LB Meetings
2026-27

Meeting Values: Start/End on time; Come prepared, receive materials ahead of time; Create a safe space to offer differing opinions, Remaining open to discussions

October LB Meeting
10/23/26
1-4pm
MVLA

Operational Topics (1:00- 1:30pm)

Approve September Agenda/ Minutes: Approved

Trainings

Due dates

Certify Budget and Wk Plans

Oct 30: 26/27 Member Program Year Budget and Workplan certified by Consortia in NOVA *

Oct 31: Student data due in TOPSPro (Q1)

Oct 31: Employment and Earnings Follow-up Survey

Dec 1: Program Area Report Due

Agency Updates:

MVLA

- Attending CAEP Summit Wed/Thu (Jon & Julie)
  - Julie on panel about IET Healthcare pathways Room 209 on Wednesday, October 28, 2026, from 1:45 p.m. - 2:45 p.m
- MVLA Career Fair 10/21 - FH and DA tabled

What CAEP Summit presentations are your agencies doing?

Director Updates:

Finalize the student panel

Strategic Topic: (1:30- 4:00pm)

ELL Grant Strategies 2.5hr

Data

- ELL Grant Data Review: (1hr)
    - Round 1 final report

Clarify Vision for Consultant/Coordinator

- **Update on the RFP process**
    - Clarify the process of this hire
    - Deadline for hiring the consultant/coordinator

- **LB clarify the vision/expectations/outcomes for this position**
    - Consultant Only?
        - Is this a consultant to provide recommendations and how to set up the processes of the Welcome Center
        - Position is phased out after 3 years and then is absorbed by the consortium
        - Who is managing this position and how will the LB be updated from this position?
    - Consultant / Coordinator
        - Is this a person who will help set up the Center and then also run/coordinate it?
        - Position is phased out after 3 years and then is absorbed by the consortium
        - Who is managing this position and how will the LB be updated from this position?
    - Clarify the expectations/outcomes over the 3 years of the grant– What we want to accomplish:
        - Year 1:
            - Interim time:
                - Have draft of RFP ready for finalization in November NSCCC LB
                - Get RFP on December FHDA Board meeting on 12/14
                - RFP out 12/15 due 1/22
                - By Jan LB 1/29 meeting have candidates to review

        - Interview / Hire Feb
        - FHDA Board approved March
        - March onboarding
        - April thru June initial recommendations and deliverables
    - Year 2:
    - Year 3

Clarify Goals for the Interim: If the Center is going to be a culture shift, then what can the consortium do in the interim can help support the work of the Center?

Start with organizing the data, metrics, and outcomes

- **Set target date for each school to identify their career navigators.**
    - Are they considered career navigators for the specific agency or for the Center/consortium?
- **What is the onboarding journey for the students?**
    - What information does a student need to be successful throughout the Center?
    - What are the shared onboarding components of the Center that the career navigators will help students with?
- **What is the onboarding journey for the career navigators?**
    - Get teams hired and orientated to the intake process at each agency, the consortium, and Round 3
    - Question: What does onboarding look like at each agency when the Center onboarding is unified?
    - Start a consortium project based team with the career navigators

Supporting Visuals / Information for meeting:

- Flower with student in the middle
- Have a brief recap of the Vision of the Center

If time:

Bylaws (charter & bylaws document) (30 min)

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Other strategic planning ideas that you both think the LB should be discussing?

Future meeting:

Bylaws (charter & bylaws document) (30 min)

Subcommittees:

- Member Survey/Eval- develop a survey (use CAEP comprehensive 3 yr plan survey as a guide)

Project teams: CTE team is working on this– update after the meeting on Thursday 10/8

- Intentionality, timeline, goals/outcomes
- Shared goals between project teams → transparency & alignment
    - ESL Project Team - identify goals/deliverables for this team
        - **ESL adult school & CC faculty meet to discuss the onramp from Adv ESL/ABE/ASE into Eng C1000/ESL 5/ESL 26**
        - **Adult School ESL meets first to review CC outline [part of ongoing PD strategy]**
        - I.e Student enrollment
        - How to increase visibility of programs and support students
        - Reflect on supplemental courses as another layer of support
        - *How* can students know what support are available *and how* they can access those resources
        - What is the *why* for the students we target for our courses