

Goal: #4 – Improve Student Career Preparation

Date: June 23, 2014

Prepared By: Charles Phair

<p>Met with the Director of Capital Health Program, the Coca Cola Seacoast distribution company and Eastern Bank, among others.</p>	<p>Balance last year, engagement with Board and employees resulted in a pilot Internship program fall 2013 in Journalism and Business areas. Policies and procedures were developed aligned with the statewide manual for Experiential Education.</p>	<p>successfully employed. Ashley actively engaged the college's Advisory Board and interns, then the skills they need to group, at the Access to the Ad Board meetings. The pilot Advisory Board members engaged the OAB advisors to the college to more heavily utilize the program and Advisory Board Summit reinforced our presence in the strategic goal Under the supervision of Ellen Grondine, Ashley is piloting the program and has developed clear guidelines, policies, procedures to ensure a successful experience for students and mutually beneficial relationships with employers. Ashley has been actively reaching out to employers in the community sites such as WEEI 93.7, the Eagle Tribune, The Windward, Coca Cola, Colony Foods, Northwest Mutual, and Concordia, among others.</p>	
<p>Career Services workshop offerings</p>	<p>Our team has formed a subcommittee designed to consolidate, revise, and enhance career services workshop offerings and curriculum.</p>	<p>Work continues in this area to revise, consolidate and enhance career services. This quarter we can report that workshops were well-attended with many faculty members requiring their students to attend workshops for extra credit. In addition, we have now added evening workshops on resume building and writing cover letters, professionalism and dress for success capstone.</p>	
<p>Portfolio Development to enhance the career preparation of our students</p>	<p>The Goal Team will begin to explore how portfolio development can be used to</p>	<p>We remain at the very beginning phases of looking at this recommendation for the college due to the implementation of NECCLink, but we recognize it is an option that is desired by all.</p>	

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	enhance the career preparation of our students and how it would fit into program curriculum.	NECCLink has the portfolio development piece already built into the system, we just need to determine how it should/could be used college-wide. Much work will need to be done in how it would be designed and implemented into the college’s academic programs.	
Full Time Staff Associate – Career Connections	A position has been approved in the budget for a new pilot one-year, full time position designed to continue the work and momentum of the goal.	The team was elated to be able to hire Ashley Bragger full time to continue the work momentum that has happened this past year. This position facilitates the new Career Services website design and implementation, convenes workshop leaders for collaborative planning, serves as a liaison between different areas of the college, as well as between the college and local employers and community members in NECCLink implementation. She is also the point person of a rejuvenated pilot Internship Program.	

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Community Engagement subcommittee	The Goal Team has welcomed many new members this year, some of whom are interested in solidifying the experiential learning, service learning, and community service opportunities for our students.	Goal Team 4 recognizes that all students, including those going out into our communities to do service learning, community service and volunteering, also require the same preparation and soft skills as those seeking jobs and internships. Much like career prep activities, community service, volunteerism and service learning happen in different pockets across the college with little to no intercommunication or coordination. It became clear that this is confusing to our community partners, and counterproductive to NECC being able to track participation, impact on students and our impact in the community. This subcommittee brings all areas of the college involved with these efforts into the same room. Paula Richards, Service Learning Coordinator and Silvia Banos, Director of Community Relations in Lawrence co-lead this group and report progress to Goal 4, while ensuring any systems configured are aligned with Goal 4's work. To date, the subcommittee has met and created a current list of 21 involved faculty and staff who do Service Learning, Community Service and Community Engagement across the college. Communication and coordination have improved and they are moving toward a structure that can support information collection. [Update] Silvia has left the college and as of July 1, 2014,	

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		Noemi Custodia-Lora in her new position as Executive Director of Lawrence Campus Coordinator and Community Development. will be looking at the current status, goals and aspirations of community engagement and civic engagement at NECC. She, in concert with others, will be key in this area’s development.	
Align and maximize the relationship between NECC Career Services and ValleyWorks Career Center	The two entities can partner on job fairs held on the NECC campus, improving student attendance at them and expanding employer relations for the college. We can also look at distinct workshop offerings and seek other mutual benefits	Conversations will begin after January 1, 2014 to give more structure to NECC’s relationship with ValleyWorks in terms of a better communication plan for job fairs within the college, involving more students in job fairs, sharing information regarding industry needs and best practice workshops on career-related topics.	

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