

NSCCC Leadership Board Meeting Minutes February 16, 2022

In attendance: Jenée Crayne (leading), Liz Ambra, Randy Bryant, Karen Filice, Valerie Fong, Tom Keating, Thomas Ray, Lori Riehl, Natalie Skelton, Julie Vo

*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*

The February LB meeting was split into two meetings:

1. Items for Discussion: (9:00 - 9:30)

(separate Zoom meeting: Thomas, Lori, Valerie, Tom, & Julie)

- Review Director mid-year evaluation results
- Julie will be sending a separate zoom link.

Whole LB met at 9:30:

2. Items for Information

- Read meeting norms (each member takes a turn, Lori read today)
- Reminder of upcoming [due dates](#):
 - 2/28: Preliminary allocations for 2022-23 and 2023-24 released by this date
 - 3/1: 19/20 and 20/21 and 21/22 Member expense report is due in NOVA. (Q2)* (certify 3/31)
- Upcoming trainings
 - 2/16: [CAEP 2022-25 Three-Year Plan in NOVA](#)
 - 2/25: [CAEP 2022-25 Three-Year Plan February Peer Learning Circle](#)
- March meeting will be held at FUHSD (3/16/22) in person (with food!)
- Thomas Ray stepping into interim VP role so Randy Bryant will represent him in LB meetings

3. Workgroup Check-ins

- [Finalized Cohort Survey: Link](#) (please review and be prepared to give final approval)
 - [Student Feedback Form on Adult School to College Transition](#)
 - Edited with ESL students in mind
 - Names optional?
 - Google form will live on NSCCC Director's drive
 - Desiree, Anthony, Gina (AS Transitions Advisors) will send link to transitioned students on record (2020-21 students and not pre-pandemic)
 - Will add survey column to check sent, and will send follow-up email
- [Data WG: Beta Testing check-in: Deadline for testing 3/7/22: Link](#)

- The PC tool is now in production– yes, LB is ready to receive the invoices from Eric (\$2200/each)
- Please see Julie’s email from 2/7 on Feedback for Precision Campus Data (includes screenshots)
 - use data dashboard questions, updated to beta testing questions, which will update three year plan as well
 - Need to show how you collected data (might need a glossary of terms to avoid accidental data skewing) as different filters give different answers

4. Three Year Plan

- [Self Assessment Survey Responses: Link](#)
 - Jenée turned 30 page report into one 4 page and one 2 page report (highlights: blue = 1, 2, uncertain; yellow = strengths; green = improvements)
- Start Thinking about Creating Strategies– Timeline
 - Maybe LB members can bring top things for strategies to five year plan to next meeting on March 16, identifying greatest needs based on survey (also helpful to focus on shared objectives)
 - What is our bar?
 - Align w/ adult school CIP/WASC goals? College Strong Workforce Goals?
 - How to receive input from Workgroups?
 - How do we receive input from our WIB
 - How have AS/CC been currently working with our WIB?
 - What can we do to make that relationship stronger?
 - What is the best LB meeting to invite NOVA connect to?

CIP/WASC Goal Alignment is due in April (still need Palo Alto – Tom will update)