July Leadership Board Retreat

Working Agenda/Minutes

July 16, 2024 | 9am-1 pm

Sunnyvale Center

1070 Innovation Way, Sunnyvale, CA 94089

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, Jon, Thomas, Teresa, & Jenée

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LB Meeting Agenda

(9:00am – 1:00pm)

General Information (9:00 – 9:10am)
- Due Dates
- Webinars

Items for Discussion/Work Session #1: (9:15 - 10:25am)
- Set August Meeting Date (9:10 - 9:15am)
- Check-in On 2024-25 Planning Doc (9:15-9:35am)
- Advisory Committee Meeting: Set Date & 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: (10:35-12:45am)
- Annual Plan Activity (10:35-12:45pm)
  - Annual Plan

Consortium & Agency Updates: (12:45 – 1:00pm)

Goals/Outcomes

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1. Set Date for August Meeting

2. Make sure 2024-25 Planning Doc is up-to-date

3. Set Date & Approve Invitees from each agency for the October Advisory Committee meeting

4. Approve Regional Planning Overview: Meeting Regional Needs section & Annual Plan Activity Goals for 2024-25

General Information (9:00 – 9:15am)

Approve June Minutes Approve

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)
  - June 14 email sent to each agency showing where they stand in their spending/carryover as of Q3.
- **Sep 1:** 24/25 Certification of Allocation Amendment due in NOVA
  - Memo
  - Schedule ($6.9 million Proposition 98 increase / 1.07% COLA Increase)
  - Final Amounts
  - **July 30** (11am-12pm): Allocation Amendment webinar
  - Updated CFAD

17	Foothill De Anza	De Anza College	2024-25	Direct Funding	CCD	$267,879	$824	$268,703
17	Foothill De Anza	Foothill College	2024-25	Direct Funding	CCD	$267,879	$824	$268,703
17	Foothill De Anza	Fremont Union High	2024-25	Direct Funding	K-12	$3,638,522	$11,198	$3,649,720
17	Foothill De Anza	Mountain View-Los Altos Union High	2024-25	Direct Funding	K-12	$4,434,778	$13,649	$4,448,427
17	Foothill De Anza	Palo Alto Unified	2024-25	Direct Funding	K-12	$1,937,380	$5,963	$1,943,343
	Total					$10,546,438	$32,459	$10,578,897

- **Sep 30:** 24/25 Member Program Year Budget and Work Plan due in NOVA (Certified **Oct 30)**
- **Sep 30:** End of Q1

Webinars:

- **July 22-Aug 18:** Understanding the Adult Learner
- **July 30** (11am-12pm): Allocation Amendment webinar
- **July 30** (1-2:30pm): CASAS Teacher Portal for Data Managers
- **Aug 29** (11am-12:30pm): CASAS Teacher Portal for Teachers

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Items for Discussion/Work Session #1: (9:15 - 10:00am)

Set August Meeting Date (9:10 - 9:15am) August 7, 2024 (9-12) MVLA

Check-in On 2024-25 Planning Doc (9:15-9:35am)

Advisory Committee Meeting: (9:35 - 10:25am) → <mark>Wednesday, Oct. 2 from 9-11am</mark> (9-9:30 a.m. = breakfast/coffee; 9:30-10:30 a.m. = meeting; 10:30-11 = LB debrief

- Discuss Invitees from Each Agency
    - Monday 7/22- add invitees to the spreadsheet.
    - Send save the date next week
        - Jenée crafts a draft- send it out thursday. To get input.
        - <mark>**DRAFT** SAVE the DATE CONTENT for the Community Network Meeting:</mark>
            - **OBJECTIVES:** Participants will leave this meeting having...
                - Networked with regional partners & connections
                    - Network with others who support the NSCCC
                    - Understand the purpose & goals of the NSCCC
                    - Types of classes we offer for which types of students
                - Learned more about NSCCC goals/annual plan for 2024-25
                    - Feedback to help us prioritize our efforts by sharing gaps in the community (areas they need to learn more about)
                    - Interest level in being a member of the Advisory Board/Stakeholders Meeting (Jan)? [Interest in participating further]
                        - What is the commitment?
                        - What do AB members do?

Resources:

NSCCC 2024-25 LB Planning Doc

SCCC Advisory Board Meeting Invitees_Oct2024

Break (10:25–10:35)

Items for Discussion/Work Session #2: (10:35- 12:45pm)

Annual Plan Activity (10:35 - 12:45am)
Whole Group:

- Review & Approve the Regional Planning Overview section (with updated CAEP Summary Data)
- Review & Approve Financial Management Section

Break Out Sessions (Student Support & CTE) (10:40am - 12:10pm)

- Student Support (Julie, Valerie, Thomas,)
  - Finish
    - #2.1B Increase Student Targeted Academic Support
    - #3.1C Increase Students Access & Participation in CTE Pathways
    - #3.2A Transition Services at the AS and Onboarding Support at the CC
  - Work off Annual Plan Working Doc: Student Support
- CTE (Lori, Teresa, Lynn, Jim)
  - #2.1A (CTE Pathway Projects)
  - Work off Annual Plan [Page 26+]

Resources

Annual Plan

Annual Plan Working Doc: Student Support

Consortium & Agency Updates (12:30 – 1:00pm)

Consortium Updates (12:30 – 12:40 pm)
- Credential Stipend Check in
  - Reimbursement questions
    - Make sure to go over language in contracts thoroughly regarding requirements for stipend.
    - Change language in contract to state that if a person leaves their position before the course ends/check is cut_ reimbursement will not be honored.

Agency Updates (12:40–1:00pm)
De Anza

Foothill

PAAS

FUHSD → Rolled out

MVLA

- Consultants for CTE Pathway Brochure

Would NSCCC like to consider a similar consortium brochure for future?

Let JV know if LB would like to invite graphic consultant for 10 min presentation.

- Links to consultants work Sample Consortium Brochure (Julie)

- Sample ESL Brochure

- Potential purposes:
  - Transition doc for students with pathways
  - Community outreach
  - Advisory members
  - Flipbook on the website [is it possible to make webpages with the same info?]
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- Ask RicK;

  - Cost

  - How using it

  - Is it valuable?

  - How are you dispersing it?