

NSCCC Leadership Board Meeting Minutes
Wednesday, June 15, 2022
9am - 12pm

In-person: MVLA, 333 Moffett Blvd, Palo Alto 94043

In attendance: Jenée Crayne (leading), Randy Bryant, Valerie Fong, Jonathan Fu, Tom Keating, 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. Items for Information:

- [May minutes](#) approved
- Introductions for Jonathan Fu, new Adult Ed Assistant Director, MVLA
- [Upcoming trainings](#) (see list below)
- [Due Dates:](#)
 - **Jun 20:** CAEP 2022-25 Three-Year Plan due
 - **Jun 30:** 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q3).
 - **Jul 15:** Student Data due in TOPSPRO (Q4) FINAL
 - **Sep 14:** Annual Plan for 2022-23 due in NOVA * (Extended for 2022)

2. Items for Discussion (and Updates):

- LB Retreat will be **July 25** at FUHSD
- 2022-23 LB meetings will be either Wednesdays or Fridays – Jenée will email doodle for consensus
 - Jenée met with David Ulate and Jessica at West Ed regarding ASC off numbers (like Foothill) and discovered a glitch in NOVA where Spring 20-21 reporting counted all enrollment regardless of attendance (Data WorkGroups will continue to work on this)
 - DeAnza still waiting for funding for student tuition re [First Five Program](#)
 - SAVE THE DATE: PAAS Centennial (1 ½ years later) on Sunday, September 11, 2022 @3-5pm (also currently all departments still in the middle of moving)

3. Three Year plan (Jenée taking editing notes from LB members)

- [Section 4: Activities & Outcomes](#)
 - most important, along with metrics
- [Section 2: Assessment](#)
 - Jenée pulled information from each organization's site
- [Section 3: Metrics](#)
 - okay to put zeros for optional metrics if need be
 - transition numbers from Precision Campus
 - 637: ASE, ABE, ESL
 - spending targets input from historical data but LB members should feel free to change, should be realistic, set targets from Q4 (don't put zeroes for this!)

- A link to the plan & Gform for comment (on the consortium website's homepage) was emailed to NOVAworks (Luther & Stakeholder group), the director of SBCAE, and Director of Lighthouse (formerly Bridge to Recovery) on 6/10/22.
- Finalize and adopt Three Year Plan
<https://docs.google.com/document/d/1TxsyY3zz75FiT1ALYFnuDdmyxM2J5r22S5PFUAb70tk/edit#>
 - Now setting individual list serves for different activities (for example, to know who gets what emails in Student Support Work Group, etc.)
 - Allies Money: We need to use this! - \$100,000 will keep dwindling with fees so maybe can create teacher stipends for certification (if they stay with district, for example)
 - Need to align student demographic data, goals, barriers, outcomes across schools
 - Make sure we differentiate plans from reporting (strategies vs logistics)
 - Don't have to tailor to text boxes (can just write "see attached")
 - Counseling 5 can serve as pre-req transitions class for dual enrollment and/or regular transition (1 credit)

Trainings:

6/27 (12pm) [Adult Dual Enrollment - Advancing Opportunities for Adult Learners](#)

6/28 (9am) [Communicating: Building Community](#)