In-person: Foothill College Sunnyvale Center
1070 Innovation Way, Sunnyvale 94089

In attendance: Jenée Crayne (leading), Liz Ambria, Randy Bryant, Valerie Fong, Tom Keating, Teresa Ong, 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*

1. <u>Items for Information</u>

- Adopt <u>March's Minutes</u> & March Activities on Precision Campus – approved
- <u>Upcoming trainings</u> (see list below on page 3)
- <u>Due Dates</u>:
  - Apr 30: Student Data due in TOPSPro (Q3) (Adult Schools)
  - Apr 30: Employment and Earnings Follow-up Survey (Adult Schools)
  - 5/2 CFAD & Governance

2. <u>Workgroup Check-ins</u>

- **Transition Team Roles & Responsibilities**
  (Please come prepared to discuss your Transition counselor/advisors roles & responsibilities)

- **Visa Requirements for Dual Enrollment** (updated at SS WG meeting)
  Janie Garcia, Foothill College Outreach Coordinator 9:30am Zoom call
  - Schools are aware that F1, J1 visas are ineligible for college, but now H4, J4 (holder/ spouse visas) label students as non-residents and will be charged $410 per quarter
  - Foothill was able to get fee waived and residency established for one student, but have no running list of visas, so hard to anticipate
  - Need to collaborate to help students and try to catch potential issues, like creating checklist (schools often have different procedures)
  - All Transitions Advisors have updated information
  - Cannot directly ask students about Visa status, but can offer general information and a contact to speak with if needed
  - Directions will be accessible in new manual
  - May affect marketing

3. <u>Items for Discussion</u>

- <u>CFAD & Governance</u> (Consortia Fiscal Administration Declaration - *by Monday 5/2*)
  Please go over this document and add your comments (agreeing on dispensation, being true to funding, etc.)
  - Percentages come from Peggy's records, based on enrollment at the time
  - Any changes to financial allocations require LB consent
  - Broken down by hours in NOVA
  - System better at tracking allocations now than previously
  - Budgets are reviewed, but instructional hours have not been looked at for allocation
  - Need documented reasons for one institution getting less (maybe requirements not met,

or some having trouble with carry overs, etc.)
- Funding dedicated for Adult Ed, but supplemental for Community Colleges
- Some regions may have more needs than others (must be documented)
- Original members wanted direct funding in order to avoid micromanaging, but provided detailed reporting
- This year must be all written out (last year just signed)
- Will visit criteria in July for percentages allocations
- Brown Act requires local government business to be conducted at open and public meetings, except in certain limited situations
- See edits to doc [here](#)

LB agrees to these percentages as based on past, as well as agreeing to language (rounding $3 up, etc.)

4. <u>Three Year plan</u>

- [Activities for Workgroups](#)

   - [Data WG Activities](#) (n/a)

   - [SS WG Activities](#) (Tom, Liz, Julie & Valerie)
      - Flip around priorities so that the "why" comes before the activity or task (will help workgroups)
      - Reevaluate Transitions strategies
      - Increase student access and participation in CTE pathways (increasing student activity is goal)
      - Make sure students enroll and make sure they can succeed

   - [CAA WG Activities](#) (Lori, Randy, & Teresa)
      - Will use PAAS Transitions classes as template
      - Some schools don't have staffing for transitions classes, but can refer to PAAS
      - Create and/or determine dual enrollments
      - Plan for students testing out
      - ESL vs CTE
      - Time for WorkGroups to come back together

   - [Director/LB](#) (can look at offline)

- [Amend Charter](#) (*by Monday 5/2*)
   please go over this document and add your comments
   - Will state this will be looked over at July retreat (NSCCC is the example on the website)

5. <u>Next Meetings</u>

   - **PAAS** on **Wednesday May 18 @ 9-12**
     50 Embarcadero Road, Tower Building, Room 33, Palo Alto 94301
   - Will set calendar in June meeting (LB Retreat tbd for July)

Trainings:

4/28: [Part II: Using Adult Education Pipeline Data, CAEP Fact Sheets, and other Data Resources for Three-Year Planning Screen reader support enabled.](#)

4/29: [AEP 2022 is LIVE: New Features and Updates to the Adult Education Pipeline Dashboard](#)

4/29: [Registration Deadline - Communities of Practice: Success for All Learners through Equity (L.A.C.C. and online)](#)

5/3: [Session 2 - Communities of Practice: Motivation and Persistence for Adult Learners (Online and serving L.A. City College)](#)

5/10: [Adult Education Pipeline Data for Continuous Improvement and Three-Year Planning](#)

5/17: [Session 1 - Communities of Practice: Success for All Learners through Equity (L.A.C.C. and online)](#)

5/17: [Integrated and Contextualized Workforce Skills in the Classroom, Session 1: Transferable Skills for the Workplace (Part 1, Online](#)