**Committee Name: Career Education Committee**

**Meeting Date**: Monday February 24, 2025

**Meeting Chaired By**: Robin Galas, Terra Lee & 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) Alise Smith, ATB |  |
| (P) Terra Lee | (A) Sean Chew, ATB | (A) Vacant, Science & Math | (A) Vacant, Student Senate | (P) John Salangsang, Career Center |  |
| (P) Kristina Perkins | (P) Tim Harris, AMC | (P) Thomas Dowrie, Classified Senate | (A) Vacant, Student Senate | (P) Dagoberto Zalay, Career Center |  |
| **Ex Officio** | (P) Daniel Quigley, Math/Science | (P) Nicole Albrecht, Classified Senate | (A) Vacant, CLPFA | (P) Lael Adediji, Chabot FKE |  |
| (A) Michael Poindexter, VP Student Services | (P) Alice Hale, Social Sciences | (P) De Ana Anderson, Classified Senate | (P) Wing Kam, SEIU | (P) Dr.Tracey Coleman, ATB |  |
| (A) Dale Wagoner, VP Administrative Services | (P) Heather Oshiro, Counseling | (P) Na Liu, Classified Senate |  | (P) Sonya Lopez |  |
| (A) Safiyyah Forbes, VP Academic Services | (A) Vacant, Health, Kin., & Athletics | (P) Amelia Ngai, Classified Senate |  | (P) Clea Shapiro |  |

