

## Career Events Planning & Collaboration Districtwide Meeting Thursday, September 28, 2023 | 11am to noon | Zoom

### MEETING HIGHLIGHTS AND ACTION ITEMS

#### Meeting Materials:

- [9/28/23 Agenda](#)
- [8/24/23](#)
- [Career Services & Job Placement Resource Page](#)
- [Career Events Teams](#)
- [2022 Districtwide Career Fair Debrief \(spring 2023\)](#)

#### Reminders shared:

Attendees were reminded of the meeting purpose and 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

Attendees were reminded of commitments made in previous meeting

- Communicate and collaborate:
  - Colleges to 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)
    - Share flyers in multiple formats so colleges can incorporate into social media, post to website, and email out
- 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

**Welcome Noah Lacsina** – new District Career Services Admin tech

**Updates & Events** – Each college present provided updates on activities

City

- Expressed interest in working together to increase awareness and understanding of career services – so much more than events
- Shared success with presenting in classrooms to reach students

Career Events Planning & Collaboration Districtwide Meeting  
Meeting Highlights  
September 2023

- Faculty bringing students to centers
- Mentions struggle to uplift career services
- Has had success presenting in classrooms to reach out to students

Mesa

- This fall is all about relationship building and outreach
- Just held open house - had over 400 students attended
- Onboarding new career ambassadors
- Focused on Districtwide Career Fair hosting responsibilities
- Focused on intentional outreach to faculty – school meetings model
- Classroom presentations to inform students on programs available
- Held International Students event
- Held MBTI workshop at Pride Center
- 11/7 holding Veterans Success Career Panel

Miramar

- Hosting first Career Pathway focused Boutique Job fair on October 18 – Humanities, Arts, Communication, Languages
  - Open to all SDCCD students (districtwide)
  - Last meeting, all colleges received flyer and were encouraged to promote to students
  - Brief updates shared by other colleges on how they have promoted the event so far
- Using handshake for all events
- Next event(s) – November 11<sup>th</sup> - Health, Science, and STEM – working to complete flyers; will post/share out
  - Colleges to promote to all students districtwide
- Offering a variety of Career Ambassador led events- examples shared: Puppy and Holiday career services events, Art & LGBTQ,
- Also holding career exploration for undeclared majors, transfer success panel, resume workshops for veterans, and WBL Point Loma Nazarene Partnership event coming soon

SDCCE – not present

**District HR Contact** – request made to confirm district point of contact for career events

- **Action Item:** CEWD to confirm
- **Update:** Betty Robles-Leal is the lead point of contact; please email her and Andrea Gonzales for participation in events

**Black Professionals Day** – concerns expressed that no inclusion of career services was part of the planning process

- College career services and other program areas were invited to table, but only Mesa replied
- Opportunity provided to all join Mesa’s table

- Interest expressed in being more involved with this important districtwide event (the event is planned to be annual)

**Future Agenda Topics:** Interest expressed in talking about:

- Engaging Faculty Champions to encourage other faculty to integrate career services into course activities
- Engaging Employer Relations Liaisons – each college to share how they are currently working with ERLs on career activities
- **Action Item: CEWD to add topics to future agendas**

**Districtwide Career Fair** (Thursday, March 21, 2024 at Mesa College)

- Reminder – event will be on handshake
  - **CEWD to work with City on getting up to speed with use of handshake to help promote event, use it for other events, etc.**
- Provided updates regarding district facilities, HR, PR/Comm, and Outreach offices – all are onboard to support and participate
  - **Action item: CEWD to schedule follow-up meetings with these departments (after timeline is confirmed)**
- [Re-shared Planning List](#) (topics that need to be addressed)
- Focused discussion on [high level draft timeline](#)
  - **Action Item: Colleges to review draft timeline and continue to provide feedback by 10/6/23**
  - Discussion notes:
    - Agreement made to begin employer engagement in October
      - Need to first confirm pricing and create a basic marketing/promo materials
        - Pricing – group agreed to increase price, but provide waivers to nonprofits and/or small employers
          - Mesa’s accounting office will not accept credit cards
            - **Mesa to share list of all employers who did not pay last year (send to Noah Lacsina)**
          - In the future, there is interest to set employer sponsorship tiers
          - **CEWD to convene ERLs to discuss pricing recommendation and curation of employers (agreement made to be more intentional about who we invite so that all pathways are well represented for students); include discussion of when to waive fees**
            - **CEWD to send date options out**
      - Marketing / Save the date – recommendation made to engage students in design
        - **Mesa and Miramar to engage local career ambassadors to design save the date**

- CEWD to provide coordination support if needed
- City shared that in the past they partnered with SD Reader to offer free advertising to employers
  - Joe to look into this partnership for the March 2024 career fair
- Funding – CEWD confirmed availability of district grant funds to cover cost of event (approximately \$13K in estimated expenses); local funding will not be needed