

**NSCCC Leadership Board Meeting Minutes**  
**Friday, August 19, 2022**  
**9am - 12pm**

**In-person: MVLA**  
**333 Moffett Blvd, Mountain View, CA 94043**

*In attendance: Jenée Crayne (leading), Randy Bryant, Valerie Fong, Tom Keating,  
Teresa Ong, 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:

- Agency Updates

- PAAS finished moving
- FHDA lost staff
- MVLA had well attended Back to School event
- FUHSD dual enrollment went well

- Novaworks WIB meeting comments

- Good conversations
- Maybe more industry representation?
- Job opportunities presented, but can expand this to something like addressing hiring practices, etc.
- Not easy to identify CAEP student (maybe create other code – track non-credit students?)

- July 2022 Minutes – approved

- [Upcoming trainings\\*](#)

- Due Dates:

- **Sep 1:** Amend Budget in NOVA (DONE)
- **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  
(open in NOVA at meeting) : College data for ASE needs to be rectified by Thanksgiving (how things are coded at college – data groups can assess)
- **Sep 14:** Annual Plan for 2022-23 due in NOVA \* (Extended for 2022)

## 2. Items for Discussion:

- 2022-23 LB meeting schedule
  - September meeting: Friday, 9/30 (9-12) at PAAS
  - October meeting: Wednesday 10/19 (9-12) at Foothill Sunnyvale
  - November meeting: Friday 11/18 (9-12) at DeAnza
  - December meeting: Friday 12/9 (9-12) at Foothill Sunnyvale
  - January meeting: Friday 1/20 (9-12) at PAAS
  - February meeting: Friday 2/10 (9-12) at PAAS
  - March meeting: TBD
  - April meeting: TBD
  - May meeting: TBD
  - June meeting: TBD
  
- Agency Budget Report-Outs: (please utilize the slidedeck template here)
  - What CAEP programs does your agency spend its allocated funds on?
  - What is your agency's to-date carryover?
  - What caused the carryover?
  - What are the plans for spending down the carryover?
  - Are there any foreseen changes to how CAEP funds will be spent (Eg: new program/hire)?
    - FUHSD: No carryover, money spent on teachers, supplies, ASAP
    - MVLA: some carryover (with Assistant Director), will hire another instructor
    - Foothill: Carryover \$297.4k, budgeted for 2 year permanent positions, overestimated instructional costs for part time faculty, delay of hiring (change to embedded tutoring)
    - DeAnza: Some carryover, delay hiring support (wraparound services dictate)
    - PAAS: No information as Budget Admin left, but will report in September
      - Need to figure out recording at NOVA, leveraging funds (not just CAEP)
      - How does launchboard accrue information?
      - Not easy to identify CAEP student
  
- Co-chair positions elected – approved
  - Julie Vo (MVLA) 1 year & Valerie Fong (FHDA) 2 years (staggered) (Thomas Ray is done, Tom Keating is available if needed)
  
- Allies Update
  - \$39,375.45 left in the account for (roughly) ACCEL (\$14,765.79), SBCAE (\$14,765.79) & NSCCC (\$9,843.86) for teaching credential certificates
    - Will divide 3/8 3/8 2/8

- o Next steps:
  - Change NSCCC's signatory name (Alexandra Scott from PAAS is listed currently – must send letter that she has left)
  - Get legal documentation that ALLIES is dissolved (Jenée contacted Lionel DeMaine – waiting for response) – need this to explain why we are not spending money on Allies
  - Dispersing the funds:
    - Evergreen Fund keep the \$ and cuts checks to applicants (no extra fees)
    - Adult schools take responsibility for the funds (no release fees)
- o Cap amount per applicant at 50% (will do reimbursement model) – can fund two for each Adult School
- o Disperse funds to applicants as the complete courses (not all at once)
- o Sustainability: create Adult Ed Foundation, like public colleges do
- National Science Foundation: Electrifying Homes Engines Concept Presentation: (Teresa Ong)
  - Grant proposal to kick start economy, change with equity focus, launch new sector, invent new products down the line, do something about climate change, etc.
  - Two Sets: Type I (\$1 mil for planning) & Type II (\$160 mil)
  - Massachusetts had Innovation grant and used it to create eco system with schools, start-ups etc., luring gen techs away to become Eastern Tech Hub
  - Want to make Electrification National Hub (Los Altos Hills wants to electrify homes – 3000 by 2023!)
  - Residential homes cause 20% of city emissions, costs \$25000 to electrify house
  - All new homes have electrification standards, but many houses are old – need to decarbonize homes
  - Pipeline issue, labor shortage, employers outnumber employees
  - *Need Consortium to write letters of support* (have template)
  - Possible structure: 1 person writes, 1 person submits, 1 person manages checklist, etc.
  - Energy proposals are already coming out of California, maybe can get contractor license at adult school, etc.
  - Jenée will email group to gauge interest

### 3. Break

### 4. Annual Plan

- **Strategies** will be template for three year plan, no revision needed
- How effectiveness will be measured (measured targets for each member level)
- Spend first Work Group meetings to set work flow/agendas
- Expand regular Data Work Group after data uploaded (Quarterly Data Review)

- Each Adult School should run reports immediately for most accurate data
  - Need to see what kind of quarterly data in colleges
  - How to identify Adult Ed students
  - Precision Campus will give data on how many served, but it is fuzzy (name, birth date, enrollment, etc.) and we really need to know why numbers might be down
  - Data Group can help assess (anyone is invited to attend these meetings)
  - Have to upscale everything (for instance mechanics need to understand computers now)
- NOVA Plan Approval Date & Docu Sign: *One week to look over (due by 9/14, turn in by 9/12 to approve, Jenée will upload)*

#### 5. Future Conversations:

- Financial Compensation for WG Members & Co-Chairs
  - \$60/hour or differential (for co-chairs only since Work Groups should be part of job description and any teachers can ask for extra hours)
  - Community College members as well as Adult School members should both be present, but there should not be penalties for absences
  - Co-Chairs need to meet ahead of time to set agenda and only official Work Group members should attend (should be equitable)
  - Set something in writing – Faculty \$60 and Co-Chairs \$75?
  - For any inquiries to status: “we are working on it”
- Updated NSCCC Bylaws: continue working on them off-meeting and at the September meeting. Write purpose and vision, guiding principles, accountability for next meeting. Examples from other consortia:
  - SBCAE
  - LARAEC (SBCAE modeled theirs on this one)
  - Citrus College Adult Education Consortium

#### Trainings:

\*8/24 (12-1:30) Integrated Education and Training (IET) in California: Voices from the Field