Districtwide Handshake Implementation Meeting
Tuesday, May 16, 2023 | 11am | Zoom

Meeting Notes

Participation: Mesa, Miramar, and Continuing Education were present

Counts Provided as of 5/15/23
- Student Activations:
    - City - 1,188 (increase of 36 since 4/14)
    - Mesa - 1,815 (increase of 267 since 4/14
    - Miramar - 1,066 (increase of 67 since 4/14)
    - Continuing Ed - 757 (increase of 4 since 4/14)
- Approved Employers - 5,042 (increase of 142 since 4/14)
- Job Postings - 7,536

Current process used to pull counts: see this document
May 2023 student upload(s) - completed
Campus Solutions email – TBD
Data inconsistences - District Office meeting with Megana regarding data inconsistencies on Thursday 5/18

Printed Materials - SDCCE looking for a standup banner for their local campaigns. Requested insight into what the other colleges have done so far
- Miramar – on their radar, but nothing printed yet; swag orders being submitted with Miramar college and handshake on it (mugs, shirts, etc.); interested in getting a standup banner for next program year.
    - **Action:** Share local designs – add to Teams folder
- Mesa – Megan will check with team; they did popup banners;
    - Printed standup banners for districtwide job fair; Kristy will follow-up with Olivia and Sadie
    - They have handshake swag and quarter sheet flyers
    - **Action:** Share local design(s) – add to Teams folder
- City – not present
- Meeting participants agreed to post marketing materials to the teams folder (keep adding to the folder and sharing resources)

SDCCD Job Collections – New Feature? A question was raised about a seemingly new feature in Handshake; unclear what it is for and how to ensure it is accurate. Currently, the feature seems to be inaccurate.
- **Action:** CEWD to check in with handshake rep and report back to the group

Handshake - Share Out & Updates
- City - Not present
- Mesa - no major updates since last meeting; working on customized communication

- Miramar- no major updates since last meeting; interested in getting more into the data per event (priority for summer)
- SDCCE – planning an official rollout for the fall (planning this summer)
- District –
  o Reminder provided to continue local exploration and planning around employer payment feature.
  o Amertah to check in with Handshake to find out when our prior rep will be back from leave

Scheduling –
- Guests – in process
- Summer meetings
  o 6/6 and 6/20 - scheduled
  o 7/11 or 7/18? - select one date only for July
  o 8/8 ? - select one date only for August
  o Meeting participants agreed to meet just once in July and once in August
  o CEWD to update calendars
- 2023-24 Planning (Fall 2023 and Spring 2023)
  o Moving meetings to just once per month
    o 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
  o Other Tuesday will be dedicated to sharing insight into career events and be a space to plan districtwide events
  o Brief update provided on districtwide career fair: each college has agreed to participate in a spring 2024 event; waiting on one more final detail and then a formal update will be shared districtwide and brought to cabinet including expectations and requirements for participation. Meetings will begin summer.

Review past action items *– no discussion*
- [February 7, 2023 Meeting Notes](#)
- [March 7, 2023 Meeting Notes](#)
- [March 21, 2023 Meeting Notes](#)
- [April 18, 2023 Meeting Notes](#)
- [May 11, 2023 Meeting Notes](#)

Resource/Reference Reminders: *– no discussion*
- [Handshake Academy](#)
- [New to Handshake](#)
- [Reporting and analytics](#)
- [Report for Employer Flags](#) which tells status and reason
- [Art of reporting](#)
- Handshake Contact(s) changes
  o Megana Vemula - megana@joinhandshake.com
  o 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