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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 Terra Lee, Tri-Chair |  |
| 1. Approval of Minutes | * CE Committee Meeting: Monday, February 10, 2025 | **Motion to Approve 1**: Thomas Dowrie, Classified Senate  **Motion 2:** Dave Vetrano, ATB  Yes: 6  No: 0  Abstain: 4 |
| 1. Announcements led by Robin Galas, including Dagoberto Zalaya, Employer Engagement Specialist, Independent Contractor & Terra Lee | * **CTE Month & Chabot CE Stories** * [CTE Month](https://www.acteonline.org/) * From the California 52.8% of degrees & certificates were from CTE * **Meyer Sounds Speaker & Field Trips** * Dagoberto Zalaya, Employer Engagement Specialist, Independent Contractor, joined the field trip with the STEM center students * Learned about manufacturing & how real recording arts goes in industry. * Students were interested in finding out more & how to get internships & finding work * **ECD Student Welcome Event via Zoom** * Welcome event for students to get to know classified professionals, the faculty, campus and county resources available. * 138 students attended * President Cooks was able to attend the event as well. * **National Electric Vehicle Consortium, Feb 19-21, 2025** * Hosted by Chabot College * Various speakers including chancellor of our community college district, Sonya Christian, our Chancellor of our district, Ron Gerhard, who shared about our A/C transit program, and Auto Faculty member, Kurt Shadbolt * Rivian representatives were also present and brought different models of Rivian vehicles to campus. * Rivian did a professional development ride and drive * Kurt Shadbolt helped to facilitate the Rivian connection. * Auto Tech recently added to their EV Fleet a Tesla Model 3 * More Chabot CE Stories will be shared in Christina Herrera’s Weekly Newsletter to highlight the work that CE is doing to our campus community at large. * **CE Open House Update** * Current Program Participants (15): * ECD * Entrepreneurship * Engineering * Welding * Fire Tech * Auto * Machine Tool Tech * Admin of Justice * Medical Assisting * Nursing * Dental * Behavioral Health * MURT * Film, Animation & Graphic Design * Architecture * 100 RSVPs + SLZ HS 50 students (pending more HS RSVPs) * 10 VIPs including a $2,000 Kaiser Sponsorship * Will continue to do outreach this week to the community, if you would like 11 x 17 CE Open House Poster to post in your favorite coffee shop or if your favorite business has a bulletin board **please contact Robin Galas.** * If you are participating, please fill out survey [here](https://forms.office.com/Pages/ResponsePage.aspx?id=M5-eUWaqdkSZgtFw5oRiV3BB2yN0WJxCvp7oWoALwEVUNFA3V1I4RVNMUVBCQUhLRjdNNVhMWFFQVSQlQCN0PWcu) for you or anyone you know will be participating * EPafs are being created to compensate those working the CE Open House & for some will need to submit an OT Ticket. * Career Education Events (Chronologically) * 2/27/25 11:30am-1:30pm **Career Fair**, Event Center * 2/27/25, 3/37/25 12pm-1:00pm, Zoom **ECD Permit & Certificate Workshops** * 2/28/25 9am-3:30pm **Women in Manufacturing Skilled Trades Symposium** on campus**\*\* REGISTER** [**HERE**](https://ambayarea.org/event/women-in-manufacturing-skilled-trades-symposium-3/) * 3/7/25 9am-1:30pm **ROP Careers in Healthcare Day**, Various parts of campus * 2/29/25 9:00am-3:30pm * 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 8am-1pm **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   **\*\*** Hosted by Bay Area Community Colleges, Association of Manufacturers Bay Area, Workforce Development Boards   * If there are any events missing, **please contact Robin Galas.** |  |
| 1. Job Developers by John Salangsang, Career Center Coordinator | * 2/27/25 11:30am-1:30pm **Career Fair**, Event Center [Registration](https://us06web.zoom.us/rec/play/www.tinyurl.com/ChabotCollegeCareerFair) * **Meeting Demands of Employers** * Make sure they are registered on Chabot’s Handshake * Handshake is our employer management system * Student online job board * **Our Job Developers Help further engage employers**   + Engage employers who are interested in being more engaged on campus   + Meet our Job Developers, Dagoberto Zalaya & Martha Delgadillo   + Contacting employers who are interested in hiring Chabot students   + Recently, helped Gabe Chaparro from the STEM Center * They have a lot of contacts that want to discuss internships and hiring our students. * Dagoberto was able to contact, from the list Gabe shared with them, each employer individually to build rapport & see how to get them to hire our students * As employers are being contacted, they are making sure they are registering with Handshake as well * Handshake has a vetting system to make sure they are credible employers * Way to manage relationships & keep track of contacts Chabot has. * Can add notes, labels and more to employers * Can start collecting data on employer relationships & contacts * Eventually want employers to fill out the [Employer & Industry Engagement Intake Form-Chabot College](https://forms.office.com/Pages/ResponsePage.aspx?id=M5-eUWaqdkSZgtFw5oRiV92MBIYjDo1Ft-uIDZcZrLRUQ1VETDYzQzJNT1ExSTc1VFhBUkFZRldCWCQlQCN0PWcu) * Learn what else the employer is interested in doing with Chabot College * Interested in posting their jobs for students to see * Attending Chabot’s Career Fairs, panelist, informational interviews for students, donating, industry advisory boards, etc. * Any contacts that come to John Salangsang will be forwarded to Dagoberto Zalaya & Martha Delgadillo * Can also forward emails from employers to Dagoberto Zalaya, Martha Delgadillo & John Salangsang as a FYI * Dagoberto Zalaya [dzelaya@chabotcollege.edu](mailto:dzelaya@chabotcollege.edu) * Students can also add job alerts as well for themselves * Martha & Dagoberto can also give presentations to students on how to utilize Handshake & make a video to share with students as well. * Share Handshake on Canvas to share with students |  |
| 1. SOAR Day by Heather Oshiro, Counseling Services | * Senior Onboarding & Registration (SOAR) Day **April 19, 2025 8am-1pm** * Held at Chabot College for over 20 years * Mass registration event for local feeder high school seniors who are planning to come to Chabot * Amid a culture change around onboarding * Goal & priorities as a college has shifted towards more meaningful encounters & engagement with students * Need volunteers (faculty & classified professionals) to support formatting of registration rooms organized by pathway * 8:30am to 10am Explore Tables during breakfast & check in * Need classified professional ideally one in each registration room * Via conversation with VP Forbes may be opportunity for payment to employees who attend * For questions reach out to Heather Oshiro * To Volunteer [please fill out form](https://forms.office.com/pages/responsepage.aspx?id=M5-eUWaqdkSZgtFw5oRiV051efawaLZFjoBN8n6YBk5UNE1CMklENFhTQlhDRDJFRVhQMDlVUklOTS4u&route=shorturl) * A series of training or videos will be set up to equip volunteers on how to help students. |  |
| 1. Career Elements on CE Webpages (Breakout Groups) | * **View other CTE sites & discuss what we, Chabot College CE currently have & what we would want on our CE webpages.** * Participants went into break out groups of 2-3 people to examine provided CTE sites & some of their own choice * CTE sites provided: * Pasadena City College * DeAnza City College * Los Positas College * With our audience in mind: Prospective students, current students, staff & industry partners * What elements are helpful? (Description of CTE, lists, Career Widget/Info, Event Calendar, Staff/Support, Industry Partners, etc.) * Other questions provided to breakout groups:  1. What elements are helpful/important for prospective students? 2. What elements are helpful for you as staff? 3. How does "career" show up on your website/program pages? 4. What elements are helpful for industry Partners? 5. Other elements you find helpful?  * Discussion Responses following Breakout rooms * Noticed on Pasadena City College website: * Big career presence on the homepage * Clear link on the career page to employers * students talking about their experience using the [career center](https://pasadena.edu/academics/career-center/index.php) * Interest test & career exploration test available on their sites * DeAnza College website: * A lot of photos & videos * Link showing all the relevant certificates for each program * Big button shows “Apply Now” & Financial Aid * Links to get more information had videos available * Other Recommendations * Defining what CTE is & listing our programs with links * Highlighting how long it would take to complete a program * Alumni stories & CE Chabot graduate highlights * Career training better than Career Development for students to understand and gauge * List all Chabot offers from job fairs, apprenticeships, career assessments, workshops, featured career academic programs * Free tuition and how it helps CTE students * CPL information * Include information about career advancement & promotions * Highlighted CCSF webpage |  |
| 7. Future Meeting Topics | * 3/10/25 Dual Enrollment * 3/24/25 CE Open House Recap/Reflection & Newsletter * 4/14/25 Credit for Prior Learning * 4/28/25 ROP Partnerships * 5/12/25 In person, Lunch celebration & success stories * Feedback? Please let Tri chairs: Robin Galas, Terra Lee & Kristina Perkins know * They are in service to the CE community and want to be more relevant and purposeful. |  |
| 6. Good of the Order |  |  |
| 7. Next Meeting | * Monday, March 10, 2025 12pm-1pm |  |
| 8. 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