fair, tally total number of pre-registered candidates. Plan system for drawing and posting door prize winners.

ASAP After Fair Summarize candidate evaluations and numbers. Write and mail thank you letters to those who donated door prizes.

Employer Relations Committee

DUTIES, RESPONSIBILITIES AND DEADLINES:

May	Report from previous employer relations committee new guidelines, formation of new committee, set timelines, etc.
June	Review previous mailing lists to determine what changes should be made. Ask SDACCC members for new employers to include.
July	Prepare marketing campaign and invitations. Be prepared to answer questions by phone since the Chair's number is advertised.
August	Send a save-the-date announcement via email to individuals in the employer directory. Update the registration form and information at getgrads.com. Test the registration form. Verify the equipment/services request process for the Convention Center. Place an announcement on LinkedIn and NACE.
September	Review returned emails. Update the mailing list and purge those companies not wanting to be on the distribution list. Prepare a budget for the SDACCC meeting.
November/ December	Send invitations and the registration link to employers in the directory. Have receipts and confirmation emails ready to send out. Process payments. Track registration and payment information in a database. Remove registered employers from the database to prevent future invitations. Create a page to update the other SDACCC schools about the organizations that have registered. Monitor the list of other local job fairs (e.g., NDSU, UNL, UND, UMN). Contact organizations that have registered for their event but not the BIG Job Fair.
January	Work with the Local Arrangements Committee to discuss logistics, tables, number of employers, etc. Prepare the employer evaluation form. Contact members and provide a friendly reminder for them to invite their contacts to the BJF. Attend the SESHRM meeting and invite area organizations to the event. Contact organizations who have not already registered. Publish information about the event in the Sioux Falls Chamber. Publish and maintain a list of registered organizations for candidates at get.grads.com.
Week of the Event	Send Local Arrangements Chair (LAC) final lunch count numbers and electricity/internet request list. Work with the LAC to retrieve packages that were sent by employers to the Convention Center. Deliver these to their booth the night before the event. Send confirmation email to

registered organizations. Edit the booklet and send it to press. Create an addendum for late registrations. Enlarge the map for the entryway. Publish an abbreviated directory online for candidates. Assign employers to their booths, being careful not to place competitors near each other. Prepare employer booth signs, name tags and registration packets.

- | | |
|------------------|--|
| Day of the Event | Distribute registration packets at the check-in table. Process payment for additional lunch tickets. Provide a friendly reminder toward the end of the event for employers to complete the evaluation. |
| March | Send a thank you email and a reminder to complete the evaluation. |

Local Arrangements Committee

DUTIES, RESPONSIBILITIES AND DEADLINES:

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|----------|--|
| January | Work with Employer Relations Committee regarding number of employers expected at job fair, provide schematic of facility layout. Send out email to membership regarding number of staff and faculty that plan on needing a lunch. Decide on menu for lunch. Forward Certificate of Liability Insurance to facility (copy provided by Treasurer) |
| February | Contact representative at facility to finalize menu items and equipment requirements. Determine if carpet is available or needs to be ordered for the day of set-up. Based on employer count provided by Employer Relations and membership count, determine final lunch numbers. Notify appropriate facility representative of final count at least 48 hours prior to event. Work with Employer Relations Chair to determine final set-up/map of fair. Determine number and location of water stations, trash bins, etc. Determine location of interview areas. Be available for set-up the afternoon of the day before the fair. Ensure the requested equipment is available. Troubleshoot on the day of the fair. Collect lunch tickets and maintain the Employer Lounge. If the event is held at the Convention Center, provide a final number of attendees, broken down by pre-registrants versus walk-ins, for facility representative. Finalize date for next year's event with facility. Sign and file appropriate paperwork securing date. |
| March | When the invoice is received, check it for errors. Forward the invoice to Treasurer for payment. Complete an Annual Report for the Spring Meeting. |
| October | Contact Forward Sioux Falls to confirm if they will contribute \$2500 toward the cost of the event as in previous years. |

Public Relations/Promotions Committee

DUTIES, RESPONSIBILITIES AND DEADLINES:

- | | |
|----------|---|
| May | At the annual meeting budgets are normally set. It has been difficult to get an exact budget for the BIG Job Fair, but for the last two years the chair tried to stay at the \$1,000 mark. This past year, however, a few other members committed, on their own, to do PR/Promotions outside of the \$1,000 budget. The \$1,000 budget has been used basically for print – newspapers in the college towns in South Dakota and a few in Iowa. |
| November | Send out a news release seeking businesses. |

December Send out another release seeking businesses.

