

October 2022
Leadership Board Meeting
Working Agenda/Minutes
Wednesday, 10/19/2022
9am - 12pm
Foothill Sunnyvale Campus

1070 Innovation Way, Sunnyvale, CA 94089

In attendance: Jenée Crayne (leading), Liz Ambria, Randy Bryant, Valerie Fong, Jonathan Fu, Tom Keating, Teresa Ong, Julie Vo

Meeting Norms: Start on time/End on time; Come prepared, read materials ahead of time; Create a safe space to offer differing opinions, remaining open to discussions

A. Items for Information: (9:00 – 9:45am)

1. Agency Updates

- FUHSD
 - 70 students rsvp'd for the college info night. Have ASE student give dual enrollment info
 - 200 ESL waitlist
 - Maybe won't be able to get them all in until Jan.
 - Lower level are all in person (25 seat limit)
- MVLA
 - Career Fair - Thur 10/20 9:30-12, outdoor parking lot
 - 3rd - ESL Placement Test Reg Day of the year **today**, will serve approx 77 students for November 2nd test
 - 2nd ESL Placement Test 10/5/22 - 85 students served,
 - 1st ESL Placement Test 8/16/22 - 160 students served
 - 168 students on Interest List waiting for Placement test, more will be added after this week
 - WASC Visit scheduled for 3/13-3/15, Initial Self Study Report, Focus Groups meeting
 - WIOA RFA - New IELCE IET course starting in January 2023 - Transitional course for Higher level ESL students that test out of our Advanced Level ESL course (focus on advanced grammar and academic writing), CTE component is a WORD processing course currently articulated with Mission College, class will also utilize Canvas LMS to prepare students for college
In the Administrative Specialist and Office Information Systems pathway, students who complete the Microsoft Word class receive college credit at Mission College for the CAP-033A Word Processing Course 1 class, which is a core curriculum required course for the Certificate and Associate in Science in Administrative Specialist, Certificate and Associate in Science in Office Information Systems, Certificate of Achievement: Microsoft Office, and Certificate of Achievement: Business Information Professional 1.

Articulation:

Foothill BUS11 (US)

Julie to resend email (arron) regarding Accounting 1A & 1B= Accounting 60 (resent to Jenee 10/19)

Talk to Dean and Chair of the department at Foothill and De Anza for potential articulation agreements (Community Health Workers Certificate Pathway - starts Jan. 2023)

Dual Enrollment options: Look at De Anza for possible matches

Are there dual enrollment possibilities

- MVLA will transition to full CASAS e-testing for ESL placement test starting January 2023, ASE been e-testing since 2018
- PAAS
 - WASC finishing Up
 - Tom is part of WASC Visiting Committee for Tamalpais Adult School
 - Also looking into e-testing in the future, have new testing center almost in place
- Foothill
 - Certificate of Achievement: Community Health Workers
 - 4 course pathways
 - 22 internships (4 or 5 clinics) & Second HARvest
 - ELL not a barrier- a benefit
 - Teresa sent flier to Jenée to send out to NSCCC members
 - MediCal will cover the cost for community health workers
 - This is why they need a certificate
 - Min education- no minimum
 - Start pay: \$20-25
 - MVLA has opportunities to align with this certificate
 - Could this be a dual annulment opportunity
 - IET partnership
 - Jenée set a meeting with Julie and Teresa to explore this further.
 - Respiratory Therapy 2023-24
 - ENCL405
 - Still up in air
 - Valerie will schedule around teacher availability
 - AS will still get Valerie number of seats saved
 - Data hire: Yes- just hired!! Yay!!
 - Onboarding starts early november

- Set a date with Karen, Valerie, & Jenée to figure out what we need (resources/info) to help get Page (Yi Yan Wu) up to speed.
- De Anza
 - Auto tech BA degree program by 2023-24

2. Extra Updates

- Highlight: I think we have a cohort to track for persistence in PC: Spring 2022 COUN5. 70% (of 19 original students) have self-reported to Desirie that they are still taking college classes

3. Upcoming Trainings

- 10/25-28: [CAEP Summit](#)
 - the schedule was 10/14- hopefully by the end of the week.
 - NSCCC: (10/27, 10:30-12) dual enrollment presentation (Janie/Felisa & Raji/Desirie)
- **Discuss [CALPro Equity training opportunities](#)**
 - Recommendation: schedule 90min or 2 hr intro session for LB & WG CO-Chair Members (and any other faculty/staff that are interested)

