Executive Committee Meeting  
Friday, September 23, 2011, 8:30 a.m. – 10:30 a.m.  
Ka Lama 102  
AGENDA

1. **Cooperative Education, Internships & Workforce Readiness.**  
   - Launch of CareerLink (Julie Patao, Kehau Newhouse)

2. **Administrative Affairs.**  
   - Budget update (FY 2012).

3. **Request to Rename Foreign Language Classrooms to “Olelo”.**

4. **Status of Recent Grant Awards.**  
   - ATST Mitigation grant.  
   - US Department of Education EOC grant.  
   - US Department of Energy grant for electric vehicle (EV) adoption.  
   - State Department of Agriculture grant for Rural Enterprise Value-Added Maui Processing (REVAMP) Center.  
   - HKL Castle Foundation grant for Institute of Hawaiian Music.

5. **Program Reviews of Data and Performance.**

6. **University of Hawai’i: marketing metrics.**

7. **Legislative Briefings and Meetings.**  
   - State Legislature:  
     - House Finance Committee  
     - Senate Ways and Means Committee  
   - Mayor’s Budget Hearings

8. **UHMC/RDP Lāna’i Training Projects.**  
   - Small photovoltaic system design and installation training project.  
   - Solar water heater system installer training project.
The mission of CareerLink is to create quality career options and opportunities for University of Hawaii Maui College, University of Hawaii Center-Maui students and graduates in response to the evolving economic and workforce development needs of Maui County.
Who we are

Juli Patao, Faculty – Cooperative Ed Instructor

Kehau Newhouse – APT, Job Placement Coordinator

Laurie Kimura – Clerk III

Student Assistants – Currently no G-funds
Goals

- Establish UH Maui College graduates as a first choice for Maui employers
- Increase awareness of and access to employment opportunities
- Add value to academic programs by requiring Co-op experience as part of curriculum
- Create advisory committee
- Provide networking opportunities for students internally and externally
<table>
<thead>
<tr>
<th><strong>Apply/Register</strong></th>
<th><strong>Career Exploration</strong> (Career Connections)</th>
<th><strong>Career Development</strong></th>
<th><strong>Career Development</strong></th>
<th><strong>Networking</strong></th>
<th><strong>Guest Speakers</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Counseling</strong></td>
<td><strong>Career Development</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Career Exploration: What can I do with this major?</strong></td>
<td><strong>Work Expectations</strong></td>
<td><strong>Resume development</strong></td>
<td><strong>Interview Preparation</strong></td>
<td><strong>Attention/Behavior</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Career Development</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Work Expectations</strong></td>
<td><strong>Resume development</strong></td>
<td><strong>Interview Preparation</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Career Development</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Internships (F1 Visa Students)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mentoring</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Job Search: CSO</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Co-op Education</strong></td>
<td><strong>On-campus: SECE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Internships</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mentoring</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Job Search: CSO</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>On-campus: Federal Work Study via SECE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Job Search On-campus: SECE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Student Employment</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Off-campus: SECE/CSO</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Graduate Job Placement</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Graduate Job Placement</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Networking Mentoring</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Networking Mentoring</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>List Jobs: CSO</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cooperative Education/Internship</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mentorship</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Department of Labor Statistics</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- Outreach to Maui County high schools
- Career Exploration – assess individual interests and explore career path
- Map skills needed with educational courses
- Collaborate with college programs/student services
  - Counseling
  - Transition Specialist (Perkins)
  - Kuina/Pai Ka Mana
- Career shadow to validate interest
- Evaluate career goals for a good fit, or suggest alternative career path

Resources for HS counselor
- Ensure students complete Career Exploration similar to Prospective Students
- Support current students with Career Development
  - Approach Program Coordinators and Department Chairs to require Co-op Ed as part of curriculum
  - Networking Mixer for baccalaureate students
  - Major Fest for Liberal Arts/Unclassified students to establish pre-majors
- In-class orientations to market CareerLink
- Streaming video project
• Solicit all Majors prior to graduation about CareerLink services
• Extend invitation to soon-to-be graduates for networking or internship opportunities
• Create a career plan if it’s not already completed
Identify graduates
- PC’s/faculty
- Tressy (March)

Career Development
- Assess skills, interests, develop resume

Job Placement
- search, applications, interview prep

Follow up
- 6 months after, feedback to program
- status

Verify:
- Current contact information
- Degree/cert earned and year

Key questions to ask:
- Are you currently employed?
  - What is the Business, Job Title?
  - Are you self employed?
  - Is it Part-time or Full-time?
  - How long have you worked there?
  - Is it in your field of study? (if no, why)
  - Do you prefer to work in your field of study?
  - If not in your field are you still looking for work in your field?
  - What are your earnings? (use ranges)
  - Are you Happy? (if no, why)

- Are you currently unemployed?
  - If so, why (need reason)
  - What doing (efforts, resume/interview skills)
  - What are the problems relating to not being employed?
  - When are you available to meet with us?
Expand Alumni database
- Recent and past alumni
- Continuous coaching and support
- UH Alumni Association
- Network for employment opportunities & services
- Create future alumni and friends “donate here” portal and UHMC social media groups
- Graduate – employer matching (CSO)
- On-campus recruitment
- Host Career & Job Fairs
- Post jobs and internships
- Invite Guest speakers
- Career shadowing
- Business professionals
  - HR Director
  - SHRM
  - Chamber of Commerce
  - Talent Acquisition Specialist
- Labor market trends and information
- News and events of CareerLink
- Support Advisory Committee
UHMC Programs of Study

Career Exploration

Work-based Learning & Career Shadowing Opportunities

Graduate Profiling

Placement

Follow-up

Feedback
“My passion to learn Hawaiian Language has led me on a journey to discover my love for Native Hawaiian flora. UH Maui College provided me with the resources, support, encouragement, and essential tools needed to reach my goals. Hired as an Interpretive Ranger at Haleakalā National Park on their Student Career Experience Program, I now protect the native flora and fauna found nowhere else in the world”.

Bennadette K. "Honeygirl" Duman
Associate in Technical Studies, Agriculture and Natural Resources Cultural and Natural Resource Management Mālama ‘Āina, UH Maui College, 2011
Academic Studies Certificate, Hawaiian Studies, UH Maui College, 2006
“I participated in the Cooperative Education Program and requested to be placed with the Department of Land and Natural Resources Enforcement Division for a better understanding the job duties. Because of my recreational hobbies in hunting, fishing and diving as well as my upbringing as child, I have a genuine passion for this type of work. Currently, I am a State of Hawaii Conservation Police Officer under the DLNR Maui. It is by far the most rewarding career that words cannot explain.”
“As a UHMC student interested in the sciences, I became the Pacific Disaster Center’s first intern in 1996 through the NASA Space Grant program. Now, as PDC’s Hazard Mitigation Specialist, it is also my pleasure to coordinate PDC’s intern programs, assisting other college students gain experience in a real-world work environment.”
“In the four years I've been at Maui College I realized, there are so many opportunities. At first glance you might not see it, but everyone on campus wants you to see it and they'll help you. Programs like Co-op and IWoRC are here to open doors and we're here to walk through them. It’s really a team effort. But how much we want to learn and take advantage of is up to us as individual students.”
“The knowledge obtained from the Electronics and Computer Engineering Technology program at UH Maui College gave me the confidence to pursue a career at HC&S in the electrical field. As an Electrical Control Technical Apprentice, I apply my knowledge and skills from my education and get to work with a great team. This is a step in the right direction.”
Questions?
Suggestions?

Ka Lama 207 → NEW LOCATION???