

March LB Meeting

3/6/2026

9:00am to 12:00pm

MVLA

Friendly reminder: the school hosting will be responsible for note taking (if needed, an agenda will be sent to whomever will be doing it.)

Attendees: Julie, Lori, Jon, Raji, Randy, Teresa, Valerie, Jim, Lynn, and Jenée

Operational Topics (9:00- 10:00 am)

- Approve February Agenda (Approved)
- Introductions
- [Trainings](#)
 - April 16, 2026, 10am: Integrated ELL Healthcare Curriculum and Instruction
 - March 31, 2026, 12pm: ELL Healthcare Pathways Virtual Open Office Hours
 - April 16, 2026 12pm: ELL Healthcare Pathways Virtual Open Office Hours
- [Due dates](#)
 - **Mar 31:** End of Q3
 - **Mar 31:** 25/26 Member Expense Report certified by Consortia in NOVA (Q2)*
 - **Mar 31: Round 1 - Extension 2025-26 Q2 Report** (activity period 7/1/26-12/31/25)
 - **Mar 31 :Round 2 2025-26 Q2 Report** (activity period 7/1/26-12/31/25)

 - **Apr 30:** Student Data due in TOPSPRO (Q3)
 - **Apr 30:** Employment and Earnings Follow-up Survey
- Agency Updates: Each agency get 2 minutes
 - What does the LB need to know from your agency?
- Director Updates: Preliminary Allocations
 - CAEP Preliminary Allocations Memo FY 2026-27
 - [CAEP Preliminary Allocations Schedule FY 2026-27](#)

FY 26-27 Proposed COLA	FY 26-27 Preliminary Allocation	FY 27-28 Preliminary Allocation
\$260,821	\$11,083,031	\$11,083,031

- RDA Shared Pot of Money: Invoices went out this week

Strategic Topics: (10:00- 11:45am)

ELL Grant R1 & 2: Indirect Cost (10:00-10:30am)

- Round 1 ELL Healthcare in response to a question about the variance between allocation and partner invoices. The approved NOVA budget includes 5% indirect within each partner's section. However, partner invoices reflect direct program costs only and do not appear to include indirect. Before I respond, I want to confirm whether the consortium's intent was for partners to invoice their full allocation including indirect, or whether indirect was intended to remain at the fiscal level as part of overall grant administration. I want to ensure we're aligned on the original structure.
- The De Anza grants office needs to be contacted to help answer this question.
 - It seems like in R1, individual agencies were inputting indirect costs into their quarterly budgets
 - For R2, agencies have yet to input indirect costs into their quarterly budgets.

Break (10:30-10:45am)

ELL Grant Round 3 Workplan: (DUE 3/18): (10:45-11:45am)

Finalize: (R3: Strategies of Circle)

- Strategies for sections of the Concentric Circle Concept
 - Courses
 - Co-located college courses
 - CPL
 - Dual enrollment
- What are the resources we need to make the center happen:
 - Human
 - Facility
 - Material
- Funding Resources: Identify Consortium Level Expenses & Agency level expenses
- Map out the timeline
- Assurances in Workplan: we need to agree to these as a LB in the meeting
- Review Employer Commitment letter & Employer commitments

- How CTE Project Team can participate (next meeting 3/9)
 - As we go through the work plan- identify sections where the CTE team can help bolster it.

Resources:

Grant Workplan Requirements

Concentric Circle Concept

R3: Strategies of Circle

[Round 3: Rough Budget](#)

NSCCC CHS: Overview & Work Plan

Employer Commitment Letter Template

[R3](#) ELL Grant Round 3 Gantt

One Page Executive Summary ELL HC grant

Pieces of the Puzzle: Programs/Pathways

Closing Out Meeting (15min) (facilitator: Jenée)