



**Career Education (CE) Committee**

Tuesday, October 1, 2024

HSS 261 and Zoom

1:00-2:15pm

**In attendance:** Rebecca Agonafir, Victoria Charles, Ruth Casillas, Sheila Cordova, Gary Huff, Tiffany Inabu, Leon Vazquez, Lisa Lewenberg, Dana Nasser, Maria Salvador Santana, Steven Sedky, Redelia Shaw.

**Zoom:** AJ Adelman, Leigh Allen, Simone Bartesaghi, Tracy Beidleman, Ashanti Blaize-Hopkins, Drew Davis, Lynn Dickinson, Mario Franco, Amanda Garcia, Jenna Gausman, Jeff Gordon, David Hall, Corinne Haynes, Jenny Landa, Ann Marie Leahy, Jacqueline Monge, Hannah Nelson, Sharyn Obsatz, Debbie Perret, Patricia Ramos, Steven Sedky, Howard Stahl, Norma Torres-Gonzalez, Nane Zadouri,

**Call to Order:** 1:10pm

**Public Comments and Announcements:** None

**Approval of Minutes:** [May 7 and May 21, 2024](#)

Gary Huff motion to approve both May 7<sup>th</sup> and May 21<sup>st</sup>, Dana Nasser second. All are in favor, and there are no abstentions, and no oppositions.

**Reports:**

Chair: Debbie Perret

Debbie welcomes everyone joining the meeting via zoom and in person. She also welcomes Tiffany Inabu - an adjunct counselor and will be presenting on the Brown Act.

Vice Chair: Steven Sedky

Steven states the start of the semester is a challenging and busy time for everyone while faculty are focused on balancing and prioritizing student's needs. Steven would like to bring more people that are traditionally not CE and/or people working with highschoolers to be part of the meeting.

**Information and Discussion Items:**

*Brown Act Review - Tiffany Inabu*

This Brown Act is a public meeting Law – Procedural rules that must be followed to meet and take action. Agendas must be posted seventy- two (72) hours before a meeting takes place. Quorum is fifty (50) percent plus one (1) in which only in person voting members count towards



the quorum requirement. If there is no quorum – the meeting should not take place. You cannot appoint an alternate voting member if an assigned voting member is unable to attend in person as it becomes a violation of quorum requirements.

*Career Services Center Updates - Jenna Gausman*

Jenna Gausman is a full-time Career Counselor in the Career Services Center. Santa Monica College Career Services is the largest Career Service Center in the state of California. The center only sees students that are taking for credit courses (noncredit students are not eligible). The center has ten (10) career counselors to meet with students on a one-on-one basis. Each counselor is assigned to an areas of interest (AOI). Career Services assists students with cover letters, resumes, portfolios, and LinkedIn accounts for achieving different opportunities in life. The center hosts several events such as: the First gen event – a meet and greet for students of color scheduled for October 2<sup>nd</sup>, the Job fair on October 8<sup>th</sup> from 11am to 1pm in the quad and is open to everyone, and Coffee meets Career on November 6<sup>th</sup> from 10am to 12pm, also open to everyone and we work with the students on figuring out their goals and purpose.

*GradLeaders - AnnMarie Leahy*

AnnMarie mentions Career Services moved to a new employer system platform which is easier to navigate – GradLeaders – and can be accessed at [www.smc.edu/hiresmc](http://www.smc.edu/hiresmc). The students can select their Area of Interest and receive immediate results on what is available along with constant updates on postings. Staff can also access and update information, as well as receive newsletters regarding updated information.

Below are the resources for the Job Board that were shared during the meeting:

**Employer guides:** <https://www.smc.edu/student-support/career-services/internships/Employer-Information.php>

**Student guides:** <https://www.smc.edu/student-support/career-services/get-the-job/>

**Faculty event posting video (written instruction attached):**

<https://www.youtube.com/watch?v=72Mjgi26sHM>

[LARC Regional CE Website Presentation](#) -Steven Sedky

Will be discussed in a future meeting.

[Grant Opportunity Overview and Updated Processes](#) -Tracy Beidleman

Tracy Beidleman reviews the steps of the Grant flow (when applying for grants) which includes



a Preliminary approval, Interdepartmental approval, Fiscal Approval, and the Grants Advisory Committee (GAC) approval. Tracy reviews the [GAP \(Grant Approval Process\) form](#) where you are to save as a PDF file and will be emailed directly to the area Supervisor and Vice President – as they will review and decide if the grant and form will be forwarded to the Preliminary approval step. The grants committee meets once a month on the last Friday of the month. For more information, please visit the [Grant Development and Management website](#).

*Effective Practices; SWP & Perkins - [Film Department](#) - Drew Davis*

Drew Davis shares the history of the film department and how it began 2010. There are three (3) levels of courses that the film program offers - beginning, intermediate, and advanced. A few items purchased through grants are the prime lenses, tri pods, still lens cameras, and six (6) new cameras. Some years the program focuses on purchasing accessories and other years the program focuses on big ticket items such as the camera dolly. This discussion continue during another meeting as the committee ran out of time.

*Committee Goal Setting*

Will be discussed in a future meeting

**Adjournment:** 2:18pm

Next scheduled meeting: October 29, 2024, 1:00-2:15. Location HSS 261 and Zoom.

[www.smc.edu/senate](http://www.smc.edu/senate)