**Committee Name: Career Education Committee**

**Meeting Date**: Monday February 10, 2025

**Meeting Chaired By**: Robin Galas & Kristina Perkins via Zoom

**Start time**: 12pm

**End time**: 1pm

**Minutes Prepared By**: Carra Moore

(P) = Present; (A) = Absent

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| **Tri-Chair (3)**  | **\*Voting Members** |  |  | **Visitors Present** |  |
| (P) Robin Galas | (P) Dave Vetrano, ATB | (A) Vacant, Language Arts | (A) Vacant, Classified Senate | (P) Yvonne Craig  | (P) Alise Smith,ATB |
| (A) Terra Lee | (P) Sean Chew, ATB | (A) Vacant, Science & Math | (A) Vacant, Student Senate | (P) John Salangsang, Career Center | (P) Cathy Gould |
| (P) Kristina Perkins | (P) Tim Harris, AMC | (P) Thomas Dowrie, Classified Senate | (A) Vacant, Student Senate | (P) Bob Buell, ATB | (P) Deonne Kunkel, Arts |
| **Ex Officio** | (P) Daniel Quigley, Math/Science | (P) Nicole Albrecht, Classified Senate | (A) Vacant, CLPFA | (P) Ana Guiterrez | (P) Julie Coan |
| (A) Matt Kritscher, VP Student Services | (P) Alice Hale, Social Sciences | (P) DeAna Anderson, Classified Senate | (P) Wing Kam, SEIU | (P) Dr.Tracey Coleman, ATB | (P) Clea Shapiro  |
| (A) Dale Wagoner, VP Administrative Services | (P) Heather Oshiro, Counseling | (P) Na Liu, Classified Senate |  | (P) Robert Nakamoto, ECD | (P) Yi Dal |
| (A) Safiyyah Forbes, VP Academic Services | (A) Vacant, Health, Kin., & Athletics | (P) Amelia Ngai, Classified Senate |  | (P) Martha Delgadillo, Counseling Services |  |

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| **Agenda Item** | **Information/Discussion** | **Action** |
| 1. Welcome

1.1 Ohlone Land Acknowledgement  | - Introductions led by Robin Galas, Tri-Chair- Ohlone Acknowledgement by Robin Galas, Tri-Chair |  |
| 1. Approval of Minutes
 | * CE Committee Meeting: Monday, December 09, 2024
 | **Motion to Approve 1**: Timothy Harris, AMC**Motion 2**: Thomas Dowrie, Classified SenateYes: 6No: 0Abstain: 2 |
| 1. Announcements by Robin Galas
 | * **Invite Industry Partners to Special Event March 22,2025 9am-11am (@ CE Open House)**– Yvonne Wu Craig
* Foundation is partnering with Robin Galas & CE Committee for the CE Open House in March & information has already gone out to the public
* Special event hosted by the Foundation for Industry Partners
* 9am VIP Tour & 10 around 10:15am Champagne Brunch
* Opportunity to appreciate partnership & see short presentation about diverse ways they can engage with Chabot College for example:
* Posting jobs on Handshake
* How to hire a Chabot College student
* Connect with Faculty & Deans about hiring upon graduation
* Support our Work-Based Learning Opportunities
* Sponsor or donate towards scholarship fund towards internships & experiential opportunities (however, this is not a primary focus now). Once, greater relationships are built with employers & businesses.
* If you have a business or employer you would like to work with or appreciate, please reach out to Yvonne Wu Craig & send her their contact information (can me email or even snail mail); invites will be sent both virtually & physically (paper).
* **Perkins – Out of State Professional Development**
* Primary funding source for much of our professional development; Federal funding
* CCC Out of State Travel Request Authorization Form [Here](https://www.cccco.edu/-/media/CCCCO-Website/docs/perkins/perkins-v-out-of-state-travel-authorization-form-a11y.pdf?la=en&hash=7EED29BB732FEE0E2DDDF1EA176C3748BBB4D36A)
* Requires 6-week advance approval by Program Monitor
* Requires adequate justification for travel out of state: Must be specific & explain why the type of conference cannot be obtained within the state. (Some forms we pushed back due to insufficient justification)
* **Career Widgets via Career Coach**
* Start thinking about career widgets to provide career information on Career Education pages
* Applied Tech & Business, ATB is piloting this change
* **Navigating AI Together: A Community College Unconference 9am-4:30pm**
* Free; Foothill College Friday, March 7th , 2025
* Registration & Coffee: 9am
* Opening Session 9:45am; Lunch provided
* Opportunity for Faculty & Instructional staff to from all programs & disciplines to share AI-related perspectives, experiences, & explore ways to navigate the challenges and opportunities of AI in a collaborative way.
* Register [Here](https://www.eventbrite.com/e/navigating-ai-together-a-bay-area-community-college-unconference-tickets-1231783340129?aff=colrep)

