

January 2023  
Leadership Board Meeting  
Working Agenda/Minutes  
Friday, 1/20/2022  
PAAS  
9am - 12pm

*Meeting Norms: 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: Jenée Crayne (leading), Randy Bryant, Karen Filice, Valerie Fong, Jonathan Fu, Tom Keating, Lori Riehl, Julie Vo*

A. Items for Information: (9:00 – 9:40am)

1. Agency Updates:

- a. PAAS: Teacher stipend updates?
- b. FUHSD: Teacher stipend updates?
  - i. High Schools are seeing an influx in students who are in need of low level
  - ii. ESL (lower than AS begin Lit).
- c. MVLA: Teacher stipend updates?
- d. De Anza: New hire for Magali should happen in February
- e. Foothill

2. Approve December Agenda: Approved

3. Upcoming Trainings

- a. 1/25 (noon): Silicon Valley: CAEP Data and Accountability for 2022-23 (in person)
- b. 2/8 (noon) CAEP Accountability for 2022-23 (online)

4. Due Dates:

- a. **(Adult Schools) Jan 31:** Student Data due in TOPSPro (Q2)
- b. **(Adult Schools) Jan 31:** Employment and Earnings Follow-up Survey

5. Upcoming Conferences

- a. COABE (Coalition on Adult Basic Education) April 2-5 (Atlanta)
- b. ACCE (Association of Community & Continuing Education) March 2-3 (online- I think)
- c. CCAE Conference April 13-15 in Oakland
- d. Feb 15- a follow up to the HSD/GED Convening at the County
- e. CAEAA on Feb. 3

6. Website Renewal: Domain \$19.99 (1/22/23) & hosting plan \$263.88 (2/6/23). Need an agency to supply a credit card. (Foothill 1/2022 & MVLA 1/2021) We've had the website since Jan FUHSD 2019, who paid January PAAS 2020 & 2019?

- a. De Anza will take this time

7. Need a locations for our remaining LB meetings (2/10 (FH Sunnyvale??), 3/24(De Anza), 4/28(PAAS), 5/19(MVLA), 6/16 (FUHSD- this will be our consortium wide planning meeting- 9-2:30pm))
8. Legislative Analyst's Office Brief: [Redesigning California's Adult Education Funding Model](#) - Jenée asked everyone to read it.
9. Director's Mid Year Review: need to schedule
  - a. Gform: I made it- sent it to Julie & Valerie- make a copy to send to wg members & lb
  - b. Send email to valerie and julie to schedule review in february
  - c. - Changed language back to one letter to include Adult Schools and Colleges, also making it "general staff"
10. Finalized Workgroup / Co-Chair Responsibilities/Compensation
  - a. ~~Adult schools~~
  - b. ~~Colleges~~
  - c. Final:
  - d. This will be revamped (in April LB meeting) to fit the new Project team model
  - e. Still need clear directions separate from job descriptions as it has not been consistent. This would also create incentive.
    - Should discuss unmet needs at the next Annual Plan meeting
    - Jenée cannot fill in as much for all the work groups (too much)
    - Currently have voting method
    - LB needs to be more leadership oriented, less operational (elevate to LB when needed, but basic logistics unnecessary). Prioritize tasks and strategies, use check-in meetings.
    - Calendaring revolves around the Transition Team, acting like a work group. Data work group has specific work to do like updates but shouldn't do room logistics etc. (keep it separate).
    - No more work groups = now project teams; co-chair = project lead

*Project-based groups / Task Force for \_\_\_ pathway w/ collaborative check-in meetings*

- NSCCC Transition Team (NOT a work group → counselors) does the operational outreach, timelines, calendars for dual enrollment, CCC Apply, etc. for planning between AS & CCs.
- Project Teams for Annual Plan Projects (i.e., Activities) → need Project Leads for each "activity" of project + team members
  - Health care pathway
  - Computer
- Data Team remains as an operational team focused on the alignment of accountability, coding, etc.

**April** → have projects chosen

**May** → draft of annual plan to pick people

**June** → project team assignment for next annual plan year... [choose Project Lead, find a date for August/September team meeting]

## New Model for Consortium Work

### Data Team

Goal: Keep NSCCC on schedule with metrics;

Tasks:

1. Monitor Sate Data (CAEP) – help support projects with data, will pick projects for Annual Plan in February (Project Team will work on in March), revamp compensation for recruitment by May (do in April)
2. Navigate PC (all adult school students by default – need to clarify ESL data, identify cohorts, especially important for State Legislature data)
3. Help support Project Teams w/ Data

### Transition Team

Goal: help students transition to other adult schools, college, and/or the workforce

Tasks:

- outreach,
- timelines,
- calendars for dual enrollment, CCC Apply, etc. for planning between AS & CCs.
- information nights
- application workshops
- get students from AS to colleges

### Project Teams

Goal: get the work done in the projects (activities) set forth in the 3 yr and annual plans

Teams:

1. Project #1: Health Care
  - a. Team lead
  - b. Team members
2. Project #2: Computer Class
  - a. Team lead
  - b. Team members
3. LB recruits these members
4. Members choose their leader
5. LB helps create the timeline for the projects

