



Committee Name: Career Education Committee
 Meeting Date: 01/23/23
 Meeting Chaired by: Christina Read/Adam Hathaway via Zoom
 Start time: 12:00 pm - End time 1 pm
 Minutes Prepared by: Yesenia Jimenez

Tri-Chair (3)	*Voting Members				Visitors Present
<input checked="" type="checkbox"/> Christina Read	<input type="checkbox"/> Deonne Kunkel Wu, AMC	<input type="checkbox"/> Sadie Ashraf, Counseling	<input checked="" type="checkbox"/> Bobby Nakamoto, Social Sci	<input type="checkbox"/> Vacant, C. Senate	<input checked="" type="checkbox"/> Kaitlin Dickinson
<input checked="" type="checkbox"/> Adam Hathaway	<input checked="" type="checkbox"/> Tim Harris, AMC	<input checked="" type="checkbox"/> Heather Oshiro, Counseling	<input checked="" type="checkbox"/> Alice Hale, Social Sci	<input checked="" type="checkbox"/> Jessica Vile, C. Senate	<input type="checkbox"/> Daniel Quigley
<input type="checkbox"/> Vacant	<input type="checkbox"/> Tracey Coleman, ATB	<input type="checkbox"/> Gabe Chaparro, HKA	<input checked="" type="checkbox"/> Safiyah Forbes, Sci Math	<input type="checkbox"/> Terra Lee, C. Senate	<input type="checkbox"/> Bob Buell
Ex Officio	<input checked="" type="checkbox"/> Jim Baum, ATB	<input checked="" type="checkbox"/> Kristina Perkins, HKA	<input checked="" type="checkbox"/> Tess Weathers, Sci Math	<input type="checkbox"/> Na Liu, C. Senate	<input type="checkbox"/> Yesenia Jimenez
<input type="checkbox"/> Matthew Kritscher, VP Student Services	<input checked="" type="checkbox"/> Abigail Patton, APSS	<input type="checkbox"/> Tom DeWit, LA	<input type="checkbox"/> Patricia Molina, Special Progs	<input type="checkbox"/> Amelia Ngai, C. Senate	<input type="checkbox"/>
<input type="checkbox"/> Dale Wagoner, VP Administrative Services	<input type="checkbox"/> Vacant, APSS	<input type="checkbox"/> Simon Abramowitsch, LA	<input type="checkbox"/> Brian Augsburg, Special Progs	<input type="checkbox"/> Nicole Albrecht, C. Senate	<input type="checkbox"/>
<input checked="" type="checkbox"/> Jamal Cooks, Interim VP Academic Services	<input type="checkbox"/> Vacant, SEIU	<input type="checkbox"/> Vacant, FA	<input type="checkbox"/> Vacant, Student Senate	<input type="checkbox"/> Vacant, Student Senate	<input type="checkbox"/>
Agenda Item	Information/Discussion				Action
1. General Function 1.1 Welcome 1.2 Approval of Minutes 1.3 Results of Dec. vote	Abby Patton motioned to approve the minutes, Kristina Perkins seconded the motion. The motion passed with 2 abstentions The request for program development funds for sustainable energy green jobs passed. Christina will fund it this year.				Approve minutes
2. Discussion/Action Items	Christina presented the Gladeo Bay Area website , which she wants students to use as a resource to find defined programs. She did a demo of the site and showed the different programs that students can track down, such as a certificate program for being a Music Agent. She mentioned that faculty and staff might need to check if their program is missing from the site and contacting the proper				

	<p>channels about getting your information out there to students. Safiyyah mentioned that it should be posted in the Canvas Student Hub and Christina agreed to ask and get it posted.</p> <p>Christina mentioned the need for people to submit their emergent needs. Emergent needs are one-time expenses and can't be ongoing expenses. The application launch will be in February and you will need to put in your quotes and what you will need. From there, she mentioned presentations will be done late Feb/early March and hopes to be able to spend some of the unspent money.</p> <p>Christina also brought forth the miscommunication over the last couple of months over a Senior Lab Tech position in Engineering that was hired out of Strong Workforce funds that weren't in the budget. Safiyyah elaborated on the miscommunication and stated that in the future things will be clarified with everyone before proceeding. Christine mentioned how this will have an impact on the budget and next year's allocation. Some planned equipment had money that was allocated but will now be used to fund the new Senior Lab Tech position.</p> <p>Christina then introduced Yesenia Jimenez, the new Admin Assistant for Fire Tech/CTE. She mentioned that one of the goals they will be working on is correcting some discrepancies that arose during COVID and beyond and tidying up a lot of the budget going into next year. One of the problems is getting an updated position control with the new 11% raises going into effect and how that will impact next year's budget as there is an additional 4% raise after that. This is 15% increase on the existing positions and will decrease spending for other areas.</p> <p>Christina then brought up the need for people to complete the alignment of coordination form that Adam put together. The form can be found on the agenda and here, Alignment of coordination funding across campus.</p> <p>Heather gave an update on program maps that was not on the agenda but appropriate to the discussion. She is going to put program maps for all courses on the webpage and will communicate with those that are missing their program maps. Christina and Heather are going to work on the non-credit programs.</p>	
3. Presentations	<p>John Salangsang presented some of the updates and overall vision for the Career Center. He mentioned the main agenda for the Career Center being 1. Help undecided students find their career and education/major goal and 2. Help students seeking a job or internship. He did a demo of the updated website to demonstrate how the website accomplishes the vision statement. He highlighted three major updates on the website including: how students can schedule a counseling appointment, many career resource links for students for on campus jobs, the online job board (College Central</p>	

	<p>Network), career assessments & databases (My Next Move) and resources for specific career areas, such as STEM. He also highlighted the third important focus on the website which is career events, and highlighted the Spring 2023 Career Fair. The links to all of the mentioned items can be found at https://www.chabotcollege.edu/counseling/career-center/. He also mentioned a section on the website for employers, and that employer engagement and relationships is part of the business model going forward. He demonstrated ways for staff to utilize their job/internship postings and how best to employ student assistants, etc. If you have a student assistant position, you can also email John Salangsang for a form to upload the position onto the website. He also went over the process for participating in Work-Based Learning, and how you must complete the Employer WBL Form, found here https://www.tfaforms.com/4887300. His contact information is jsalangsang@chabotcollege.edu, EXT. 6734, Room 761B.</p>	
<p>Good of the Order</p>	<p>Bob discussed the potential facility open date for the new Fire Training facility as mid-March, with potential tours in mid-April.</p>	

Mission Statement

Chabot College is a dynamic, student-centered community college that serves the educational, career, job skill, and personal development needs of our community. We provide culturally responsive, revitalizing, and sustaining learning and support services driven by a goal of equity. Building upon students' strengths and voices, we empower students to achieve their goals and lead us towards an equitable and sustainable world.