



North Santa Clara County Consortium

Meeting Date: 3/6/19

Minutes by Liz Ambra

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Invited Attendees – All members were present

Peggy Raun-Linde, Director

DeAnza: Thomas Ray, Co-Chair

Foothill: Kristy Lisle; Valerie Fong

FUHSD: Lori Riehl; Liz Ambra; Karen Filice; Adrienne Moberly

MVLA: Brenda Harris, Co-Chair; Julie Vo

PAAS: Dave Hoshiwara; Alex Scott

Meeting Outcomes:

1. Complete tasks that generate needed information for the three-year plan.
2. Determine common practice for service hours.
3. Update all Board members on workgroup progress, social media, and accountability items.
4. Decide whether to revive the Staff Development Workgroup.
5. Decide on how to proceed with the “Mapping” SMART Goal.

Due Date and Reminders:

1. March 1: 17/18- and 18/19-member expense report due in NOVA (Q2) Currently only Foothill is in process of submitting.
2. March 31: Director certification to lose out of 16/17 Member Funds in NOVA
3. We still need hosts and note-takers. Please see the email entitled “Meeting

Locations and Notetakers”

NEXT MEETING: April 26 at Mountain View and Dave will be our notetaker.

May 31- De Anza will host the meeting and Adrienne will be notetaker.

NO JUNE meeting.

Retreat is on July 10 at De Anza

August 7 at Greendale Site, Palo Alto



Agenda

Last Meeting Follow-up/Logistical Items

1. Approval: Minutes from February 8, 2019- Alex Scott made the motion for approval of the minutes, seconded by Brenda Harris. The motion was approved unanimously.
2. Information: 3rd Co-Chair Student Support: Janie Garcia A question was on the table on how people become the chair of a workgroup. Are we following equitable process? Peggy suggested that we may wish to review what the chair responsibilities and eventually write a job description so everyone knows the commitment of the position. There was a discussion if the Leadership Board should approve all chairs. It was also suggested by Thomas that this may not be needed as we consistently are short of leaders. No action taken.
3. Reminder that we are paying a rate of \$60 per hours for CAPE meetings but both a CC and AE members must be present at the meeting. It was also brought up that the school sites don't always aware of who is participating and how many hours many hours staff members are spending on the group meeting. It was also brought up that some members may think the Director determines this. It is affirmed that the sites determine their staff participation. **Peggy will email all workgroup members to clarify that they are responsible to check in with their Site Administrators regarding their participation. Administrators will review the current Work Group membership lists on the website to proceed.**

New Business

3. Service Hours: Goal--Create Consistency of Practice within and between sites
 1. How did you calculate service hours for 2017-2018?
 2. How will you calculate service hours for 2018-2019?
 3. Should we use a common method for calculation in 2019-2020?

Service hours were reported for 17/18. Peggy asked how the community colleges report this in the MIS system works. There is consistency of practice between the Foothill and DeAnza.

De Anza reported no hours – because of the zero non- credit due to the fact they did not have non- credit on campus. No credit is counted as hourly not daily attendance. It was suggested that we need a way to create a formula for reporting service hours for transitions. Foothill- used the 320 report and reviewed that report to include K12- Success, Short-term CTE and ESL- but did not report the service hours due to the fact that they did not have the documentation to do so. De Anza uses SARS for tracking counseling hours but they are unable to unpack the Adult Ed student. Foothill has used the tutorial for the non-credit ESL. Issue is that the CC is unable to report unless they have documentation or are allowed to use an equation. **Peggy will follow-up with Neil Kelly.**

Post-Meeting Update: Neil Kelly stated “the state has yet to develop policy on services. We realize that service hours could be mixing with instructional hours in TE (which would affect the 12 hours of instruction pool). So there is a need to figure this out.

There are no statewide metrics attached to services. But we know services are important and add value to the student journey (and in fact are extremely critical to student success).

I like the simple approach of just tracking the type of services students are receiving – rather than the detailed hourly approach which leads us into dangerous territory. I am hoping we can provide”

A suggestion was made to use ASAP as a solution by setting up a class to track but the issue is we will generate a student record. If the student calls back and speaks to another person we may make a duplicate record. The ASAP report does not go into CASAS.

Jay Wright has suggested we suggest we create a course for the 1 on 1 appointments and add them to that class. But that will only address those students who currently enrolled in a class.

To Do See Update above

Peggy:

Clarification is needed from the State- Are we allowed to count Admin and staff time who support students on the phone and /or informally. We do invest time with them without enrolling them.

CC still needs documentation - will the state give us the flexibility utilize an equation.

Does the state only want the data on students who are registered in a program or anyone who we serve.?

FUTURE Item: It was suggested that we have a professional training on a process and system wide training once it's been decided.

