

## Districtwide Handshake Implementation Meeting Tuesday, June 6, 2023 | 11am | Zoom

### Meeting Notes

**Participation:** Mesa, Miramar, and Continuing Education were present

#### Counts Provided as of June 2, 2023

- Student Activations:
  - City - 1,207
  - Mesa - 1,860
  - Miramar - 1,097
  - Continuing Ed - 788
- Approved Employers - 5,121
- Job Postings - 7,175

#### Working with Small Businesses

An inquiry was made regarding how each college handles small employers (mom and pop shops, babysitter opportunities, etc).

- Mesa Shared that many don't want to create an account – they collect flyers and post to their social media, send to faculty and deans, etc.
- SDCCE shared that they do something similar – dependent on the pathway; they also post internally to handshake for the employer where needed; but they also shared that most of the small employers they work with are happy to sign up for handshake (they haven't had anyone say no)
- Miramar shared that they haven't had a lot of small mom and pop employers; their Employer Relations Liaison encourages enrollment into handshake and they haven't experienced any pushback

**CA's New Transparency Law** – requires employers with more than 15 employees to post salary range

<https://calmatters.org/economy/2023/03/california-pay-transparency-law-2/>

What protections does handshake have built in to protect students and ensure employers post salary range?

Action Item: District Career Education & Workforce Development (CEWD) to reach out to assigned Handshake Rep

**Update:** CEWD connected with Handshake. Handshake provided the following insight:

**Ensuring Salary Ranges are posted** – Handshake is helping employers more easily comply with existing salary transparency legislation in the US and encouraging salary transparency across all jobs too. Employers recruiting for paid jobs in California, Colorado, New York, and Washington are now required to include a pay range. Employers posting paid jobs outside those regions are strongly encouraged to include pay information as well. Your team can access this salary data,

filter on it from the Jobs page, and use it when setting up job auto-approval criteria. Read a full synopsis of [salary transparency updates in our blog](#).

**SDCCD HR Participation** – college representatives inquired as to when District HR would be officially joining Handshake and posting job opportunities.

- Representatives expressed concern that without district engagement it does not feel like the District is really bought into the tool
- **Action Item: CEWD to connect with District HR leadership and inquire**

### **Chancellor's Cabinet Update**

- Request for a fall update was shared
  - **Action: CEWD will provide a draft for Handshake leads to provide feedback**
- Goal is to kick off fall semester with an update to Cabinet

**Updates/RoundTable** – Each College Present Shared updates

- Mesa College -
  - Attended Product Vision Webinar by Handshake – lots of new improvement
    - Shared summary – with the group
      - Gathering data will be easier to access
      - Re-design editor – will help when emailing student; will be able to embed videos
      - Homepage for students will look more like tic tok more targeted to the user
      - Student scheduling within handshake will be changing
      - Hire quality job postings with more detail (remove, hybrid, etc.)
      - Enhanced employer verification with ID (summer 2023)
        - *Mom and pop shops might have issues*
    - Recently sent out an email to their graduates –
      - Others can view the email template utilized within handshake; folks can take a look and edit / create their own as needed (all within handshake)
- Miramar College
  - Focusing on training
    - Handshake hour for the full summer
      - Once per week; one-hour block on Wednesday for all staff in handshake and playing around with it
      - Getting a lot of questions from faculty and staff – they want to make sure all staff are well trained (they have a lot of part time; only have 2 FT staff)
      - These weekly sessions provide an opportunity to “play in the system” and to answer general questions
- College of Continuing Education
  - Considering developing a set of FAQs
    - These do not yet exist

- Interest expressed by the group to share FAQs districtwide
- Hosting handshake fair at end of the summer to promote and increase engagement
- Planning workshops – walk them through to sign up, activate, etc. support for all students
- District
  - Provided update on Job collections feature – see separate email sent
  - Handshake Rep Updates – Amy is back!
    - College specific meetings are encouraged
    - Amy will be attending July 11<sup>th</sup> districtwide meeting
  - Data inconsistency updates provided (we are working through them)
  - June student upload – will be done by the end of this week
  - Guest speakers – dates pending
    - Update: Fox Valley Technical College will be attending the August 8<sup>th</sup> meeting to share insight into their efforts to integrate handshake more fully across their campus/throughout the full student experience.

### Scheduling

- Next meetings: 7/11 and 8/8
- Fall 2023: Tuesdays at 11am to noon; once per month:
  - 9/5, 1/3, 11/7, 12/5, 1/9, 2/6, 3/5, 4/2, 5/7, 6/4

### Review past action items

- [February 7, 2023 Meeting Notes](#)
- [March 7, 2023 Meeting Notes](#)
- [March 21, 2023 Meeting Notes](#)
- [April 18, 2023 Meeting Notes](#)
- [May 16, 2023 Meeting Notes](#)
  - Action Item:
    - Post and share printed marketing materials and designs

### Resource/Reference Reminders:

- [Handshake Academy](#)
- [New to Handshake](#)
- [Reporting and analytics](#)
- [Report for Employer Flags](#)
- [Art of reporting](#)
- Handshake Contact(s) changes
  - Megana Vemula - [megana@joinhandshake.com](mailto:megana@joinhandshake.com)
  - Contact Handshake Support Team by [submitting a ticket](#) or calling them directly at [855-426-3136](tel:855-426-3136)
- [Employer Validation](#)
- [Understanding How Employers are Validated](#)

## Districtwide Handshake Implementation

### Meeting Notes

June 6, 2023

- [Employer engagement at City of SF CC - City of SF CC](#) – Access to the recording: <https://joinhandshake.com/blog/career-centers/fall-2022-community-college-meet-up/>
- [Report for Employer Flags which tells status and reason](#)
- Click on Employers > You can view Approved, In Progress, Pending, Declined, and Flagged. If you click on "Declined" then it tells the industry, date of decline, and reason
- The [Handshake Chair](#) is at Mesa – reach out if you want to use it