



Committee Name: Career Education Committee
Meeting Date: Monday October 13, 2025
Meeting Chaired By: Robin Galas, Terra Lee, Kristina Perkins via Zoom
Start time: 12pm
End time: 1:00 pm
Minutes Prepared By: Carra Moore

(P) = Present; (A) = Absent

Tri-Chair (3)	*Voting Members			Visitors Present	
(P) Robin Galas	(A) Dave Vetrano, ATB	(A) Vacant, Language Arts	(P) Clea Shapiro, Classified Senate	(P) Dagoberto Zalaya, Counseling	
(A) Terra Lee	(P) Sean Chew, ATB	(A) Patricia Wu, Science & Math	(A) Vacant, Student Senate	(P) Linda Phan, Counseling	
(P) Kristina Perkins	(P) Aaron Deetz, AMC	(A) Carra Moore, Classified Senate	(A) James Adivino, Student Senate	(P) John Salangsang, Counseling	
Ex Officio	(A) Daniel Quigley, Science & Math	(P) Nicole Albrecht, Classified Senate	(A) Vacant, CLPFA	(P) Bobby Nakamoto, Social Sciences	
(A) Luis Escobar, VP Student Services	(P) Alice Hale, Social Sciences	(P) Alise Smith, Classified Senate	(P) Wing Kam, SEIU	(P) Sonya Lopez, Math & Science	
(A) Thomas Burke, Interim VP Administrative Services	(A) Heather Oshiro, Counseling	(P) Na Liu, Classified Senate	*Proxy for Safiyyah Forbes, VP Academic Services		
(P) Dr. Tracey Coleman, ATB*	(P) Sara Beyne, Health, Kin., & Athletics	(P) Yesenia Hernandez, Classified Senate			

Agenda Item	Information/Discussion	Action
1. Welcome 1.2 Introductions 1.3 Ohlone Land Acknowledgement	➤ An Ohlone Land Acknowledgment was read by Tri-Chair, Kristina Perkins, recognizing the Chochenyo people who originally stewarded the land and the significance of the land to the Muwekma Ohlone tribe.	
2. Approval of Minutes	➤ Meeting Minutes 9/22/2025	Motion to Approve 1: Alicia Hale Motion to Approve 2: Clea Shapiro Yes: 11 Abstain:

		No:
3. Announcements	<ul style="list-style-type: none"> ➤ Career Education Open House Planning <ul style="list-style-type: none"> ○ A Career Education Open House Advisory Meeting 10/16/25 4pm-5pm via Zoom ○ We will discuss check-in location, increasing foot traffic, potentially offering workshops, industry mixer t-shirts and other suggestions. ○ The goal is to increase attendance and engagement with programs and labs. ○ We anticipate having double the attendance of last school year (261 attendees), over 500 attendees. ➤ CE Stories <ul style="list-style-type: none"> ○ Law & Public Safety Mixer-9/23 <ul style="list-style-type: none"> ▪ 37 student attendees across our Public Safety pathway such as ADMJ, EMS & Fire ▪ There was a hands-on activity, great panel & informative as far as illustrating real ways that public safety programs work together in conjunction in the real world. ○ Career Fair-9/25 <ul style="list-style-type: none"> ▪ 317 attendees ▪ Employers had a positive experience: <ul style="list-style-type: none"> • Interested in hiring our students for their jobs, internships and volunteer work • Happy to educate attendees about their careers and industries ▪ 88% of surveyed students agreed/strongly agreed that the career fair was helpful ▪ Highlighted Comments from attendee surveys: <ul style="list-style-type: none"> • “I appreciate events like these as they provide opportunities and room for growth” • “Thank you so much for offering this fair. It’s been a bit hard finding jobs. I appreciate it. Thank you! • “I love the career fair!” ○ Advanced Manufacturing Day- 10/3 <ul style="list-style-type: none"> ▪ Shout out to Dean Coleman, Alise Smith and all the others that supported this event ▪ Over 300 students from 6 high schools in partnership with ROP ▪ 12 Industry and Community Partners ▪ Received amazing feedback from industry partners about programs and relationship with Chabot College 	

