

January LB Meeting

De Anza

1/23/2025 | 9am-12pm

Free parking in Student Lots

[10 EV chargers in Lot B \(ChargePoint\)](#)

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

Attendees: Co-Chairs: Julie & Valerie. Lori, Randy, Thomas, Jim, Lynn, Jon, Connor, Teresa

Operational Topics (9:00- 10:20 am) (facilitator: Jenée)

Approve December Agenda : Approved

Trainings

1/27/2026 at 12:00 PM: ELL Healthcare Pathways: Resources for Round 3 Planning

Due dates

- Jan 31: Student Data due in TOPSPro (Q2) (Adult Schools)
- Jan 31: Employment and Earnings Follow-up Survey (Adult Schools)

Agency Updates: (10 minutes) Each agency get 2 minutes

- What does the LB need to know from your agency?
 - MVLA - Tina dave on leave until 2/3/36
- Do any topics arise for future agenda items?

Spring Member Summit (March 20, 9am-1pm) (9:20-9:50am)

In order for Jenée to take care of the logistics, input from the LB is needed:

The scope of the summit was approved by the LB

- Location (Foothill)
- Invite list (please have confirmed by Feb 6) agreed by LB
- Purposed Goal for the 2026 summit: approved by LB
 - Report on State of the Consortium *and* Build Community & Strengthen Partnerships
- Agenda
 - **Welcome** (5 min)
 - **State of the Consortium:** NSCCC Overview, LB, TST Team, ELL Grant, CTE Team, Data Team (50 min)
 - **Build Community & Strengthen Partnerships**
 - Breakout Session 1: Agency Tabling (hosted by TST & LB) (50 min)
 - Get Lunch (20 min)

- Breakout Session 2 (working lunch): Program Specific teachers from across agencies get to network and share ideas (activity is provided to help lead discussion + fill out questionnaire) (50 min)
- Close Meeting: (5 min)

For reference:(What Members liked / want more of:

- Time to talk/Share ideas (networking & breakout sessions) with other members from different agencies/programs serving adult students (supported consortium network) (#1 request)
- More time with my subject area & learn about General Pathways across institutions
- Encourage more teachers [to get] involved from the various AS + CC Programs
- Teachers need to be informed about opportunities and other agencies: take home handouts
- Sessions with visuals for all of us to see how we each support different students and contact points.

For reference: 2025 Summit Goal:

- Provide an update from previous plans and our outcomes/success (45 min)
 - State of the consortium (NSCCC Overview, TST Team, ELL Grant, Data Team)
- Gather input ON SURVEY from Internal Stakeholders on 3 yr plan (2025-26 to 2027-28)
- Build community & strengthen partnerships (1hr 50min)
 - How the members fit into the consortium's work: Program Specific & Cross Program Breakout Sessions: where are your students on the Student Journey Map & How can we help them move through it?

Voting Item (9:50-10:20am)

- RDA Shared Pot of Money: discuss contract and **vote?**
 - \$2000 per school flat (includes the \$200 for the management of funds)
 - Review [contract](#)
 - If we are ready to vote: LB conducts rounds of fist to 5 voting to come to consensus
 - Vote result: Approved
 - 1/23: Contract was resent (Jenée) to RDA with the edits and the request for the contract to be executed by 2/1/2026

Break: 10:20-10:30

Strategic Topics: (10:30- 11:45am)

ELL Grant Round 3:

Discuss the grant and decide if we are going to apply for the RFA

One Page Executive Summary ELL HC grant R3

Main Resources

RFA Goals: ELL Grant Round 3

NSCCC Innovation Lab

Additional Resources

ELL HC Grant Round Three Full Guidelines

ELL Health Grant Data sources (need to use at least one)

Insight Center

Self-Sufficiency Standard

[MIT Living Wage](#)

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

- Did we accomplish what we set out for this meeting?
- February Meeting Agenda
 - Work on member Summit & ELL Grant

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LB Projects

- College classroom videos of the healthcare courses to show the adult school students the teacher and class structure.
 - Leads: Valerie & Teresa
 - Timeframe: Winter 2026 quarter
- Foothill's Healthcare focused Sunnypalooza in the Spring 2026
 - Leads: Janie and Zee
 - Timeframe: now
- MVLA Classroom Zoom with the student liaison from De Anza with Q&A for students.
 - Leads: Jenée & CTE Project Team
- Create CAP (Career & Academic Pathway) "packages"- students enter that "HC CAP" that start the pre-reqs
 - Leads: Valerie & Teresa
 - Timeframe: early stages.
- "healthcare pathway onramp" / "pre-healthcare pathway certificate": (anatomy, med term, AHS 51,)
 - Leads: Valerie & Teresa
 - Timeframe: early stages.

Future Meeting:

Regional Networking Event Feedback Debrief (facilitator: Jenée) (30min)

- Responses still need to be entered into spreadsheet

Model of Work for the Project Teams

- Give overview of Structure of Teams
- Guiding process for managing the work
 - Each agency is taking responsibility for managing their own teams & compensation (Julie & Valerie)
 - Besides updates of action items at the end of each meeting, what other information would the LB like to be able to effectively manage their teams?
 - Keep LB apprised of outcomes, milestones, deliverables, timeline
 - Simplify: CTE Project Team in a pre-meeting planning meeting.
 - Proposed for mate for this
 - Gantt chart