

NSCCC Working Minutes  
Leadership Board Meeting

7/25/22 9:00am-12pm

FUHSD

589 W Fremont Ave, Sunnyvale, CA 94087

*wMeeting 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: (9:00 – 9:20am)

- Agency Updates
  - Enrollment up for adult schools
  - De Anza Summer declined just a bit. Enrollment ok for Fall (44%)
    - 2 day on campus/hybrid
    - First Five proceeding in the fall with more updates to come
  - Foothill
    - (40%) only 50% before covid
    - Hired Student Success Specialist
    - Look at the budget to see if there is any money to look at coding of adult school students at Foothill.
  - PAAS
    - centennial celebration: 9/11- invite to go out.
      - Send invite to Jenee- she will send out to consortium
    - PAAS hired new transition advisor
    - New adult school secretary for registration
- Adopt June Minutes
  - Everyone agreed to adopt
- [Upcoming trainings](#)
  - 7/27: (12pm) [Annual Plan](#)
- [Due Dates:](#)
  - **Aug 1:** Employment and Earnings Follow-up Survey
  - **Sep 1:** Amend Budget in NOVA
  - **Sep 1:** 20/21 and 21/22 Member Expense Report due in NOVA (Q4)
  - **Sep 1:** July 1, 2021 to June 30, 2022 expenses by program area due (estimates only) in NOVA
  - **Sep 14:** Annual Plan for 2022-23 due in NOVA \* (Extended for 2022)
    - Spend August LB meeting on Annual Plan

2. Items for Discussion: (9:20 – 10:00 am)

- May Budget Revision/Amended Allocations
- LB Emergency contact list (in Gdrive)

- Move electing the co-chair positions to August meeting
- Allies Update
  - Ilse, Ka'ryn, & Jenée next meeting in August
  - \$40,000 left in the account for San Mateo, South Bay & NSCCC
    - Jonathan has sample applications for the funds (used to cover ~\$2,400/teacher through LACOE)
- 2022-23 LB meeting schedule
  - For now will keep Friday mornings open
  - Meeting will most likely be in-person
  - August 19 will be the next meeting 9-12pm hosted by MVLA Adult School
- [Distance Learning Program with Canvas](#) (Holly Clark from CAEP Tap Zoom in @ 9:45)
  - First 50 Canvas licenses free
  - Can be adopted at agency or consortium level
    - Individual URL for students to access Canvas
  - Needs a Canvas admin at agency/or consortium level, i.e. workgroup level
  - \$1200 per url (agency) Free waiver until June 2023
  - Canvas licenses indirect/mgmt fee can be paid by WIOA or CAEP
  - Per student cost is roughly \$5.50 and set until 2024 + 14% management fee
  - Perhaps target ASE courses to start
  - Next cohort starts in early August and will be run monthly
  - More information:
    - This is just an opportunity CAEP is offering consortium agencies;
    - Each adult school receives 50 free Canvas accounts (one per student);
    - These do not need to be used school wide;
    - One possible application of these accounts could be in PAAS Transition class or in any other class where students plan to transfer;
    - The program consists of a cohort from a school or consortium that goes through a 9 week training course, then the Canvas accounts can be utilized as each school sees fit.
      - Training includes set up & URL... need an admin or decision maker for this part
      - 4 weeks are synchronous 1-hour trainings once per week
      - ~5 weeks are asynchronous trainings separated out by role
      - Next cohort starts in August

### 3. Start working on revising the NSCCC Charter (10:00am - 12:00pm)

- Look at recently update examples from other consortia:
  - SBCAE

- LARAEC (SBCAE modeled theirs on this one)
- Citrus College Adult Education Consortium