



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION

Career Events Planning & Collaboration Districtwide Meeting AGENDA November 30, 2023 | 11am to noon | Zoom

Action Items: Purple

Notes: Blue

Updates: Green

Workgroup Purpose:

- 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

Commitments:

- Communicate and collaborate:
 - Share upcoming events with each other – post to the [Career Events teams](#) channel for [events](#) or send to the group via email (or share with Noah Lacsina)
- Participate and Contribute to the planning and delivery of the March 2024 Districtwide Career Fair
 - Maintain consistent representation in planning meetings
 - Share updates and information on the event internally within your institution
 - Contribute to decision making, employer and student recruitment
 - Participate in the walkthrough
 - Dedicate staffing to the delivery of the event

Past Meeting Highlights & Resources:

- [Meeting Highlights from October 26 2023](#)
- [Small Group 11-2-23 Career Events Planning-Notes.docx](#)
- [Approved high-level timeline](#)
- [Career Services & Job Placement Resource Page](#)
- [Career Events Teams](#)
- [2022 Districtwide Career Fair Debrief \(spring 2023\)](#)

Districtwide Career Fair Updates:

- Re-cap of Action Items from last meeting
 - Report out on small group meeting with Sadie and ERLs - [Small Group 11-2-23 Career Events Planning-Notes.docx](#)
 - Registration Uploaded on Handshake
 - Update on payment process and waiving fees
 - ERL's curating employers
 - First due date for employers is December 1st, December 15th to make first payment
 - Shared Spreadsheet to keep track (includes canopy and table column)
 - Pathway representation
- Confirm 125 employers max for Career Fair
 - [5 registered in Handshake, 5 pending \(as of 12/5/23\)](#)
 - [Over 60 prospects listed on shared sheet](#)

- 1st Wave deadline for registration was moved from 12/1 to January 15
 - Agreement made not to open to the public yet
 - Each ERL coordinating locally with programs on needs – not all programs want to participate
- A revised deadline for paying will be confirmed soon (February?)
 - ERL's to encourage employers to sign up & pay
- ERL's and Sadie to Meet with Noah about update of employer list
 - Meeting to be scheduled prior to winter break (Noah to schedule)
- Employer prospects are being tracked in the shared teams folder
 - ERLs to continue to utilize this list
 - Sadie and Noah to reference this list
- ERLs not yet met about employers – need to meet no less than weekly to ensure everyone is on the same page, all programs are represented (that want to be represented; and that tracking is clear)
- Final Flyer Save the Date
 - Flyer was sent out for review
 - Goal is to confirm design before break so that each college can have the finalized flyer to place local print orders
 - Each College is responsible for ordering their own marketing materials so they can locally promote districtwide Career Fair
 - Additional promotional materials will be developed – once career fest activities are confirmed
- Career Fest
 - Career fest activities are due by the end of January for a first draft to be prepared
 - Reminder – all college committed to pre-planning events and sharing them by end of January so that they can be included in districtwide promotion
 - The idea of these events is that each college will be supporting their students to get the most out of the districtwide fair
 - Colleges are not required to deliver a lot of events – but to just ensure that whatever events are scheduled leading up to the fair will be shared and included on the materials
 - Colleges encouraged to at least offer resume workshops and other activities to prepare students
 - All students are welcome to attend all workshops – regardless of location
- Revised high level timeline – December meeting will focus on reviewing changes and commitments
- Photographer for student headshots
 - Requests for recommendations made
 - Stephanie Lewis provided a contact; shared it with Host college
- Reminders:
 - Colleges to ensure local facilities lead is designated to participate in career fair planning
 - Update from meeting on 10/30 Districtwide Facilities meeting @ Mesa:
 - Geo shared that the meeting went well; Amertah, Noah, and Geo to meet with district facilities in early January
 - Canopy orders are a priority
 - Will need to set a deadline for this information
- CEWD looped back to facilities (Melinda), PR &Comm, and HR
 - Meetings have been scheduled for early January

Updates & Events – Roundtable sharing of any upcoming events or activities – did not have time for

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District Updates

- Video promotion – Noah provided an update on the scripts
 - Scripts were sent out for review. Feedback due 12/8 (more time is available if needed)
 - Colleges encourage to share internally for feedback from students and other staff members
 - Need finalized comments before 12/15 at the latest
- December 7th K-12 event – reminder provided
 - Colleges have an opportunity to table – to promote career services to K12 Counselors and Community Partners
 - Please reach out to Luke Menchaca for a table
- Black Professionals Day – reminder provided to participate in planning
- Promise Meeting Update – Noah met with Promise leads at districtwide promise meeting; college career services leads are encouraged to meet locally with Promise program leads and students