**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 |  |
| 1. Approval of Minutes | * CE Committee Meeting: Monday, February 24, 2025 | **Motion to Approve 1**: Nicole Albright, Classified Senate  **Motion 2:** Terra Lee, ECD  Yes: 7  No: 0  Abstain: 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/:b:/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. |  |
| 1. Career Education Webpage   4a. Career Education Webpage  Discussion/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. |  |
| 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. |  |
| 6. Good of the Order |  |  |
| 7. Next Meeting | * Monday, April 14, 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