

NSCCC Minutes: Leadership Board Retreat

7/20/21– 1:00 – 4:00pm via Zoom

Present: DeAnza: Thomas Ray; Foothill: Valerie Fong & Teresa Ong; FUHSD: Adrienne Moberly, Karen Filice, Lori Riehl; MVLA: Brenda Harris & Julie Vo; PAUSD: Lynn Tanner

Please review and adopt this agenda before the LBR, thank you

- Members present approved the agenda.

1. Items for Information: 1:00 - 1:20pm

- Who will take minutes? (Shared Gdoc)
 - Did Dave find someone to take minutes for future LB meetings?
 - Lynn will check to confirm whether someone from PAUSD can be present to take minutes each meeting.
- Campus visits to MVLA (Brenda & Julie) and FUHSD (Lori & Karen). Looking forward to visiting PAAS, De Anza, & Foothill
- Precision Campus Update (slidedeck)
 - Cohort feature can be included in the Precision Campus quote for \$200/site with FHDA taking 50% of the cost at \$1,000 (Total cost increase = \$2,000)
 - Total for each member would then be \$2,200
 - David will come to the next LB meeting to answer more questions about this addition.
- CAEP Summit Proposal Updates (slidedeck)
 - David & Jenee will be doing a presentation on the data dashboard: Meeting on 4 August from 11-12 to discuss the proposal submission
- NSCCC Important Dates 2021-22 (Please check shared Gdoc for accuracy-add/change if needed)
 - Send Jenee the Adult School calendars for her to enter into the shared calendar.
- Is the LB doing an opening day presentation for FHDA?
 - No plans at this time. FHDA opening days were revised to a new 3-day schedule.
- Share idea for a LB Newsletter (Gdrive) that will go out two weeks before each LB Meeting: updates, links to past meeting minutes, trainings, things to come before the next meeting, sneak peek of next agenda to be commented on, etc (anything else you would like?)
 - Jenee will try this in advance of the next Board meeting & we can provide feedback.

2. Budget Report-Outs from Each School: 1:20 - 1:50pm

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(DISCUSSION/ACTION ITEMS)

- COLA (must be certified by September 1, 2021)
 - Amounts have already been distributed
 - NOVA may have some numbers that may look different depending on the carry-over amounts & which report/window you're in
 - **Jenee will call Neil to confirm what she needs to do or not in NOVA to confirm each member's allocation**
- Please come prepared to speak to all of the following questions:
 - Have there been any variations in expenditures that differ from the original budget submitted?
 - What 7 CAEP program areas are covered by those expenditures?
 - Are your CAEP expenditures aligned with the 3 year and annual plans?
 - What 2018-2019 carry over amount do you have to expend by December 31 and how will this be expended? Does it align with State guidelines for spending roll-over?
 - Share your anticipated carry over amount for 2020-2021

MVLA

- MVLA had carry-over of \$174K
- We spent \$174K in the beginning of 20-21
- Spend \$\$ in 4 CAEP areas
- Have multiple positions open
- NOVA variation → it looks like MVLA & FUHSD lost money this year & PAUSD gained, but they had carry-over

FUHSD

- No carry-over in 18-19 or 19-20
- Variations: less on personnel than typical; more on services
- Anticipate a carry-over but at this time amount is uncertain
- Spent \$\$ in 4 CAEP areas aligned with plan

DeAnza

- Were running carry-overs each year but have caught up
- Paying for 2 FT counselors with the funds but the CAEP funding is not enough
 - 1 FT counselor + remaining amount (staff position in Adm & Records to track NCR students)
 - College will pay for the other counselor

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- Do CC's need to look more carefully at what the \$\$ could be spent on to avoid under-spending?

Foothill

- About \$77K to spend by the 31st.
 - ESL instruction & Adult Ed program coordinator (focused on ESL & CTE)
 - A year behind in spending b/c budgeted for 2 years for program coordinator position
- Do we need to look more closely at the carry-overs to budget better?
 - Looking more closely at how to use with CTE to braid the funds to get more
 - Full-time ESL faculty has decreased significantly; expenditures for faculty decreased & that was something we were using CAEP for

PAUSD

- Unable to report today → **Tom will report out at the August meeting.**

3. Annual Plan Discussion and Adoption: 1:50 - 3:20pm

(ACTION ITEM)

- Whole LB Board: 1:50 - 2:35pm
 - Strategy #19: Student acceleration (De Anza) New Program Coordinator II- **Thomas/Teresa- update? CAEP funded position?**
 - Workgroup structure/workflow
 - When they report to LB- only when finished product or need help?
 - **Shared Gdoc: Duties: Work Group Members and Chairs**
 - **Strategy Scoring Rubric (Share doc Idea NOCRC Strategy Scoring Rubric.pdf)**
 - What consortium numbers (enrollment) do we want to include? What system do these numbers come from?
 - Items/Strategies for LB to focus on this year: 3 year plan, data integrity/consistency, membership effectiveness, revising the Charter- do you all agree? What else?
 - Strategy # 11, Gaps in Services (DWG)- quarterly data practices/ member effectiveness **(also discussed in data presentation)**

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- Strategy #17, Regional Structures (LB / Director) NOVA partner fair and staff development (Jenée to connect with Lelan)
- Strategy #20, seamless transitions (LB / Director) accountability/ member effectiveness (also discussed in data presentation- addressed further when Charte & mission worked on?)
- Strategy #22, Professional Development (LB / Director) update Charter (focus of a future LB meeting- what month?)
- Strategy #23, Professional Development (LB /Director) Dashboard training/ Precision Campus training (revisit once PC built?)
- Strategy #25, Gaps in Services (LB & Director) Equity: Mission and Vision (work on this w/ Charted update?) (shared Gdoc: Copy of Mission and Vision Final)

Questions / wonderings / concerns re: the Annual Plan

- Numbers from CC's are not represented here
- We should be using data to focus our SMART goals on outcomes & show evidence of progress
- We have not used individual school numbers before in our report--only NSCCC-level or combined numbers
- We need to spend time re: how/what we're inputting to ensure accuracy across schools
- CAEP Summary Manager
 - Using this data as the basis for ongoing conversations re: data collection, entry & definitions to guide our goals
- Numbers of students who are participating / receiving services at the CC's need to be included moving forward
- Strategies are vague → how can we make them more concrete? Do-able tasks in 6 meetings?
 - How can we attach each of these to outcomes and/or data needed to demonstrate actions CAEP priorities?
- Which strategies do we want to keep? Toss? What is the rationale? What are the deliverables? How is it connected to CAEP priorities? Criteria for assessment → i.e., #'s of transition plans completed by counselors + did transition plan completion result in more student persistent
- Draft template

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| Strategy as | |
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| written in the AP as of 20July2021 (draft shown @ meeting) | |
| CAEP focus area | |
| Strategy | |
| Rationale | |
| Objective | |
| Deliverables by end of June 2022 | |
| Criteria for assessment of strategy (key benchmarks) | |

- **Question for David re: the certificated non-credit tracking → will this be in Precision Campus? (E.g., DeAnza will now be transcribing NCR... how/will this show up somewhere?)**
 - ESL → so that CC's can track where NCR → CR between levels
 - CTE → so people do not have to repeat a NCR course with a CR course later
- Re-writes
 - Lori & Teresa for EC Development
 - Valerie & Adrienne: Tracking cohort
 - **Put all into a template / new doc for us to work on**

[Jenee--my Zoom imploded at this point... so I missed some things here.]

I think we agreed to a meeting on Thursday, Aug. 5 at 3pm

I think there is a deadline to have us revise strategies by Aug. 4??