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| 1. Handshake Presentation by John Salangsang, Career Center Coordinator
 | * **Introduced Job Developer & Independent Contractor, Martha Delgadilo**
* Help Career Center with job relations & other help with students such as job & internship placement.
* **Career Center Overview**
* Help undecided students figure out their career & major goal
* Help students find jobs or internships
* This is done via career counseling services, career information websites, career assessments & Handshake (main resource).
* **Handshake: Online job & internship board for students.**
* Valuable in connecting Chabot students with employers. Currently there are around 4,200 employers registered & can post jobs, internships & events.
* **Students Benefits**
* Use their student or personal email to login
* Career Events from Chabot College & off campus
* Job & Internships available (can filter out search)
* Students may have access to contact the HR Recruiter as well
* Can have job alerts sent to them
* **Staff/Faculty Access**
* Contact John Salangsang to set up a staff/faculty account
* Look up jobs or set up job alerts to send to students
* Set up Handshake Feed on your program webpage
* Post Events & On Campus Jobs
* Employer Connections
* View employers who have relationships with Chabot through Handshake to reach out to
* Want to further develop relationships with employers & divide into labels (tier 1, tier 2, tier 3).
* Can email blasts based on filters such as Early Child Development employers
* [Online Job Board Approval Policies](https://www.chabotcollege.edu/counseling/career-center/employers-approval-policies.php)
* Forward potential employer contacts to John Salangsang or Martha Delgadillo
* Employers can also fill out [Employer & Industry Engagement Activities Intake Form](https://forms.office.com/Pages/DesignPageV2.aspx?prevorigin=shell&origin=NeoPortalPage&subpage=design&id=M5-eUWaqdkSZgtFw5oRiV92MBIYjDo1Ft-uIDZcZrLRUQ1VETDYzQzJNT1ExSTc1VFhBUkFZRldCWCQlQCN0PWcu)
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| 1. SOAR Day by Heather Oshiro, Counseling Services
 | * [Campus Guide SOAR 2025](https://clpccdorg-my.sharepoint.com/%3Ab%3A/g/personal/hoshiro_chabotcollege_edu/EQYU_41WhehPkezOhlf7nFoBHCzFIVXm2TpKygkvD7Ck-w?e=FlNwh4)
* SOAR Day April 19th, 2025
* We need volunteers to help [sign up here](https://forms.office.com/pages/responsepage.aspx?id=M5-eUWaqdkSZgtFw5oRiV051efawaLZFjoBN8n6YBk5UNE1CMklENFhTQlhDRDJFRVhQMDlVUklOTS4u&route=shorturl)
* The Campus Guide provides details of the event day.
* Please review & share with colleagues
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| 6a. Career Education Events Robin Galas6b. Career Education Open House Update Robin Galas7. Topics for Upcoming Meeting Poll  | * ***What would you/your students like to know about the career or Career Education related events happening across campus? How would you/your students like this information?***
* **Upcoming Events (Chronologically)**
* 2/27/25 11:30am-1:30pm **Career Fair**, Event Center
* 3/7/25 9am-1:30pm **ROP Careers in Healthcare Day**, Various parts of campus
* 3/14/25 10am-1:30pm **Professionals in the Legal Field,** Event Center
* 3/22/25 10am-1pm **Career Education Open House**, Various parts of campus
* 4/19/25 Morning, specific time TBD, **SOAR Day**, Various parts of campus
* 4/29/25 5:30pm-7:30pm **ECD Job Fair**, Event Center
* 5/2/25 9am-1:30pm **ROP Digital Media Day**, Various parts of campus
* 5/23/25 9am-12pm **Ambulance Meet & Greet Day**, Hayward Fire Training Center
* **C*ollege and Career readiness & exposure does not begin in high school but needs to occur earlier. Whole families and the wider community are being invited to this event. We also know that we have undecided students-this is*** ***a great event for them too!***
* 9am Business/Industry/Corporate engagement hosted by Foundation prior to public
* Event will be used as a case study for CRM Recruit; capturing contact information for future communications
* Outreach & marketing has reached various avenues such as 5 feeder districts, City of Hayward, & local libraries.
* 83 RSVPs as of 2/10/25; Goal at least 500
* Please share the event with your networks!
* **Rank Top 3 from following Topics:**
* Teacher Pathways
* Website
* Dual Enrollment
* ROP Partners & Programs
* Apprenticeships/Internships
* Credit for Prior Learning
* Newsletter
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| 8. Good of the Order |  |  |
| 9. Next Meeting | * Monday, February 24, 2025 12pm-1pm
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| 10. Adjournment |  |  |

**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.*

\*Pending BOT approval with EMP