

Non-Traditional Organization Minutes, March 31st, 2005:

I. Call to Order:

- a. NTSO President Francis Crawford Fennessy called the meeting to order at 11:45a.m.

II. Guest Speaker:

- a. Pam from Career Services was the guest speaker at the meeting.

III. President's Announcement:

- a. Frances Crawford Fennessy announced the upcoming elections that will be held during the first week of April.
- b. The upcoming formal was also discussed during the meeting.
 - i. Admissions to the dance will be \$10 per ticket, which includes an Italian dinner, drinks, music, and dancing.
 - ii. The theme to the dance will be “Denim and Diamonds” meaning that the men will be allowed to wear their blue jeans and the women will get a chance to wear a formal and get dressed up.
 - iii. The dance will be from 7p.m. until 10p.m. in the LSC ballroom, on April 30th.
 - iv. For ticket information contact our faculty advisor Dr. Keri Rogers (at: 294-3422 or krogers@shsu.edu), or Francis (at: 294-1995).
 - v. Tickets will be sold in the LSC mall area during the week before the dance.
- c. Changes in the constitution were discussed and voted on.
 - i. The first change was the removal of “a quorum must be present” for the voting process during an election of officers.

- ii. The election is now based on a simple majority of votes cast.
- iii. The second change noted that regular meetings will be held at least once a month, rather than just one day a month, from 11:45a.m. to 1p.m.
- iv. A third change involved the definition of an active member, which is someone who physically attends the meetings.

IV. Vice-President's Announcement:

- a. John Fennessy announced that the garage sale has been cancelled because the coordinator of the O'Reilly shopping center could not be contacted.
- b. The caps and gowns program that is in development will be based on donations to NTSO.
- c. Donna Henley-Jackson is coordinating the program, and she can be contacted via email at stddlh20@shsu.edu if there are any questions.
- d. The mission of the program is to provide assistance to those non-traditional students who can not afford to purchase a cap or gown for graduation, by letting them borrow a cap or gown that has been donated to the organization.
- e. A cap and gown committee will be needed to assist Donna with this project. If you are interested in volunteering please send an email to shsu_ntso@hotmail.com.

V. Business Manager's Announcement:

- a. Ralph Bales announced that he will be running for Business Manager again.
- b. He presented a copy of the flyer that will be used for the upcoming formal.
- c. If there is no interest in the formal, then will be have an end of the year banquet for NTSO instead.

VI. Secretary's Announcement:

- a. Andrea Woodlief announced that she will be running for President of NTSO.
- b. All members of NTSO are welcome to run for an office, by sending an email to shsu_ntso@hotmail.com.

VII. Discussion with Guest Speaker:

- a. Career Services is located at Avenue J, across from King Hall.
- b. The job search is a process, and specific goals must be established.
- c. A student must plan for a career that is a good fit.
 - i. Interest and work related values are important.
 - ii. Salaries are an incentive to career decision making.
- d. The ***first step is a self assessment.***
 - i. Personality traits and occupational research are important.
 - ii. Prepare and market self, and follow through with making the choice.
 - iii. A variety of different resources are offered at career services.
 - iv. Career services will work with the counseling center and Sam center.
 1. C.P. plus is the self assessment program offered at career services.
 2. Team building and skills are assessed using this program.
 3. Strong and Campbell and Discover are two more programs offered.
- e. The ***second step is finding numerous resources.***
 - i. Job postings are available at career services and they are listed by interest area.
 - ii. Networking is a key to finding a job.

- iii. The postings at career services are mostly local opportunities, but some are from statewide points as well.
- iv. Some of the postings are also from out of state.
- f. The **third step is putting it all together.**
 - i. Being a non-traditional student is a positive thing.
 - 1. Communicate your strengths to the employer, and identify the positive qualities about yourself.
 - 2. Must have a handle on time management.
 - 3. Put forth readily identifiable strengths/transferable skills.
 - ii. Combine resources with skill and personal assessment to prepare for the marketing stage of the job search process.
 - iii. Everyone is a hiring risk to an employer; we must make an assessment that we are less of a risk.
- g. The **fourth step is preparing to market yourself.**
 - i. Seek out opportunities by attending a career fair.
 - ii. Accounting, finance, and criminal justice are the major demand areas.
 - iii. Dress appropriately for interviewing.
 - iv. Use a resume referral service; send resumes to various matches.
 - v. A curriculum vita may be accepted by employers.
 - 1. The word “vita” means course of life.
 - 2. A vita is used for overseas position and personal information in included.
 - vi. A resume is used for selection in the United States.
 - 1. No personal information is included.
 - 2. In a resume selling points are presented.
 - 3. A resume is designed to engage an employer.

- vii. Work experience is important on a resume for the hiring decision.
- viii. Career services can assist with putting together a portfolio for teaching.
- ix. Resume writing is discussed at career services.
 - 1. Students are encouraged to print a resume on light beige professional matted paper.
 - 2. Career services will critique resumes and give assistance with editing the resume for improvement.

VIII. Next Meeting:

- a. The next NTSO meeting will be announced via the mailing list.
- b. The meeting will be held in LSC room 315 from 11:45a.m. to 1p.m.
- c. Become a member of the NTSO listserv and receive announcements of the meetings and events by email.

IX. Adjournment:

- a. The NTSO meeting was adjourned at 12:45p.m.

Submitted by:
Andrea Woodlief