4. Due Dates:

- **Oct 30:** 22/23 Member Program Year Budget and Work Plan due in NOVA (Extended for 2022)
- **Oct 31:** Student data due in TOPSPro (Q1)
 - Data team will offer guidance on what reports to run for the 11/8 Quarterly Data Team meeting
- **Oct 31:** Employment and Earnings Follow-up Survey
- **NOV 9:** NOVAworks meeting (1:30-3pm) (On 9/28, Luther sent out ical invites for quarterly NOVAworks meetings thru August 2023) (Activity #1.1A)
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5. Approve September Agenda: Approved

6. Remaining LB Meetings: (9:25-9:35am)

- Do we want to schedule locations now, or check back in January?
 - March 24 (9am-12pm) FUHSD
 - April 28 (9am-12pm) Sunnyvale
 - May 19 (9am-12pm) PAAS
 - June 16 (9am-12pm) MVLA

7. Update from TAP on in-kind expenditures:

- "The answer is yes, only if the leadership board is not paid out of any other bucket of money (other than CAEP), and it is truly an in-kind donation. Other buckets of money include WIOA, Perkins, other state grants, etc. If they are paid out of those,

that would be counted as such in the leveraged funds section. If they are paid out of none of the above, and are volunteering their time with CAEP, then it would be an in-kind donation. The expense will also need to be broken down by specific program area." (Holly Clark, TAP, 10/13/22)

- All good

B. Items for Discussion: (9:45am - 12:00pm)

1. **Teaching Cred Stipend/ALLIES Update** (Activity #1.1D) (9:45-10:00am) Gdoc.

- On track for 11/1/22 launch date
 - Update on potential candidates?
 - FUHSD has 2
 - MVLA has 2
- Letter (just getting started)
 - FUHSD: Any updates from Isabelle LaSalle
 - Reach out to CATESOL (CAA WG)
 - ACSA was against this before, see where they stand now (CAA WG)

2. **Finalize Financial Compensation for WG Members & Co-Chairs** (10:00-10:30am)

- See document for co-chair work breakdown: Workgroup Co-Chair Compensation
- SBCAE:
 - Our Steering Committee agreed to compensate **work group chairs** for their time. The Steering Committee agreed upon the amount, and it's up to individual schools/colleges to determine the appropriate mechanism of compensation (stipend, extra duty hours, etc).
 - Similarly, it's up to individual agencies to determine if and how **work group members** are compensated for their time. Faculty usually get hourly compensation, for classified/certificated, it's part of their job assignment.
 - Last vote was in 2015 as \$60 status quo amount.
- ACCEL:
 - at this point, members are volunteers

Break (10:30-10:40am)

3. **Student Transfers:** Please come prepared to discuss your agency's goals/visions for what student transfers looks like (10:40-11:15am)

- Each agency has set a 2% growth in the metric *Participants with Transition to Postsecondary (credit college) (AE 637 - Overall)*.
- At the moment, the workgroups are mostly focused on growing our consortium's dual enrollment opportunities/pathways; however, this might not be the transition focus/vision for all adult schools. In order to help the transition team and

workgroups use their time effectively and align processes accurately, it would be helpful for the leadership board to define their agencies' transition vision/goals.

- Should be a seamless transition to community college, for example, maybe make it part of the student portfolio with CASAS indicators. How to support transfers between Adult Schools?
- 70% of students are still taking college courses.
- LB will email responses before the November meeting.

4. Continue Updated NSCCC Bylaws: (11:15am-12:00pm)

- Mission Statement
 - Short and sweet version of the purpose and vision statement
 - Believe. Take That Step: We are committed to helping our students believe that they can take that next step in reaching their education and/or career goals. (or something like this?)
- Purpose and Vision
 - Look through all the school's statement listed and highlight aspects you like
 - Add other statements/ideas
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- Guiding Principles
 - Look at Foothills Values
- Measure success by these quality indicators:
 - Look at Foothills
- Accountability Statement and agreed upon meaning (outside of CAEP language)
- Equity Statement
 - CALPRO definition
 - Poem: Sonya Renee Taylor, 7/30/20