**Chabot College** 

**Committee Name: Career Education Committee**

**Meeting Date**: Monday March 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) Yvonne Wu Craig, Chabot & Friends |  |
| (P) Terra Lee | (A) Sean Chew, ATB | (A) Vacant, Science & Math | (A) Vacant, Student Senate | (P) Dagoberto Zelaya, Career Center |  |
| (P) Kristina Perkins | (P) Tim Harris, AMC | (A) Thomas Dowrie, Classified Senate | (A) Vacant, Student Senate | (P) Bobby Nakamoto, ECD |  |
| **Ex Officio** | (A) Daniel Quigley, Math/Science | (P) Nicole Albrecht, Classified Senate | (A) Vacant, CLPFA | (P) Alise Smith, ATB |  |
| (A) Michael Poindexter, VP Student Services | (P) Alice Hale, Social Sciences | (P) De Ana Anderson, Classified Senate | (P) Wing Kam, SEIU | (P) Brian Augsburger, APSS |  |
| (A) Dale Wagoner, VP Administrative Services | (A) Heather Oshiro, Counseling | (P) Na Liu, Classified Senate |  |  |  |
| (A) Safiyyah Forbes, VP Academic Services | (A) Vacant, Health, Kin., & Athletics | (P) Amelia Ngai, Classified Senate |  |  |  |

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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
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| 1. Approval of Minutes
 | * CE Committee Meeting: Monday, February 24, 2025
 | **Motion to Approve 1**: Nicole Albright, Classified Senate**Motion 2:** Terra Lee, ECDYes: 7No: 0Abstain: 2 |
| 1. Announcements led by Robin Galas

3a. CE Open House Updates | * **Chabot CE Stories**
* **Professionals in Legal Field Workshop 3/14/25**
* 105 Attendees
* Participants
* Volunteers
* Vendors
* San Leandro High School Law, Leadership & Culture Academy students
* Lots of engagement with panel & table talk discussions including people from industry, businesses & non-profits.
* **Update** [**Career Education One Page Flyer**](https://clpccdorg.sharepoint.com/%3Ab%3A/s/CEProgramManagement/EW18sbz_BVlLlS7_VdiGdB8BBbovDYzHc8i9Uo8nq3R8iQ?e=9SL30f)**!**
* Specific program one pager template/rubric in the works
* Hiring a photographer for updated CE Programs photos.
* ECD is interested in updated photos
* **Please contact CE Program Manager, Robin Galas if interested in updated photos for your program.**
* **Career Education Events**
* 3/25/25 10am-3pm **Paving a Path for the Future, Mental & Behavioral Health Workforce, Bay Area Regional Convening**, Event Center
* 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
* If there are any events missing, **please contact Robin Galas.**
* **Attendance & Participants**
* 433 RSVPS (still calculating headcount)
* 18 Programs participated
* Chabot ESL students were able to attend
* Event Comments/Feedback
* 3 hours & 18 programs are a lot of ground to cover, especially when people are passionate about their programs.
* Have already been told this event should be held again next year
* A lot of energy & people
* At the ECD Lab School, there were 2 Preschool teachers that came to help & ECD Director, Yolanda was present too.
* At least 5 groups of about 16 people that came to tour the ECD Lab School not including the individual guests that came to tour as well.
* VIPs enjoyed the tours; brunch was great & good networking happened
* Received a donation of $3,000
* Established an additional scholarship from a business for the new Construction Management program
* Employers filled out the interest form
* Event Center looked very glamourous
* Straw Hut Pizza does fundraisers for Chabot College; they will set aside 20% which is high compared to other places
* They will create your flyer for you & stick it on their pizza boxes before your event.
* **Please reach out to Yvonne Wu Craig if you want to get in touch with Straw Hat Pizza for your next fundraiser.**
* Dental programs had a great presentation:
* Student outcomes
* Where students go to work after Chabot Dental program
* An attendee was really encouraged to be able to talk with the Behavioral faculty/staff present & learned all the classes they needed to take for a Social Work Degree & thought the fire station tour was amazing & got to see everything. Overall, they felt happy after attending the event.
* There were attendees that registered to come back on SOAR Day April 19th.
* Decent amount of people came to the Application room to apply to Chabot College
* High school seniors with their families, were able to receive information about SOAR Day, April 19th & start completed SOAR Day steps
* Returning students came & students who wanted to receive certificates
* A lot of people came from different programs rooms looking forward to applying and signing up for their classes like MTT, ADMJ & ECD.
* There was free food for guests and volunteers.
* Visually the event looked well, signage was good, Chabot Jazz Band was great (many attendees enjoyed the music)
* Needed to cut the music & food to pack up because there were many people still lingering in & hanging out
* Great quality of engagement. Attendees said they did not know what they wanted to do prior or even after but received a lot of clarity from talking to programs
* Student Assistants were super helpful & ready to support wherever needed.
* **Ideas for Next Time**
* Maybe we can have the part of the event where attendees can roam but also have scheduled workshops (application or financial aid), tours or program highlights in the future.
* Having program faculty or staff at check in to take interested attendees to respective rooms for more information. Could help attendees to get around a little easier.
* Need for Spanish speaking translation may have been overstated in place of guides to help attendees get around/locate the different programs available. Using Student Assistants to help out with that.
* **Please be on the lookout for a Feedback Survey (to Faculty, Student Assistants & Classified) for the CE Open House 3/22/25 & a meeting date to discuss more about the event outcome.**
* Laney College announced their CE Open House on 3/26/25, Robin & Yvonne will be attending to get some ideas.
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| 1. Career Education Webpage

4a. Career Education WebpageDiscussion/Feedback | * **Website Recap**
* Last meeting, 3/10/25 we formed small break out groups & examined our Chabot College website & other colleges’ websites including Los Positas College, DeAnza College, Pasadena City College, & CCSF.
* **Career Presence on other sites**
* Big presence on homepages
* Lots of photos & videos
* Videos included student testimonials & additional program info.
* **Proposing “Career Development” on Chabot College website be changed to “Career Education”; is this the best title?**
* **Recommendations**
* Defining CE & listing programs + links
* Highlighting how long it takes to complete programs
* Alumni stories/grad highlights
* Listing all Career relevant elements: job fairs, apprenticeships, career assessments, workshops, featured career academic programs
* Include information about career advancement & leveling up
* Credit for Prior Learning
* How free tuition can support CE students
* Interest test & career exploration quizzes
* **Other Notes**
* Section for Employers
* Redirection for action such as application and financial aid.
* Discussion/Feedback Post-Break Out Groups
* Career Education good name for the page
* Feature the career center
* Place for employers & industry to go but clarify different place for students
* Need to have clarity around presenting Apprenticeships
* Y2K missing contact section, no contact for students to reach out for more information
* College career stuff on Chabot College website is all over, helpful for students to have one landing page & then branch off from there.
* Success stories of alumni or current students. Having students that have graduated & certificates come in either in person or videos; this could be a way to help students see that they can obtain jobs in their respective fields upon graduation.
* More Photos/videos
* FAQ page
* Contact for program information, maybe allocating program student assistants & FYE page
* What is the purpose of the page? Structure & intentional or just throwing resource in one place
* Webpage could include blurb, section for current students, undecided students and then branch off into other pages.
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| 7. Future Meeting Topics | * 4/14/25 ROP Partnerships
* 4/28/25 Credit for Prior Learning
* 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, April 14, 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