SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

Career Events Planning & Collaboration Districtwide Meeting

AGENDA December 14, 2023 | 11am to noon | Zoom

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:
- November 30th Meeting Highlights
- Small Group 12-13-23 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:

High Level Timeline Review & Action Items

Link to timeline

- December
  - Confirm Student Flyer
    - Flyer needs to communicate that this is a districtwide event
    - Flyer needs to include all four colleges
    - Flyer available for each college to use locally for promotion
  - Mesa to send updated flyer after receiving feedback,
  - Script Feedback due by 12/15
  - Employer Recruitment
    - First wave of curated employer recruitment extended until Jan 15th (new register by deadline)

- Check in on employer prospects and number registered so far
    - 9 Employers have registered on Handshake
- Confirm revised deadline to pay – proposed deadline is Feb 9th
    - Confirm just check payment as of 12/14
    - Allowed to be invited again if they haven't paid?
        - Plan needed for employers with outstanding balance
            - Suggestion to those employers that they need to pay balance, plus career fair cost
            - Suggestion to forgive last outstanding balance
            - Move to agenda for next meeting
- Reminder: last meeting, we agreed not to open the registration up to general employers; ERLs still working on employer lists
- [Small Group Employer Recruitment 12/12 Meeting Notes](#)
    - Marketing Materials
        - Colleges encouraged to place print orders of flyer locally in December or early January so that materials are available to begin promoting to students at the end of January/early February (student promotion to begin end of Jan/early Feb)
        - Each college responsible for covering local costs of printing/promoting fair
        - All colleges should have local plans for promoting the fair
- January
    - Host College to work on staffing schedule and logistics planning including confirmation of event layout, submission of food orders, etc.; confirm district photographer and videographer to document event (Host College and District Office)
    - Mesa met with Jesse (Photographer)
        - Waiting for quotes before deciding on what order to place
        - CEWD meeting with District PR & Com office week of 1/8
        - CEWD meeting with District facilities week of 1/8
        - CEWD meeting with District HR in January (date TBD) to ensure they will be at the event; requesting pre-event workshops for students (career fest workshops)
    - District promotion (newsletter and student emails) District
    - College promotion (Convocation) All Colleges
    - **1/31 – deadline to confirm Career Fest activities**
        - **All colleges to send over Workshop title, short description, location, and time, for marketing team to provide place holder**
        - **No flyer needed; will be one created for all colleges to use**

        - **Miramar Preparing for career fest workshops in preparation for career fair**
            - **Idea to have some virtual career fests events**
        - **Mesa: Resume tents**

- - - Week leading up to career fair, work on resume
    - CE: workshops on AI and LinkedIn
      - Events leading up to the career fair to help students prepare for the fair
      - Each college to host local event(s)
      - Each college to submit event details by 1/31
      - Each college to promote career fest activities locally for all students
      - Events open to all students

Transportation

- Colleges to share ideas for addressing transportation concerns
  - Suggestion for MTS vouchers?
    - Suggestion of offering MTS free registration in exchange for student vouchers
      - Add to next agenda

Meeting Schedule

- Spring will include weekly meetings leading up to the event
- Notes will be added to agendas during the meeting
- Discuss any meeting dates in need of attention
  - Leave February 8th day free, unless something comes up