Districtwide Handshake Implementation Meeting
Tuesday, May 2, 2023 | 11am |Zoom

Meeting Notes

Participation: All four colleges represented

Counts as of 5/1/23
- Student Activations: 5,774
  - City - 1,170
  - Mesa - 1,767
  - Miramar - 1,043
  - Continuing Ed - 752
- Approved Employers - 4,978
- Job Postings - 7,197

- SDCCE shared that they will be hosting summer and fall events to bring up student activation numbers
- Mesa College shared that their executive leadership is requesting weekly reporting on counts.
  - Need to ensure we are all pulling the counts the same way; unfortunately, it seems you can pull them multiple ways and they all show different numbers
    - District CEWD to reach out to Handshake Rep to explore data inconsistencies
- District CEWD to share current reporting processes
  - See this document:
    https://www.sdccd.edu/docs/ISPT/workforce/docs/SDCCD-Handshake-Reporting-May2023.pdf

Accepting Payments
- Updates from Colleges – local discussions with accounting offices
  - City shared that in the past CCN accepted credit card payments and then sent them a check which they deposited in the career centers fiduciary account via their accounting office
  - City, Mesa, and Miramar shared that they spend a lot of time tracking down missing payments
    - There is a need to reduce the amount of staff time it takes to track down payments
  - Miramar shared that they plan on meeting with their accounting office in the coming months

- o SDCCE spoke with their accounting office; currently there does not seem to be local capacity to accept credit card payments
- o Mesa shared that while no recent meetings have been held with their accounting office, in the past they have said no to processing credit card payments; planning to hold June meetings; past activities were all processed via check; they are still hunting down past checks from fall events
- Update from District – exploration of centralized model
    - o CEWD to work with District Offices to explore what a centralized model might look like
- Stripe versus TouchNet – timing considerations
    - o Colleges agreed that a quality set up/resolution is preferred over a fast solution; if it takes longer to set up that is fine (fall 2023 may not be possible)
    - o We will continue to prioritize the issue
    - o District level conversations needed to engage accounting offices
    - o Local conversations still important and key to supporting the process though
    - o Meeting participants expressed preference for a local model that they can control directly rather than a centralized model; this may or may not be possible depending on the software selected to manage the payments and the local accounting office's capacity constraints
    - o Concerns were expressed regarding touchnet
    - o Regardless of which software is selected, IT will need to be involved and performance measures built into contract

Feedback Check-ins
- Email Text
    - o Colleges to review and provide edits by 5/5
    - o If approved, the email text will go out to all may student uploads
    - o May uploads will be complete before the end of next week
    - o This is a baseline email – not meant to replace college specific communications
    - o CEWD to reach out to Handshake for updated branding

- Website Updates
    - o Live
    - o Send edits and updates whenever needed
    - o CEWD to loop back to City College for future edits once JPC role is filled
    - o CEWD to reach out to Handshake for updated branding

Connecting with Other Colleges
- Fox Valley Technical College – integration of Handshake throughout campus (Kendall Williamson)
- City College of San Francisco – engaging with employers (Zachary Lam)

Handshake rep introduced CEWD to two colleges; we have an opportunity to invite them to a future meeting to learn more about their work.Meeting participants expressed support for inviting them.

Action: Invites will be extended to Fox Valley Technical College and City College of San Fran to join a future districtwide meeting (CEWD to coordinate)

Handshake Renewal – early renewal in process
SWP and Perkins Leads working to renew access early

Handshake - Share Out & Updates (All)
- City - new Job Placement Coordinator will take the lead on handshake; position not yet filled
- Mesa – working on expanded handshake communication to students; focusing next emails on the career services offered at Mesa College and targeting grads; during commencement rehearsal and check-in, Mesa will be showcasing handshake on the slides while folks are waiting; recommended other colleges to consider doing the same thing
- Miramar – recent child development and diesel specific career fairs were handled completely through handshake; 40 students registered prior to the events; 80 checked in; boutique fairs will continue to be a focus for Miramar
- SDCCE – working on overall SDCCE website re-design; will be including promotion of handshake
- District – Student uploads will be made each month during the first week of the month; colleges will be notified once uploads are complete

Review past action items
Colleges are encouraged to review past meeting notes and action items

- February 7, 2023 Meeting Notes
- March 7, 2023 Meeting Notes
- March 21, 2023 Meeting Notes
- April 18, 2023 Meeting Notes

Resource/Reference Reminders:

Colleges are encouraged to review resources, add to them, and reach out with any support needs

- Handshake Academy
- New to Handshake
- Reporting and analytics

- [Report for Employer Flags](#) which tells status and reason
- [Art of reporting](#)
- Handshake Contact(s) changes
  - Megana Vemula - megana@joinhandshake.com
  - Contact Handshake Support Team by [submitting a ticket](#) or calling them directly at 855-426-3136
- [Employer Validation](#)
- [Understanding How Employers are Validated](#)
- [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