

## **Minutes from 11/13/19NSCCC Meeting Location Foothill – Sunnyvale Campus (notes taken by Alex Scott)**

Attendance: Peggy Raun-Linde, Thomas Ray, Valerie Fong, Karen Filice, Lori Riehl, Sharon Turner, Brenda Harris, Julie Vo, Adrienne Moberly, Alex Scott, Dave Hoshiwara, Kristy Lisle

### **Director's Job Description and MOU**

● LB reviewed the Director's job description to update and determine changes, eliminating reference to AB 104 and replacing it with CAEP

○ Change in Director providing Quarterly Reports to "reports of activities" **as needed**

● Recommendation for Director to provide feedback/communicate to co-chairs and LB regarding workgroup activities (i.e. summary of workgroup activities) before taking action and implementing a process. Co-Chairs and LB need to review and provide guidance as appropriate. **Add to the job description "communicate in a timely manner information necessary to support decision-making by the LB and communicate LB decisions to Consortium members"**.

- LB grouped Director duties into the following categories: Fiscal monitoring/reporting; Marketing/PR; Consortium Activities; Internal Communication; Leadership/Liaison to create a rubric for evaluation
- Proposal to have each agency (with feedback from workgroups) complete evaluations (i.e. rubric) with comments and submit to the co-chairs
- Through an approved evaluative process LB will provide feedback to the Director on an annual basis (summative)
- Co-Chairs will review and synthesize evaluations into one rubric
- Mid-year formative check-in -

### **Discussion with Director about Job Description and MOU**

● LB shared with the Director revisions to job description and creation of an evaluative rubric: See above – adding communication piece to improve communication, close/address gaps in communication

● Timeline – Director proposed Jan-June contract for 2020 – mid year check-in January, annual in June

● Motion to approve January to June contract for Director. Motion seconded and passed by LB.

● Board agreed to revisit contract in April.

● Discussion of reimbursement of Director's work-related expenses to be shared by all agencies; suggestion it would go through RDA. Details to be worked out. Brenda will contact RDA re: payment part (Paying Agent Services Agreement) of the MOU).

● Edits to MOU to include conference fees on page 4.

**Approval of Minutes; Director Update: ]**

- Motion to approve 10/18/19 minutes passed
- Dec 10<sup>th</sup> 9-11 at Foothill – Sunnyvale Campus - Meeting around formerly incarcerated members of our community – to discuss current services, future needs and opportunities for partnering. Priority for NOVA Connect and focus of their WIOA funds.

**CAEP Summit Highlights Shared/Discussion of Next Steps**

- DATA Dashboard presentation at CAEP well-received. Director will invite Greg Hill, of West Ed, to come to South Bay meeting.
- Director is seeking to send out newsletter before Thanksgiving and will include any submitted agency and consortium activities. Student “spotlight” proposed to be included.
- Agency data teams and transitions advisors will meet on Dec. 3<sup>rd</sup> to review data collection practices
- Q1 expenses due by Dec. 6 for certification in NOVA
- Changes to 18-19 actuals need to be done now.
- Mission College Child Development pathway presentation a model for possible future partnership. Non-credit ESL paired with Child Development classes. IET with South Bay consortium
- ESL Survey – North Orange County consortium surveyed int. high/advanced ESL students to get information on career pathways they are employed in and which they would like to pursue in the future – possible activity/idea for Student Support Services workgroup
- AB 705 = Non-credit for co-requisite support courses (?)

**BACCC Update**

- Regional meetings all over the state - Money from K-12 coming to CC to help partners look at data, align and create processes for regional planned goals regarding meeting student and employer needs, prioritizing pathways, networking. Top area of interest teacher-faculty recruitment and credentialing process. Public education awareness campaign around pathways “earn and learn”, sharing of employer contacts – around Bay Area. Program Finder to help students find programs of interest more easily.

**Revisit Items: Special Admit BP and GED Discussion**

- Valerie forwarded GED information to Foothill counselors (Kennedy (?) and Lan) to get their feedback on college readiness scores etc.. Powerpoint to be distributed in anticipation of a future meeting date.

**Other Items and Site Updates**

- MVLA successful mid-term WASC visit
- FUHSD crafting their WASC self-study (6 yr.) and being intentional around including consortium work, re-certifying ERWC teachers,
- Presidential search in the making at Foothill
- Foothill hiring an adult ed coordinator with the goal of al start date in 2<sup>nd</sup> week of Winter Quarter. Will report to Supervisor of Student Outreach and CTE Transitions

● **Next month: Meeting December 11 – De Anza College**