

TELECON SUMMARY

IEEE-USA Employment & Career Services Committee
December 12, 2007
2:30 p.m. ET

1. ATTENDEES

Peggy Hutcheson, Wole Akpose, Diane Collier, Joe DeVita, Jean Eason, Carl Hussey, Margaret Lyon, and Cliff Wilcox

NOT PRESENT: Chuck Elliott, Cathy Jaggard & Tarek Lahdhiri

STAFF: Scott Grayson & Helen Hall

2. DISCUSSION AND FOLLOW UP ON ACTION ITEMS:

Plug and Play on Employment and Career Products and Services: Scott Grayson stated that he could prepare a looped powerpoint slide show for the annual meeting by the end of March. He also stated that his hope was that IEEE-USA would develop a video highlighting all of IEEE-USA's activities. There is a possibility that this could be developed by the end of April or early May.

Webinars:

Intellectual Property Webinar: Scott reported that he has been in contact with the IEEE Region 8 representative and will be holding a teleconference in early January with the potential speakers for the IP webinar. The intent is to hold several webinars on IP, record them and turn them into eBooks. The first one will be in late February/Early March and will be a primer regarding the EU Patent Office and the US PTO.

Social Networking Webinar: Ellen Sauter will be conducting a webinar on Social Networking on January 10th. Another webinar on Networking for Introverts will be conducted on January 17th.

Engineering Skills Project:

Peggy and Scott will provide Wole with talking points regarding the Engineering Skills projects. This will help him when he talks to Educoss and Linked In and explain what kind of assistance IEEE-USA is looking for.

Other committee members will follow up by making their contacts as delineated in the [November meeting minutes](#).

Input for Check Up

Scott will send out another reminder to the committee seeking input to the [Career Checkup web page](#) (this is your reminder -). Once Scott receives more information he will upload it to the web page and then send out emails to members alerting them to the fact that this page exists. Target Date for committee input: January 11th. Target Date for email announcement to members: February 1, 2008.

Global Toolkit:

Scott Grayson is going to convene a teleconference with Wole Akpose, Mauro Togneri, Peggy Hutcheson, John Twitchell, Gary Blank, and Chris Currie to develop a Global Toolkit.

Career Development Workshop:

Cliff Wilcox reported on his progress. Margaret Lyon offered to assist Cliff Wilcox on preparing a Career Development Workshop. They will contact each other to continue work on the project.

Next Meeting

The next face to face committee meeting will be held on February 9th. Scott will locate a section that would like a Career and Employment Workshop. He will send out an announcement to the committee within the next week.

Adjournment:

The Meeting adjourned at 3:12 p.m. ET