

We invest in California's economic growth and global competitiveness through industry-specific partnerships, education, training and services that contribute to a highly skilled and productive workforce. doingwhatmatters.cccco.edu



CALIFORNIA COMMUNITY COLLEGES

Doing What MATTERS™
FOR JOBS AND THE ECONOMY

Technical Assistance Provider:

**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, invitations/RSVPs, registrations
- Support for legislative and agency outreach
- Set up and maintain Google Docs and Google Calendar
- Creation of materials and documents

Key Contact:

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The California Community Colleges is the largest system of higher education in the nation composed of 72 districts and 114 colleges serving 2.1 million students per year. Community colleges supply workforce training, basic skills education and prepare students for transfer to four-year institutions. The Chancellor's Office provides leadership, advocacy and support under the direction of the Board of Governors of the California Community Colleges.

For more information about the community colleges, please visit:
<http://californiacommunitycolleges.cccco.edu/>