January Contact TV stations to see if we can get on talk shows. A release is sent out seeking students/people with degrees looking for positions. Contact Cherry Street Productions at the University of South Dakota to do table tents, and produce a public service announcement on tape for radio stations. Another release is sent out (towards the end of the month) seeking people with degrees to register with the Job Fair. I fax a sample advertisement to the newspapers and ask them to contact me for placement and billing information. The newspapers fax me a proof to sign-off on. In 1998, a member asked for radio coverage. Worked with Results Radio in Sioux Falls and picked a station that covered our market. Another member placed an advertisement in the Argus Leader new monthly employment tabloid. Rather than spending \$1,000 in 1998, we probably spent close to \$4,000. Was it necessary?

February Sent out another release. Talk to TV stations. Encouraged Cherry Street Productions to get things done in a timely manner. Have advertisement in place.

Teacher Job Fair

Employer Relations Committee

DUTIES, RESPONSIBILITIES AND DEADLINES:

May	Develop budget for next year's fair.
June	Send follow-up thank you letter to employer participants (include new dates, request commitment to next year's fair, include follow-up survey info re: hires from fair). Send email announcing date of coming year's fair. Share updates for website with Executive Secretary.
July	Produce promotional item such as notepads. Provide promotional item for SD Supt's Assoc. meeting. Provide promotional item for SDEA, SD Assoc. of School Boards, etc. conventions (held in August).
August	Conference call with TJF council to gear up for the year. Order mailing labels. Design ad for AAEE Directory of Job and Career Fairs.
September	Design, print, and mail announcement card. Develop and distribute posters and candidate registration materials to campuses so they can reach December graduates.
October	Email registration information to past participant employers. Develop follow-up info to send to employers as they register. Confirm date for coming year.
November	Conference call with TJF council. Second email to SD Districts. Phone calls to previous attendees.
January-March	On-going calling to districts. On-going follow-up call to registered districts to confirm plans, answer questions, etc.
February	Conference call with TJF council.
April	Write letter for employer booklet. Final editing and printing of employer booklet. Develop and copy employer evaluation forms. Update FYI sheet, SDACCC TJF council list for employer packets. Prepare welcome remarks for employers. Announce next year's date to current attendees. With local arrangements committee: Finalize arrangements with United Rental re: booth set-up time, and with Ramkota re: food and facility arrangements, etc.

Local Arrangements Committee

DUTIES, RESPONSIBILITIES AND DEADLINES:

At the time of the current year's Job Fair, check with the Ramkota regarding the date for next year's Job Fair. Also check on availability of the rooms and the lunch. Check on the block of rooms reserved for the employers. Ask how many rooms are reserved and the price. Also ask that a confirmation letter be sent to the Local Arrangements Committee Chairperson. Get this information to the Employer Relations Committee so that they can include this information in their future mailings.

July	Contact United Rental to confirm date of the Fair.
October	Contact Ramkota to discuss menu items for lunch and other times. Verify cost.
January	Contact Ramkota to double check arrangements and verify room reservations for the Job Fair, as well as the block of rooms for employers. Contact United Rental again to give a "ball park figure" as to the number of employers we expect. The Local Arrangements Committee receives information from the employers regarding the numbers for breakfast and lunch. Those employers who do not return their cards need to be called so an accurate number can be given to Ramkota. Contact Midwest Office Systems regarding a copier to be delivered the day of the Fair. (Did not use copier in 2010 because of charge associated with it; may want to check again in future years.)
March	A final count of people attending the lunch must be given to Ramkota 48 hours before the Fair (or check with them re: the preferred time frame).
April	SDACCC Treasurer provides a cash box with \$50.00 in it. Bring two (2) reams of paper for copier, if using copier. When the bill from the Ramkota comes, check it over for errors. (We are non-profit, so tax should not be included in the bill.)