### Timeline for LB Meetings (Feb thru July)

1. February:

- a. LB picks Projects for 2023-24 Annual Plan
  - b. LB prep:
    - i. Reread 3 yr and annual plan: what to keep, ditch, modify
    - ii. Use the 8 new pathway ideas as a way to modify the plan
2. March:
- a. Works on mission and vision project & AP Projects
  - b. LB gets Gform together to gather input from consortium members
  - c. Send out Gform in March
3. April:
- a. Have a rough draft of the AP Projects (activities)
  - b. Look at mission/vision feedback from members and work on refining it- get rough draft of mission/vision (or a couple versions)
  - c. Revamp compensation for team members & leads
4. May:
- a. Look at draft of AP and LB Picks the people to be on the Project Teams
  - b. Discuss Transition Team Roles and Responsibilities
5. June: Consortium Summit
- a. June 16 Retreat Times  
 9-12  
 12-12:30 lunch  
 12:30-2:30
  - b. Spend some time on mission/vision
  - c. Have Project Teams meet
    - i. Pick leader
    - ii. Set date/time for first meeting of the new AY (August or September)
6. July: LB Retreat
- a. Finalize Mission Vision Statement
  - b. Finalize AP
7. August/September
- a. Hold project management training for Project Teams/leads

B. Items for Discussion: (9:40am - 12:00pm)

1. Q2 Data Team Questions/Focus (Data Dialogue Instructions / Jamboard ) (9:40-10:am)
  - a. Goal: Assess our progress towards meeting two of our metric goals in the 2022-25 three year plan: increase enrollments and participation by 2%.
  - b. Data Questions: How many adults are we serving (AE 200), and how many enrollees are becoming participants with 12+ hours of attendance (AE 202)?
  - c. Conclusion: Based on the data, are we making progress towards this goal?
  - d. We will use the [Data Dialogue model](#) to structure the meeting
    - i. 1/23: Prep for the meeting will go out
    - ii. By 1/30: Enter Data onto this spreadsheet:
    - iii. College Data:

1. #1 number of Enrollees (1+hr) all students enrolled in non-credit (ESL & CTE) courses (in CAEP program areas)= how will this data be accessed?
2. #2 Participants (12+ hrs)= access these hours through positive attendance (ESL & CTE) hours?
3. End of year 2021-22
4. Q1 & Q2 2022-23
- iv. Adult School Data:
  1. CAEP Summary
  2. Table 4
  3. DIR
  4. End of year 2021-22
  5. Q1 & Q2 2022-23

**Did not get to this:**

2. Follow-Up: Transition Vision Discussion (10:00am - 11:20am):

- a. CTE Pathways Jamboard
  - i. #1 Foothill: IET program for Community Healthcare Workers
    1. CAA & SS Wg have contributed ideas for the sub-committee meeting
  - ii. #2 Foothill: Google Suit Co-Timed in an AS ESL course?
  - iii. #3 Foothill: reactivate deactivated VESL courses: Allied Health
  - iv. #4 Foothill Paramedic Pathway:
  - v. #5 De Anza: Vocational ESL courses
  - vi. #6 De Anza: MVLA / FUHSD ESL IET Computer class (CIS 99/399)
  - vii. #7 De Anza: MVLA ALTA high school students that are looking for an intro online CTE course.
  - viii. #8 FH & DA: Articulate Medical Term w/ FH &/or DA

Break (10:40-10:50)

- b. Discuss main vision for each agencies Transition Team Member (Jamboard)
  - i. Went over the jamboard and agreed to this in an important discussion. Need to figure out what LB meeting it fits into best (Feb, March, or May (maybe May because we will be picking the project team members at this meeting).

2. Plan our Mission / Vision Statement Meeting (Jamboard) (11:20am -12pm)

We discussed this-

- March LB meeting: LB gets Gform together to gather input from consortium members
- Send out Gform in March
- Bring that info to the April meeting- get rough draft of mission/vision (or a couple versions)

- Spend some time on it at the June Summit

Goal: Pick an upcoming LB meeting to hold this. Identifying who will attend. Start brainstorming format/activities on the jamboard.

- a. May or June LB Meeting
- b. Idea #1:
  - i. Have 2 Equity Training at upcoming LB meeting
  - ii. invite co-chairs (other NSCCC members)
  - iii. Spend remaining time working on mission & vision statements
- c. Idea #2:
  - i. Use *Design for Belonging* ideas: <https://www.designforbelonging.com/>  
(Administrators Forum Webinar: Recruiting and Retaining Talented Staff in Tough Times: A Practical Discussion about the Challenges and the Strategies to Overcome Them)
    1. <https://docs.google.com/forms/d/e/1FAIpQLSfSmjZnlixaYhwaq1ALijAFH6bOiZFflmtWKW6cuN5zKx6ytQ/viewform>
    2. [https://docs.google.com/forms/d/1SUYSrjO1jgXUsnQvaztVoPEEyQte4E4BFlwgdLUfKRg/viewform?edit\\_requested=true](https://docs.google.com/forms/d/1SUYSrjO1jgXUsnQvaztVoPEEyQte4E4BFlwgdLUfKRg/viewform?edit_requested=true)
- d. Idea #3
  - i. ACCEL (San Mateo Consortium) has this worksheet that Ka'Ryn shared with me.