

Career Events Planning & Collaboration Districtwide Meeting Thursday, August 24, 2023 | 11am to noon | Zoom

SUMMARY

Priority Action Items:

- Membership
 - Designees representing facilities are needed for City, Miramar, and SDCCE.
 - District Support also needed – CEWD to reach out to District PR and Comm Office, Outreach, and Faculties
- Career Fair Timeline – Mesa to draft a timeline for discussion at our next meeting (CEWD will provide support)
- Teams Folder – CEWD to set up shared teams folder (done)

Upcoming events – [please see meeting highlights and action items document for full details.](#)

- **9/11** – SDCCE is holding an open hiring event for DSPS students; over 30 employers; at ECC
 - Flyer shared
 - Action Item: Colleges to share opportunity with DSPS office and others; promote to students
- **9/21** – City College hosting event for the San Diego Fire Department; SD Fire seeking to increase diversity of fire fighters; specifically interested in engaging black and brown communities
 - Action Items:
 - Nesha to connect with Lance and Alex to increase awareness of opportunity to Miramar Fire students
 - Nesha to post/share flyer for the event
- **10/8** – Miramar is holding a job fair tailored to Arts and Humanities, including world languages, audio, English, communication, visual arts, philosophy, etc., etc.
 - Event will be posted in handshake
 - This will be the first of many program/pathway specific boutique job fairs being held throughout the fall at Miramar College
 - Action Items:
 - Colleges to share opportunity with departments
 - Alex Ortega to post flyer in Teams folder/share with group and let everyone know once the event is live in handshake
- **11/9** – City Hosting a second Careers in Tech event focused on black professionals
 - They held this event last year as well (successful event)
 - Action Item: Nesha to post/share flyer

Reminders:

- Handshake Implementation Meetings – will start up in September and meet monthly
 - Colleges have committed to eventually transitioning all events to handshake
- Career Events are WBL activities – be sure to code students attending and engaging in career events (SG21 coding)
- When sharing flyers – please post png and pdf versions; this will allow others to include the information in a variety of places
- Engage your Employer Relations Liaisons (ERLs) – ensure you are connected to and working with your ERL on events; they can also help connect the dots across colleges and programs

MEETING HIGHLIGHTS AND ACTION ITEMS

College Representation: All four Colleges were in attendance

Purpose & Intent - The meeting purpose and intent was reviewed

- *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?*

What we are looking for: College representatives shared goals and interests for what they want to get out of this group. Comments included:

- Increased awareness – opportunity to learn about what each college is doing locally
- Support – opportunity to support each other's events
- Increased student engagement – help with getting more students to attend events (so much effort is put into getting employers to the table; it is embarrassing when so few students show up)
- Collaboration– opportunity to collaborate on events
- Learning – opportunity to learn together, share best practices, bring challenges to the table, and share expertise

Future Agenda Topics – the following topics were raised as areas of interest to be explored in future meetings (in addition to districtwide career fair planning topics)

- Boutique Pathway/Occupation specific events
- Special Populations Focused Engagement
- Funding

Meeting Structure – meeting structure and expectations were discussed:

- Membership
 - Primary College Leads:
 - City: Nesha Savage
 - Mesa: Olivia Picolla
 - Miramar: Amara Tang
 - SDCCCE: 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: TBD
- Mesa: Giovanni Garcia
- Miramar: TBD
- SDCCE: TBD
- Action item: City, Miramar, and SDCCE to confirm facilities designee
- Additional roles and representatives – the more the merrier!
- District Engagement
 - Meeting participants raised the need to ensure district support and participation
 - Action Item: CEWD to reach out to District PR and Com office, District Outreach, and District Facilitates
- 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
 - Meeting participants agreed to utilize Teams
 - Action Items:
 - CEWD will create a new Teams Channel; meeting notes and agendas will be added;
 - Colleges are encouraged to post events and activities within the teams folder/chat
- Support
 - CEWD will be bringing on an Admin Tech for Career Services to help support this group, the handshake implementation group, WBL/SG21 reporting, etc.

Districtwide Career Fair

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

- Reviewed key elements that will need to be addressed throughout the fall
 - Date & Location: Thursday, March 21, 2024 at Mesa College
 - Planning Timeline
 - Roles – delegation of tasks
 - 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
- Additional notes and agreements:
 - Employer Inquiries – Get them on Handshake: agreement made to get all inquiring employers into Handshake and connected to Employer Relations Liaison(s) and/or Job Placement Directors/Coordinators.
 - All communication regarding the districtwide fair will be through handshake
 - Participation and Support – recognition made that each college has different capacity constraints that impact participation and support. As long as commitment and engagement are strong, there can be flexibility on what participation and support looks like for each college. We are hear to work together and to support each other.
 - Shared messaging – we will agree to utilize consistent messaging for managing inquiries, distributing save the date information, and sharing details on the event to employers and students.
 - Employer Recruitment and then Student Recruitment – agreement made to recruit employers first and then focus on student recruitment
 - We will explore a timeline during our next meeting
 - Action Item: Mesa College to begin a draft timeline for discussion

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