



Career Events Planning & Collaboration Districtwide Meeting Thursday, August 24, 2023 | 11am to noon | [Zoom](#)

Agenda

Welcome

- Meeting Purpose & Intent
 - *Increase access and participation in career events and activities for SDCCD students districtwide*
 - *Increase collaboration across the colleges on career events and activities (job fairs, career fairs, career panels, etc.)*
 - *Support planning for the annual districtwide career fair*
- Today's focus: Setting the stage for the year –
 - *What do we need to get done and how do you want to get it done?*
- Introductions
 - Name, title and role in relationship to career events, college, priorities/Goals

Meeting Structure

- Membership
 - Primary College Leads:
 - City: Nesha Savage
 - Mesa: Olivia Picolla
 - Miramar: Amara Tang
 - SDCCE: Stephanie Lewis
 - Responsibilities of Lead:
 - Attend districtwide career events meetings
 - Provide updates on local efforts and activities to the districtwide meeting
 - Provide updates internally to college leadership on districtwide events and planning
 - Design and lead the planning and implementation of the districtwide fair
 - Additional representation
 - Facilities: designated lead from each college
 - City:
 - Mesa:
 - Miramar:
 - SDCCE:
 - Additional roles and representatives – the more the merrier!
- Meeting Schedule:
 - Thursdays, 11am to noon
 - Fall: 8/24, 9/28, 10/26, 11/30, 12/14
 - Spring: 1/25, 2/29, 3/7, 3/14, 4/25, 5/30, 6/27
- Team Communication
- Support

Districtwide Career Fair

Reference Material(s): [2022 Districtwide Career Fair Debrief \(Spring 2023\)](#)

- Date & Location: Thursday, March 21, 2024 at Mesa College
- Planning Timeline
- Expenses/Costs/Financial Contributions
- Employer Recruitment – recruit majority of employers before major promotion to students
 - Inquiries, cost, etc.
 - Use of Handshake
 - Curation – sector/employer diversity; pathway/program representation
 - Leveraging Employer Relationship Liaisons (ERL)
- Student Recruitment/Promotion
 - Use of handshake
 - College-specific promotion
 - Districtwide promotion
 - Transportation – MTS partnership
- Campus engagement- engagement of faculty, staff, and senior leadership at all four colleges
- Data collection and technology – use of handshake
- Pre-Fair Events – marketing and alignment
- Facilities engagement
- Pre-event walk through(s)
- Day of activities and planning

Round Tables – Fall Planning and College-specific processes for promotion and communication

What are we all working on for the fall? What processes and actions do we take to ensure awareness of planned events internally (within college) and externally (with community)

- Each college to share what they are planning for fall events and activities
City | Mesa | Miramar | SDCCE
- Each college to share how, when, and where they post events to ensure college/local awareness and external awareness
City | Mesa | Miramar | SDCCE

Close

- News and Reminders – Round Table