- Stack City- 10/4 & 10/5
 - 2000 RSVPs
 - Headcount and feedback to come
 - Career Pathway handout (both in English & Spanish) that talked about a few careers that can be linked to Legos
- CTE Awards Data (available on the [ORPIE website](#))
 - Self-service tool with different filters including one just for CTE program data; also race and ethnicity was added
 - 23-24 1,196 CTE awards
 - 24-25 1,365 CTE awards
 - We continue to maintain 39% of ALL awards
 - We noticed gains for specific underrepresented ethnicity groups
 - In the future, hope to have specific programs to share what they are doing and what are the practices that are leading to their success in completion rates.
- **Work Based Learning Survey**
 - Its purpose is to build a comprehensive inventory that helps Chabot leadership, staff, prospective students and community members better understand the scope and impact of WBL activities.
 - This is to help the non-program people to better understand program WBL
 - There are also questions that ask about the employer relationships you would like to develop to help John Salangang, Career Center Counselor & Dagoberto Zalaya, Employer Engagement Specialist and Robin Galas, CE Program Manager figuring which employers you should pursue.
 - Thank you to the programs that have already completed the survey
 - If you have not completed this for our program please do so.
 - [WBL Survey Link](#)
- **Upcoming CE Sector Days & Open House (Sector days are typically from about 9am to 1pm/2pm)**
 - November 6, 2025 **ELL College & Career Day**
 - February 6, 2025 **Careers in Healthcare Day**
 - March 6, 2025 **Digital Media Day**
 - March 21, 2025 **CE Open House**
- **Please continue to share events that you are hosting with Robin at rgalas@chabotcollege.edu**
- Please invite Robin, John, and Dagoberto to your advisory meetings.

4. Information/Discussion
4.1 SWP Round 10 Proposals-
vote
4.2 Basic Marketing tools
(career widget, one-pager,
photography)
4.3 Handshake-Internship; part
term opportunities by
Dagoberto Zelaya, Employer
Engagement Specialist (Job
Developer)

- **SWP Round 10 Proposals-vote**
 - One of our major grant sources for Career Education is Strong Workforce (SWP) and they require us to put in our proposals for Round 10 by the end of October
 - The grants are typically carved up into different program areas, clusters, and each one of these clusters gets an allocation.
 - discussed a 4% reduction in Strong Workforce Local grant funding for Round 10.
 - \$1,097,000 for this FY25-26.
 - \$1,056,000 for Round 10 FY26-27
 - SWP grant currently supports 16 full-time staff positions (81%-88% of the grant, not including student assistants or F Hour), mostly Classified Professionals, but not exclusively- goal is to keep personnel on grants
 - For SWP Regional, the reduction is less than 1%
 - \$584,692 for this FY25-26
 - \$581,098 for Round 10 FY26-27
 - **Proposal to vote on:** Absorb reduction across all plans equally to account for position control (i.e. full-time personnel).
 - Alternative proposal: Vote for program(s) to be eliminated from grant(s)
 - Motion carries and now Robin Galas will put in plans and make a recommendation to the President's Office.
 - There is acknowledgment from BACC, which is one of the kind of entities and bodies that helps to provide technical assistance
 - Provide advocacy & restore, the levels of our strong workforce grants to what they were previously before there was the carve-out for nursing, which was about a 20% reduction.
 - SWP took the biggest hit in reductions this FY25-26, about 20%-22%. Next year's reduction is relatively small with about 4%
- **Basic Marketing tools (career widget, one-pager, photography)**
 - **One-page flyer template** for CE Programs (last update was around 2018)
 - Includes: career information, certificates, and contact information, with a QR code for the website.
 - Do not want to overwhelm people and want to direct them to our website for greater information.
 - If you have not completed on yet for your program(s), please reach out to Robin Galas for the template and then the information will be forwarded to Reprographics

Motion 1: Sean Chew
Motion 2: Aaron Deetz
Yes: 9
Abstain: 1
No:

