



Date: April 15, 2014

To: Ed Karpp, Dean, Research, Planning and Grants

From: Deborah Kinley, Associate Dean, Continuing & Community Education

Re: Career Center at Garfield

At the last IPCC meeting (March 10, 2014) the Noncredit SSSP Plan Review and two Resource Requests were reviewed. Questions arose about the use of “ongoing” being used in the Plan Review and that the accreditors would prefer another word that gave a more specific timeline. I have addressed this wording in the Noncredit SSSP Plan Review, attached. Also attached is the Noncredit Matriculation Program Plan.

In addition, there was a question about the Garfield Career Center request for materials and how the resources compared to those of the Main Campus Career Center. On April 1, 2014, I visited the Main Campus Career Center and met with Tatyana Bartholomew and found the following regarding the Career Center Main Campus:

There are similarities and differences between the two career centers. The Main Campus has more assessment tools available to students, however, both centers have information regarding resume writing, interviewing, job searching, industries and careers, via hard copies and online. The Main Campus has several websites that the Garfield Campus could utilize. These include:

1. CA Career Café – Free - Compilations of various resources – A virtual career center for CA community college students
2. Vocational Biographies – Main Campus pays \$300 per year - Tatyana shared their login information so Garfield Career Center could use it.
3. EDD Labor Market Info – CA.gov – State of CA Employment Development Department - website for viewing occupations, markets, industries, etc.
4. Career Onestop. Free website for exploring careers, salaries, education and training, job searching, resume advice and interview tips, etc.
5. CA Reality check. Free - Compares how you would like to live with how much money you need to make to do so.
6. Eureka – The California Career Information System

I spoke to Leonor Gomez at Eureka on 4/15/14. Garfield has a separate contract from Main Campus and receives a discount, contract to expire 8/31/14. Ms. Gomez said Garfield could piggy-back with Main Campus with no extra cost. Garfield would have to use Main Campus login codes. We currently pay \$652 per year for Eureka at Garfield's Career Center. Ms. Gomez proposed a new contract for \$436 for up to 200 users per year. Unless there is a conflict, Garfield's career center can use Eureka with the Main Campus codes after our contract expires in August 2014.

Attachments:

Noncredit SSSP Plan Review - Revised

Noncredit Matriculation Program Plan