



Foothill De Anza/NSCCC Leadership Board Monthly Meeting

December 7, 2018

9:00 – 1:00 PM

Location: Sunnyvale Campus, Room 128
1070 Innovation Way, Sunnyvale, CA

STC Leadership Board Members

- Thomas Ray, Co-Chair
- Brenda Harris, Co-Chair
- Sharon Turner
- Adrienne Moberly
- Alex Scott
- Peggy Raun-Linde
- Karen Filice
- Liz Ambra
- Dave Hoshiwara
- Julie Vo
- Kristy Lisle
- Valerie Fong

Resource Development Associates

- John Cervetto, NSCCC Facilitator
 - David Klauber, NSCCC Facilitator
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Board Meeting Notes

Call to Order

Welcome

- RDA shared they have a mock contract for the Board to review.

2019 Meeting Planning

Coordinate and finalize 2019 meeting calendar

- Confirmed new dates
 - March 6th, Wednesday from 9am -12 pm
 - May 31st, Friday
 - August 7, Wednesday
- The Annual retreat will take place on July 10 from 9-3 pm. The board will confirm this date works during the May board meeting.
- Reminder that the Annual Plan is due August 15

2018-19 AEP budget and workplan submission

Follow-up on any reflection or questions about the certification process

- Some board members shared the challenges they are experiencing with submitting budgets in NOVA. The board discussed and resolved the issue.
- A board member shared the colleges are especially facing reporting challenges in NOVA since they only report non-credit data. A contribution to this challenges was the changed definition in 2018. RDA shared other consortiums are taking a boarder approach to reporting. For example, some colleges in another county are going to look at transition specialist hours and look into the services the specialists connect students with.



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- Friday the 14th is the deadline so every institution needs to email Brenda by Wednesday in order to complete the certification process in a timely manner.

Discuss data needs for the reporting program area reporting

- No data needs were reported

Director Transition Planning

Discuss director transition timeline, roles, and benchmarks

Provide overview of MOU and contracting process

- Peggy provided a draft MOU for the board to review. The scope and job duties for the director are also formalized in the MOU and are in alignment with the job description. Peggy inquired for revisions and feedback.
 - The MOU will be edited to incorporate language that clearly states Peggy is a sub-contractor of RDA and will be performing a scope of services as a subcontractor of RDA.
 - The board discussed the payment process and edited the MOU with agreed upon language.
- The board will receive the director's invoice on a monthly basis for review and RDA along with the co-chairs will approve the invoice. RDA will also be responsible for payments.
 - The board will make the invoice approval an agenda item to review but will allow co-chairs to approve over email in the case they cannot attend the respective meeting.
- RDA will add the scope of services to RDA's MOU with the co-chairs signature. RDA will also add language to state that the board is responsible for the management of deliverables but RDA is responsible for any change in the contracts. There will be continuous communication between the board and RDA. Lastly, RDA will update the MOU to clarify who the board members are.
- RDA will also develop an internal agreement to ensure clarity between board members and the director. The internal agreement will be sent via email and will require each board member's signature.

Coordinate meeting logistics

- The board agreed to change the note-taking model to one where the assignment is rotated on a monthly basis. The board will identify who the note-taker will be for the upcoming meeting. Peggy shared she will be responsible for the finalization and dissemination of meeting notes.
- The board agreed the development of the agenda will be an iterative and collaborative process. Peggy will draft an agenda based on the needs of the consortia and send over to the co-chairs for review and feedback.

NSCCC Planning Activity

Follow-up on the NSCCC elevator pitch activity





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- Peggy shared a draft document for the board to discuss and provide feedback. Peggy reminded the group that the goal of the elevator pitch is to increase the presence and awareness of the consortia and its services among the adult student population. The document can also support the development of the consortia's marketing strategy. For example, it can help create the new website and support branding efforts as well as any social media outreach.
 - The board provided feedback regarding language.
- Peggy shared she will be visiting all the workgroups to ensure their goals and activities are reflected in the document. Peggy also suggested forming a taskforce to provide feedback on any marketing products. The taskforce should include members from both leadership and work groups.

Agency/Workgroup Updates

Each workgroup & agency has 5 minutes to provide updates

- Julie reported out on the progress the Articulation workgroup has done. The Articulation workgroup is currently working on formulating articulation agreements with Foothill. This process has included reviewing and aligning accounting courses. Deanza also created a course where non-credit and credit students can enroll in however there is a delay to rolling it out due to the catalog policy.
- Thomas shared Deanza placed a request for temporary full time counseling positions and part time outreach staff in order to catch up with their budget. He shared they had professional tutors but they became ineligible for funding.
- The Student Support workgroup regrouped and came up with goals. These goals include familiarizing students with the college campuses, supporting students transitioning into community colleges with meeting their goals, and lastly, researching the attitudes and behaviors that are shared among successful community college students. They would also like to develop a resource database (similar to the function of 211) and include student services that align with the consortia. The Student Support Workgroup is working towards scheduling promotional presentations in the adult schools by the community colleges to get the word out. The workgroup has expressed interest in developing a portal where members can upload information such as the workgroup's minutes and research. Discussed the possibility of using Google Drive for this function.
- There was discussion around the current structure of workgroups. Members expressed capacity issues with board members as workgroup co-chairs. Members agreed workgroup co-chairs should be non-leadership board members however, leadership board members should continue attending the meetings to provide support and oversight, as needed.
 - Peggy shared she is planning to meet with each workgroup to ensure this framework fits and clarify the direction and expectations of each workgroup. She shared she intends to build leadership capacity within the workgroups and ensure their goals reflect the goals of Three- Year Annual plan.



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- The board had a discussion around workforce grants and the possibility of collaborating as a consortia to apply for such grants. These grants can help student linkage to services and courses.

Review action items and next steps

- RDA will update the MOUs to reflect discussion and agreed upon language.

Review and confirm upcoming leadership meeting schedule

- See above