

NSCCC Leadership Board Meeting Minutes Wednesday, November 17, 2021

In attendance: Jenée Crayne (leading), Karen Filice, Valerie Fong, Brenda Harris, Tom Keating, Adrienne Moberly, Teresa Ong, Thomas Ray, Natalie Skelton, Lori Riehl, Julie Vo

1. Open Forum & Updates:

- Instructional Hours and Expense Report– Certification on 12/1/2021
- Q1 Member Expense Reports– Certification on 12/31/2021

- Please remember to report instructional hours you use CAEP for. CAEP will question any funding without instructional hours so it will need explanation.
- Check NOVA site's Program Area Reporting section.

AEP Due Dates

Dec 1: July 1, 2020, to June 30, 2021 Instructional Hours and Expenses by Program Area Due (actuals) in NOVA and certified by Consortium.

Dec 1: 19/20, 20/21- & 21/22-Member Expense Report Due in NOVA (Q1)

Dec 31: 19/20, 20/21- & 21/22-Member Expense Report certified by Consortia in NOVA (Q1)

Dec 31: End of Q2

- Are Wednesdays between 9 - 11am still the best times for LB Meetings?
- It seems most members are fine with Wednesdays. Jenée will poll everyone via email.
- CAEP Summit Trainings up on website till end of the year.
- Not all of the trainings will be transferred to the CEAP website's repository.
- They can be accessed via the Newsletter as well (go to Past Trainings/Summit).
- 25 Open Burlington English Seats
- Jenée won 25 Burlington English Seats. These can be used by LB members or possibly donated (PAAS will take).
- **Fremont Union** ESL students receive a 15–20-minute orientation on options and can access a link for further details. They will be polled regarding non-credit. Early Childhood will be online, as well as tutoring.
- **Foothill/DeAnza** did not experience any real vaccine resistance, just need to follow up a handful of students who did not submit tests. Students need to upload vaccine records – the system will block you if not.
New president transitioning. Current head is Acting President. Searching now.

- **MVLA** in person classes are going well. They don't require vaccines, but according to polling have about a 95% rate regardless. They do temperature checks (though not a requirement), as well as provide hand sanitizers and use disinfectants. Not one single reported case of Covid!
- **PAAS** did mandate vaccines. They are up 75% of pre-pandemic enrollments numbers for Community Ed and 50% for ESL.
- **Precision Campus** is up and running, with cooperation from ASAP on data extraction.

2. Structure of LB Meetings & workflow structure between the LB and Workgroups:

- Meeting Norms that are important to you:
 - Start/End on time.
 - Come prepared, read materials ahead of time.
 - Time to discuss outcomes and progress (especially with work groups).
 - Agendize any burning issues that need discussion/what's happening across Consortium.
 - Define roles/responsibilities of Transition Counselors and Advisors and where the overlaps are (add agenda item for December).
 - Get to know the individual LB members. Used to have meetings at central campuses. Best way to demonstrate articulation points and understand credentialing, as well. Sites can rotate hosting/touring other members:

January @Foothill

February @PAAS

March @FUHSD

April (remote)

May @DeAnza

June @MVLA

- Safe space to offer differing opinions, remaining open to discussions.

- How can these meetings be helpful for everyone?
 - No breakout sessions!
- Maintain adherence to Brown Act but also create a safe space for the LB to discuss their business openly.
 - Open forum for updates and close on a case-by-case basis. "The following topics may be closed to LB members only: personnel issues, voting on co-chairs, member effectiveness, budget issues, etc."

- November 30 Transition Meeting will define Institution/District Policies/Responsibilities

- Best practices for communication between the WGs & LB regarding strategy creation and implementation. Do we want to have a LB liaison for each workgroup or task force team?
 - *Collaboration with work groups is important, but group checklists/tasks should be separate from job descriptions.*
 - *The LB Leader is the mentor/supporter of the Work Groups, facilitating communication to the LB Board. Concerns can be added as rotating scheduled agenda items, inviting WG leaders to discuss/present issues.*
 - *Newsletter helps communications. All the Work Group meeting minutes are listed there. Might list as bullet points?*
 - *“Deadlines” can be progress reports or updates/check-ins.*

Rubric: Key accomplishments, questions arising, issues/concerns, decisions needed.

3. Three Year Plan (Section 2 Assessment: part 6)

- December meeting = take assessment.
- January meeting = deliver updated 3 year plan with program and labor market assessments.
- Start Labor Market Data Discussion
 - Propose having CAA look at the labor data for assessment of pathway, dual enrollment, articulation alignment,
 - Look at Questions from Guidance (Separate Gdoc in LB folder)

Links from discussion:

5% + Growth EMSI Q2 2021 & EDD excel doc

<https://docs.google.com/spreadsheets/d/1pjLFtIGSmNCr8zNEUjMnbgdMm3NnL3UgdFi04jCZuRU/edit#gid=1918328532>

Labor Market Questions (found in Breakout Rooms folder)

<https://docs.google.com/document/d/1fMfb3aMWxD6uq0QfgH5gdboOc9bYG2-sw1pG4LNYM58/edit>

4. Next LB Meeting: December 1, 2021 @9-11am