



## SEAHO Committee and Task Force Quarterly Report

Committee/Task Force: Southern Placement Exchange Liaison

Date: September 26, 2005

Chairperson: Ruth Ann Howard, Morehead State University

Committee Members: None

### Committee Purpose:

Liaison between members of the Southern Placement Exchange Committee and SEAHO.

### Annual Goals and Objectives:

Inform SEAHO of event and any item(s) of concern, seek the association's assistance in encouraging attendance and planning the Southern Placement Exchange.

### Progress Since Last Report:

The Planning Committee of SPE met for their Mid-Year Meeting on Monday, June 20<sup>th</sup> and Tuesday, June 21<sup>st</sup> on the campus of University of Memphis. The Fifth Annual Southern Placement Exchange will be held on March 9-12, 2006 in Memphis, Tennessee at the Holiday Inn and Fogelman Executive Center on the University of Memphis Campus. Also, the Park Place Hotel will be used again especially for candidates.

Several items were discussed at the Mid-Year Meeting. Evaluation comments from candidates and employers were reviewed along with the Schedule of Events. A few minor changes were made which included the following:

- Create /define a position level between entry and mid-level.
- Have display set up for each sponsoring organization.
- Better search functions on website for individuals both candidates and employers, positions, and job descriptions.
- Ability for employers to create short and long position descriptions.
- Go live with website October 1, 2005 including registration.
- Online scheduling feature live January 3, 2006.
- Look at incorporating interns to help with Placement Exchange through the Spring ACUHO-I Internship Program.

Other items that were covered at the meeting and things that the Committee thought should be kept were the following:

- Review of the Budget, compared Quicken report with bank statements. Both balance correctly.
- Send \$1000.00 to each sponsoring organization for this year.
- Continue aggressive marketing and do better job of presenting programs at student conferences.
- Each Organization (SEAHO, SWACUHO, and SACSA) need to be more involved in getting word out about Southern Placement.
- Continue meal package for candidates in registration cost.
- Continue allowing school displays in Message/Resource Room during Placement Exchange.

Problems:

No problems.

Next Steps:

Placement Exchange will take place on March 9-12, 2006 in Memphis, Tennessee.

Need for Action or Feedback from Governing Council:

I would welcome any suggestions or ideas anyone has about how we can continue to market the Southern Placement Exchange to help it continue to grow and be successful for the Region. I would encourage everyone in their state organizations to present programs and talk about Job Placement in their state conference and student conferences.