

# August Leadership Board Meeting

Working Agenda/Minutes

August 7, 2024 | 9am-12 pm

MVLA

333 Moffett Blvd, Mountain View, CA 94043

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

*In attendance: (Co-Chairs: Julie & Valerie) Lori, Jim, Lynn, Randy, Thomas, Teresa, Jon, and Jenée*

(\*Agency [2023-24 Fiscal Report Presentations](#) have been moved to the September LB meeting to align w/ Q4 Expense Reports\*)

## Goals/Outcomes

1. Set Date for Sept-June LB Meetings
2. Check-In on 2024-25 Planning Doc make sure it's up-to-date
3. Finalize purpose for October Stakeholders/Advisory meeting & Approve Invitees from each agency. Finalize draft for invite.
4. Finalize Annual Plan Activities
5. Review Student Support/CTE Activities as a Whole Team

## LB Meeting Agenda

(9:00am – 12:00pm)

### General Information (9:00 – 9:10am)

- Due Dates
  - ELL Grant Q4 Budget Report Check In
- Webinars

### Items for Discussion/Work Session #1: (9:15 - 10:25am)

- Set Date for Sept-June LB Meetings (9:10 - 9:25am)
- Check-in On 2024-25 Planning Doc (9:25-9:35am)
- Advisory Committee Meeting #1: Finalize purpose/vision for the meeting & discuss Invitees from Each Agency (9:35-10:25am)
  - SCCC Advisory Board Meeting Invitees\_Oct2024

### Break (10:25–10:35)

### Items for Discussion/Work Session #2: (10:35-12pm)

### Two Breakout Sessions:

- Annual Plan Activity (10:35-11:30pm)
  - Finish: #2.1B Increase Student Targeted Academic Support
- Advisory Committee Meeting #2: (10:35-11:30am)
  - Finalize draft for invite.

Review Student Support/CTE Activities as a Whole Team (11:30am-12pm)

### General Information (9:00 – 9:10am)

#### Approve July Minutes Approved

#### Due Dates

- **Aug 15:** Annual Plan for 2024-25 due in NOVA
- **Sep 1:** 22/23 and 23/24 Member Expense Report due in NOVA (Q4) (Certified **Sep 30**)
  - Certification will be done before Sep 30- snapshot of carryover taken on 9/30)
- **Sep 1:** 24/25 Certification of Allocation Amendment due in NOVA (Submitted 7/30)
  - [Memo](#)/Schedule (\$6.9 million Proposition 98 increase / 1.07% COLA Increase)/Final Amounts/Updated CFAD
- **Sep 30:** ELL Grant: 2nd Bi-Annual Expenditure and Progress Report due 1/1/24 - 6/30/24
  - **3/31/2025 3rd Bi-Annual Expenditure and Progress Report due 7/1/24 - 12/31/24**
  - **9/30/2025 4th Bi-Annual Expenditure and Progress Report due 1/1/25 - 6/30/25**
  - **9/30/2025 Final Report due 7/1/23 - 6/30/25**
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- **Sep 30:** 24/25 Member Program Year Budget and Work Plan due in NOVA (Certified **Oct 30**)
  - Guidance doc
- **Sep 30:** End of Q1
- **Sep 30:** Q4 Carry Over Snapshot

#### Webinars:

- **Aug 7 (1-2:30pm):** California Statewide WIOA II Network Meeting
- **Aug 29 (11am-12:30pm):** CASAS Teacher Portal for Teachers

### Items for Discussion/Work Session #1: (9:10 - 10:15m)

**Set Date for Sept-June LB Meetings** (9:10 - 9:25am)

**Check-in On 2024-25 Planning Doc** (9:25-9:35am)

## **Advisory Committee Meeting #1: (9:35 - 10:15am)**

Wednesday, Oct. 2 from 9-11am

(9-9:30 a.m) breakfast/coffee

(9:30-10:30 a.m) meeting

(10:30-11) LB debrief

in person

→ **Finalize purpose for October Stakeholders meeting**

→ **Showcasing/Recruiting Event**

→ **Showcase**

◆ **Invitees:** Stakeholders / community members who could benefit from and/or support the work that we do through cooperation coordination or collaboration

◆ In person

### ◆ **OBJECTIVES #1: SHOWCASE**

- Participants will leave this meeting having...
- Objective #1: Learned more about CAEP & NSCCC
  - Welcome (5)
    - ◆ Introduce sticky notes
      - Anything sparks your interest- please write it down
  - Short presentation CAEP (15)
    - ◆ Highlights for what we can help them with (diversification & mid level technicians)
      - Introduce consortium work through 3 Cs
      - Specific example of each through the our CAEP programs
    - ◆ Fireside chat format: (20min)
      - Facilitator & students
        - Recorded & in person
          - ◆ Examples of students who went from x to y (college/workforce)
- Objective #2: Networked with regional partners & made connections (20)
  - Sticky pad with questions
    - ◆ Stick to on the wall
    - ◆ Formulate questions to guide this activity

- Network with others who support the NSCCC
- Objective #3: Exit Ticket
  - Interest level in being a member of the Advisory Board/Stakeholders Meeting (Jan)? [Interest in participating further]
    - ◆ What is the commitment? [Jan mtg]
    - ◆ What do AB members do?
  - How would you like us to engage with you?

#### January Meeting- Advisory

→ DRAFT Objective: Feedback to help us prioritize our efforts by sharing gaps in the community (areas they need to learn more about)

→ **Approve Invitees from Each Agency**

Resources:

NSCCC 2024-25 LB Planning Doc

SCCC Advisory Board Meeting Invitees\_Oct2024

### Break (10:15–10:25)

#### Items for Discussion/Work Session #2: (10:25- 12pm)

##### **Annual Plan Activity** (10:25 - 11:25am)

- Finish: #2.1B Increase Student Targeted Academic Support
  - ◆ Student Support: Valerie, Thomas, Lynn, & Jon
  - ◆ Work off Annual Plan Working Doc: Student Support (pg 7)
- Finish: #3.1A: Articulation Projects
  - ◆ Teresa & Randy
  - ◆ Annual Plan pg 36

##### **Stakeholder Committee Meeting #2:** (10:35 - 11:45am)

- Finalize draft for invite
- Lori, Julie, & Jim

#### **INVITATION:**

Please save the date for the North Santa Clara County Consortium Community (NSCCC) Network Meeting. Come join us for breakfast and network with regional partners. Learn about the work the NSCCC does to meet the local educational, community and workforce needs in our region.

At this meeting, you will learn more about the NSCCC, its goals, and how we can work together to increase the skills of our regional workforce across multiple industry sectors, including healthcare, business and finance, Early Childhood, and information technology among others.

Come and let us know what we can do for you / to support your needs: October 2 at 9:00 am - 10:30 am. Location TBD.

**Review Student Support/CTE Activities as a Whole Team (11:30am-12pm)**

Resources

Annual Plan

Annual Plan Working Doc: Student Support