4. NOVA and closing out 2016-2017
 1. Update on status
 2. Where are people at with spending 2017-2018?

De Anza may have a carry over for 2017-2018. If the money is unspent we can apply for an extension but eventually it will need to be spent. The money can be given to another member or will be returned to the state. Palo Alto believes they have spent their funds and Dave will work with the business office to find a solution before June 30. Peggy will check NOVA and contact TAP. MVLA and FUHSD have spent their 2017-2018 monies. Foothill expects to expend all 17-18 funds.

5. Potential New Money (292,000) in 2019-2020: We will have at least the same amount of money as last year. We should have about \$292,000 dollars extra for 2019-2020 pending the Governor's proposed budget passes. Needs- Cost of living adjustment (increase cost of wages, step and column, STRS, etc.). DeAnza mentioned the need for additional ongoing funds to create new positions and make them long term. A. Expressed Need for Funds from Workgroups – Student Support /Transition Team are exploring using Naviance collectively; Curriculum wishes to add Bridge Classes to be taught by both CC and AE staff. The Data group- will need ongoing research support- most likely to hire a part time person to work with David to assist us with data. B. How to divide funds: A first-round discussion (to be continued)
 1. We may wish to divide the funds to revive the Business and Development and Professional Development workgroups.
 2. FUHSD uses Naviance at a discount provided by the district. Both Palo Alto and MVLA do not currently have access to Naviance. If all the Adult School's provide the use of Naviance to students then all AE students can will be served equitably and hopefully be ready for a successful transition.
 3. Another suggestion was to share funding to create marketing materials.

4. Brenda /MVLA brought up that we divide the additional funds equally amongst the group. It can be divided by percentage. Thomas / De Anza mentioned they could use the funding for a part time worker but not at the percentages used last year as it would not be enough.

Peggy will ask other Consortiums how they are thinking about allocating money.

6. BACCC Mapping Seminar – Career Ladders Project- Mapping Tool Kit- includes a helpful 5 step video. The session has been recorded if you'd like to listen. It was suggested that the Student Support group review the ToolKit and consider mapping out a pathway. It was suggested that we use this tool to assist with transitioning students from AE to CC. Valerie learned from the Foothill staff that they should have been brought to the discussion earlier to support the student's learning goals. When we speak about mapping, the college also needs to map within each college to navigate all of their options. (Guided Pathways)

At our last Leadership Board meeting it was discussed that the Leadership Board take on at least one mapping activity. Do we still want to do this? Most likely NO

The Articulation/ Alignment Workgroup are looking for more guidance from the Board regarding mapping pathways. The Curriculum Workgroup would like to pathway map one ESL level- most likely Advanced – Alex suggested that this be something a team from varied workgroups work on together. Perhaps this is where Student Support steps in.

The CC does not feel there is need to use the mapping tool would be needed for their ESL. The idea is to use the mapping tool at the AE to assist the students just to transition to college but it's not expected that the CC have all of their programs mapped.

Adult Ed CTE could use mapping to assist with articulation.

Welcome Back Centers- Was a great model for mapping. For example- Pharmacy Tech- the web site gave a clear infographic pathway.

Sharon suggested we should try to map a level of ESL and see where it goes.

Sequoia School District is starting in the fall and geared toward Technology. It is a new HS that is allowing students to gain college credit while in high school. This new HS is working with Foothill and using the Mapping Tool Kit. They shared their progress. Valerie suggest we tie mapping to the student's goals.

1. Sample SMART Goal on mapping: Not needed as Board will not take on a mapping SMART goal but has requested workgroups consider how they might incorporate this and report back.
 2. Next Steps Peggy will have a meeting with all of the chairs to share the mapping work and get their feedback.
7. Workgroup Updates - See above
 8. Reviving the Staff Development Workgroup? TABLED. Will be on 4/26 agenda.
 9. Asset Map Peggy unveiled the newly designed Asset Map which is divided into specific areas of services. It looks easy to use and will be shared with the Workgroups.
 10. Social Media Stroll
 - a. Website- Website is up and running. Items are being added weekly. Minutes are now posted to the website. It was suggested that we add the Student Success Stories. It was added that there be photos of consortium students on the website. Sharon mentioned that we can have

access to the statewide community college marketing photo bank. Sharon will send us link for access. Update: Sharon sent link . Peggy has used some of the materials on the website and social media. Limited amount of data. Request that sites send photos and student stories as soon as possible.

- b. Instagram and Facebook - Instagram account has been created. It is tied to the new NSC Adult Ed Facebook page. We viewed the Instagram posts created by Peggy. We enjoyed reviewing and reading the posts and photos. It was mentioned as we grow the site we can add our “real students” photos to Peggy. It was suggested that we may need a professional development on Social Media in the future.

11. School Updates

Palo Alto is having an issue with ASAP online registration.

*****Please send Student Success stories to Peggy or contact her if you wish to discuss in detail.