

December 2022  
Leadership Board Meeting  
Working Agenda/Minutes  
Friday, 12/9/2022  
9am - 12pm  
Foothill Sunnyvale Campus  
1070 Innovation Way, Sunnyvale, CA 94089

*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*

*In attendance: Jenée Crayne (leading), Randy Bryant, Karen Filice, Valerie Fong, Jonathan Fu, Tom Keating, Teresa Ong, Lori Riehl, Julie Vo*

A. Items for Information: (9:00 – 9:50am)

1. Agency Updates:

- a. Foothill: new president start april 1. Registration is open for winter. Child dev at 10. (check with Raji/Desire about enrollment ). Threshold for 405 is 15- can we get 10 by the 16th. Reskill (NC) all of Gsuite (google badges). Self paced. Can do individual segments. Online. Once finished all sections- there is a project management component. Community Health Worker (Rebecca Ryan) provides a certificate of achievement (12 units) for credit. Internships at clinics are great opportunities for bilingual students. MediCal can be billed. Teresa will email a flyer to board.
- b. De Anza: Margret Z retired (grant reporting)
- c. PAAS: Working on WIOA grant and WASC accreditation (March 5-8th WASC visit)
- d. MVLA: submitted WIOA. Working on WASC full self study (visit March 13-15). Full e-testing. Preparing for ESL Advanced Writing and MS Word IELCE course which is designed to help students transition to college and careers. Course will be from January 23 to May 24.
- e. FUHSD: brochure went out. Post testing in progress. Wioa in progress.
- f. Jenée: met with Luther Jackson and Theresa Woo (DOR). Created Gdoc for brainstorming WIB ideas

2. Approve November Agenda: Approved

- a. FUHSD & MVLA 2 stipend application in January
- b. PAAS has a potential candidate

3. Upcoming Trainings

- a. **12/13:** Administrators Forum Webinar: Recruiting and Retaining Talented Staff in Tough Times: A Practical Discussion about the Challenges and the Strategies to Overcome Them
- b. **12/14:** CAEP Accountability for 2022-23
- c. **1/9:** California Community Colleges Network Meeting

#### 4. Due Dates:

- a. **Dec 31:** 20/21, 21/22 & 22/23 Member Expense Report certified by Consortia in NOVA (Q1)  
\*

#### 5. Schedule February & May Quarterly Data Team Meetings

- a. Feb 6: **Monday, 1:00-2:30pm**
- b. Feb 7: Tuesday, 2:00-3:30 or 2:30-4pm
- c. Schedule May meeting at Feb meeting
- d. May 2: Tuesday, 1;30-3pm
- e. May 9: Tuesday, 1:30-3pm

#### 6. NSCCC Workgroup / Co-Chair Compensation Letter

- a. Still need a summary statement for each. For faculty only and not coordinators? Need to specify teaching faculty and for co-chairs. Adult schools do include coordinators and colleges can't make blanket statements. Best to have separate documents, one for adult schools, one for community colleges. Each agency will ultimately decide. Good incentive for employers when not otherwise inherent in job description. (Done- see January agenda/minutes)

### B. Items for Discussion: (9:50am - 12:00pm)

#### 1. Follow-Up: Transition Vision Discussion (9:50am - 10:40am):

**Goal: Utilize mind maps to identify the next steps the LB and WGs can take to help support/increase transitions across the consortium.**

- a. Transition Mind Maps Jamboard
  - i. (original Transition Brainstorm Jamboard)
- b. CAA WG to work on Program Pathways: Business, Early Child Care, and/or Health Care
  - i. WestEd Map Planning Tool
  - ii. West Ed Educational Pathway Maps
  - iii. Partnerships encouraged, medically certified nurses and health programs, etc. Advanced ESL students can be dually enrolled in health program
  - iv. PAAS students can transfer to CTE programs in other schools to get on pathways
  - v. Reactivate deactivated VESL courses (Allied Health), ESL instructors collaborate with healthcare workers
  - vi. Three Adult Schools partner with FHC for the IELCE IET program for Community Workers. Use CAEP funds. Next step, set up a meeting with Raji.
  - vii. MVLA has first articulated business class (!) - will want to work with DeAnza and Foothill
  - viii. Teresa will look into CPR class information (has several) – maybe basic life support easy to articulate? Ambulances cannot meet time quotas as they are understaffed so get fined – money can go to training more paramedics.  
Pathway: EMR-EMT-Paramedic

- ix. Many more lower level ESL students now so need more pathways and to gauge student interest
  - x. Foothill uses virtual reality software for healthcare simulations to talk students through sequence of healthcare
  - xi. Spanish for HealthCare workers, highlighting value of first language
  - xii. Resurrect Business Information worker?
  - xiii. Buy out classes (like at correctional facilities)
  - xiv. Randy will check on auto class
  - xv. Great resource: <https://bayarea.gladeo.org/>
- c. March 22, 2022 FHC MVLA field trip
  - d. Career Exploration Day for CAEP programs
  - e. Spring 1 unit Counseling 5 class - De Anza campus (1 week),

Emails to send (Jenée):

1. IET program for Community Healthcare Workers
  - a. 3 AS partner with Foothill for an Integrated English Literacy and Civics Education (IELCE) pathway.
  - b. Use CAEP funds for this. It will help WIOA 243.
  - c. Meeting with Julie, Jon, Lori, Tom, Raji, Teresa, Janie, & Rebecca Ryan. Meet at the end of January.
2. Vocational ESL courses at De Anza
  - What are the current active VESL courses
  - Are there any VESL courses that have been deactivated that could be reinstated?
  - Jenée to email Randy and Vins
3. MVLA / FUHSD ESL IET Computer class: De Anza CIS 99/399
  - a. Meeting with Randy, Lori, Jon, Raji, Mali, Vins,
4. MVLA ALTA high school students that are looking for an intro online CTE.
  - a. (Noon) Auto Tech 50a & 50b.
  - b. Randy will check on that. Jenée will start an email thread on this. Include Vins, Randy, Julie
5. Foothills Google Suit co-timed in an AS ESL course?
  - a. Meeting: Tom, Lynn, Julie, Jon, Sarah, Karen, Lori
6. Foothill reactivate deactivated VESL courses: Allied Health
  - a. What steps need to be taken to do this?
7. Articulate Medical Term w/ FH &/or DA
  - a. FUHSD is Articulation with Mission:. For ease, do we also want to articulate with Foothill/De Anza?

## 8. Foothill Paramedic Pathway:

- a. can we set the EMR to run along with ESL or have contextual courses.

Break (10:40-10:50)

## 2. Plan our Mission / Vision Statement Meeting (Jamboard) (10:50-12pm) (did not get to)

Goal: Pick an upcoming LB for this meeting. Identifying who will attend. Start brainstorming format/activities on the jamboard.

### a. Idea #1:

- i. Have 2 Equity Training at upcoming LB meeting
- ii. invite co-chairs (other NSCCC members)
- iii. Spend remaining time working on mission & vision statements

### b. Idea #2:

- i. Spend the time working with each other utilizing ideas on the Jamboard