Public Relations/Promotions Committee

DUTIES, RESPONSIBILITIES AND DEADLINES:

May	At the annual meeting budgets are normally set; however, it has been difficult to get an exact budget for the Teacher Job Fair, but for the past two years the chair has tried to stay at the \$1,000 mark. This year the ads were changed from display to classified. The \$1,000 normally has been used for print in the college towns in South Dakota, one in Iowa and Nebraska.
March	Send out news release through SD Newspaper Association.
April	Talk to TV stations and ask that they attend the Fair.

Candidate Relations Committee

DUTIES, RESPONSIBILITIES AND DEADLINES:

The purpose of the candidate relations committee is to recruit and register candidates for the Teacher Job Fair. This includes providing publicity to the SDACCC TJF members, facilitating registration efforts, tabulating attendance and summarizing evaluations.

The activities include:

- printing and distributing posters promoting the fair to each campus
- printing and distributing candidate registration forms
- preparing and printing candidate evaluation forms
- summarizing candidate evaluations for the campuses
- summarizing candidate numbers
- generating promotional ideas
- distributing letter and posters to non-SDACCC member schools, i.e. schools in bordering states, regional tribal colleges, private school consortium

October Print poster and registration forms.

November Distribute posters, nametags and registration forms to campuses for promotion to December graduates.

January Send letters to schools in surrounding region and tribal colleges informing them of the Teacher Job Fair. (Students from non-affiliated schools will register at the door.) Determine information to include on the candidate evaluation form. Determine system for encouraging candidate response, i.e. drawing for 4 \$25 cash prizes from completed evaluation forms.

April Send directions for summarizing candidate evaluations to each institution. Print copies of candidate evaluation form. Prepare boxes to collect candidate evaluation forms. Make signs, or check to make sure signs are available, for registration information (i.e. "make checks payable to SDACCC", "nametags required at all times during the Fair"). Check to be sure there are enough nametags and fine point magic markers for the day of the Fair. Remind members to bring unused registration forms with them the day of the Fair to use with walk-ins (as an alternate, we have sometimes made abbreviated registration forms for the day of the Fair). Assign committee members to head the registration, pre-registration and doorway during the first shift of candidate registration. Evening before the Fair, organize the pre-registration forms for easy access during the next day Fair. At the Fair, tally total number of pre-registered candidates. Draw for evaluation door prizes.

ASAP After Summarize candidate evaluations and numbers. Communicate the Job Fair total numbers at the Job Fair to TJF chair and SDACCC treasurer. Have treasurer send check to the evaluation drawing winner.

Job Fair Monetary Procedures

1. The chair of the Employer Relations committee will receive and be responsible for recording and depositing the employer registrations. The ER chair may designate another committee member to do this if he/she wishes.
2. The Treasurer will receive the candidate pre-registration money before the fair begins. This person will keep track of the number of candidates pre-registered and which schools have paid. If the Treasurer is not present at the Fair, he/she must arrange for the Candidate Relations chairperson to take over this duty.
3. The Treasurer and CR chair will be responsible for counting and depositing the money collected the day of the fair. If either of them cannot be present for count and deposit, they will designate a substitute in advance. The Treasurer will make periodic deposits during the fair to keep the moneybox at the registration table from overflowing.
4. Anyone who makes deposits will initial all deposit tickets & receipts with the notation whether it's candidate or employer money, etc.
5. Employer money collected the day of the fair must be deposited separately from candidate money.
6. Any reimbursement expenses should be submitted to the Treasurer with original receipts attached to the reimbursement form.
7. All bills submitted to the Treasurer should be within the Job Fair budget or they must be pre-approved by the Chair of that fair.

May 26, 2010