**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, ATBYes: 6No: 0Abstain: 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.**
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| 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
* 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
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| 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.
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| 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
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| 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.
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| 6. Good of the Order |  |  |
| 7. Next Meeting | * Monday, March 10, 2025 12pm-1pm
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| 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