



Meeting Coordination Support (EDPAC/WEDPAC)

Coordination & Support Services Delivered

- Direct support of WEDD Vice Chancellor
- Primary Point of contact for WEDPAC/EDPAC, California Community Colleges Chancellor's Office, Sector Navigators, and Regional Consortia Chairs
- Answering and provide service for the Workforce and Economic Development 800 phone line
- Support communication needs
- Keep list serves, rosters, and websites up to date
- Logistical support of meetings, list serves, on-line documents/pre-readings, and coordination
- Recruitment, welcome process, information distribution
- Mail announcements, invites/RSVPS, registrations
- Support for legislative and agency outreach
- Set up and maintain Google Docs and Google Calendar
- Creation of materials and documents

Contact Information

Pamela Daggon

Technical Assistance Provider,
Meeting & Coordination
Support Services

**Doing What MATTERS for
Jobs and the Economy**

California Community Colleges

www.doingwhatmatters.cccco.edu

College of the Canyons

Pamela.daggon@canyons.edu

661-362-3193 / 800-344-3812