- Feel free to share template
- Make sure to include sources and citations for any data
- **Photography**
 - Identify a class (or more than one) with opportunities for dynamic activities (not a lecture day!)
 - Provide Robin with date, time, location and Robin with coordinate with Michael, the photographer.
 - Digital links will be provided to you (and any other colleagues, but you need to list the names), Reprographics & Marketing. You may share the link widely as you see fit.
- **Career widget**
- features the website that links program codes to occupation codes.
- You can provide greater narrative and or description to provide prospective students with as much career and wage information as we possibly can.
- For wages, we must provide sources/citations to make sure we provide accurate and verifiable information to students.
- This is the opportunity, if you get those photos taken, that if you want to create a band of photos, you want to intersperse photos on the website, that are also available to you as well, with the photography.
- **Short alumni video clips coming soon!**
 - Please provide suggestions for potential interviewees to Robin Galas; we will start working on those towards the end of the month and in November.
 - These clips will be available for your website, Marketing, the Foundation, etc.
 - Want to make sure we are asking the right questions and be able to prepare alumni
 - So far have alumni represented from MERT, ECD, Public Safety, particularly Law Enforcement.
- **Handshake – Internship, Part-Term Opportunities**
 - Dagoberto Zalaya, Employer Engagement Specialist and John Salangsang presented an overview of Handshake, an online job board where students can find jobs, internships, career events, career fairs, and anything job-related.
 - Not just for students, Faculty & campus partners can also have an account to post their on-campus jobs.
 - Post events
 - Connect with students

- It also serves as Customer Relationship Management (CRM) to have your industry partners or employer contacts there and send email blasts or add labels.
- Handshake is used by many colleges and universities, allowing employers to post jobs across multiple campuses.
- Every Chabot student has a Handshake account where they can activate with their school email or download the app to their phone and logging in with their school email.
- Dagoberto highlighted available job collections, curated by the Career Center based on Chabot's career and learning paths such as business, economics, communications, media, health and wellness, etc.
 - Screens for part-time jobs and internships within 31 miles of Chabot College match the qualifications of Chabot College current students
 - Mostly looking for paid internships, but collections include both paid and unpaid.
 - We can see how many students have applied and how many students saved each job.
 - Students can follow collections to receive notifications
- Currently, there are 56 internships (fluctuating) and 2,033 jobs
- There are still 2,000 jobs to be vetted and added to the database.
- A question was raised about the lack of art and design jobs on the platform. Dagoberto will make sure to add art and design jobs to the collection for students to see.
- Campus partners, including faculty and staff, please help spread awareness about Handshake for internships and part-time jobs due to a need for more student applications.
 - part-time jobs and internships, would like to see more applications on these.
 - Holding information sessions was suggested
 - Currently working on a Handshake Expansion Plan to provide a formal invitation or of spreading the word
 - Maybe instructors can also add jobs themselves, too,
 - How Handshake works, it's open for everybody on the team to add jobs.
 - if you have a connection within your industry, and you know that they are having an internship available, you can have that employer

	<ul style="list-style-type: none"> ○ create an account ○ add that job onto Handshake ○ you just have that job automatically be added to each <ul style="list-style-type: none"> ▪ Video tutorial to navigate Handshake for students ▪ Dagoberto and John will be sharing about how to utilize Handshake at the Spring Flex Day for Faculty & Classified Professionals ○ The biggest challenge is the connection piece for students and faculty, etc. know about the available job and internship opportunities on Handshake <ul style="list-style-type: none"> ▪ There are multiple channels for us to be able to, you know, share an outreach. ▪ not necessarily the acquisition of more, it's that connected piece ▪ Dagoberto is a contractor. We have a few other contractors that we are using some of our CTE funding to support, who can help with. ○ Students can search for jobs using the general search bar, but it is a little more difficult <ul style="list-style-type: none"> ▪ Students will need to know exactly what they are looking for, or keywords, they may not know how to search for those things, that is why collections are important ▪ They just click on the collections, see what's available. If nothing interests them, they'll check back in a week. ○ Faculty can access a student view through separate staff and student accounts. <p>➤</p>	
<p>5. Meeting Dates</p>	<ul style="list-style-type: none"> ➤ 10/27/25 (Cancelled) ➤ 11/17/25 (Off-cycle) ➤ 12/8/25 ➤ 1/26/26 ➤ 2/9/26 ➤ 2/23/26 ➤ 3/9/26 	

	<ul style="list-style-type: none"> ➤ 3/23/26 ➤ 4/13/26 ➤ 4/27/26 ➤ 5/11/26 ➤ Feedback? Please let Tri chairs: Robin Galas, Terra Lee & Kristina Perkins know <ul style="list-style-type: none"> ○ They are in service to the CE community and want to be more relevant and purposeful 	
6. Good of the Order	<ul style="list-style-type: none"> ➤ Robin Galas will reach out to programs with high growth in certificates/degrees or success with underrepresented students to share their practices at future meetings. 	
7. Next Meeting	Monday November 17, 2025, 12pm-1pm via Zoom	
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