

# Leadership Board Meeting Minutes

8/5/2021

3-5pm

Please review and adopt this agenda before the meeting, thank you

## NSCCC Leadership Board Meeting Minutes

August 5, 2021

*In Attendance: Jenée Crayne (leading), Valerie Fong, Tom Keating, Thomas Ray, Lori Riehl, Natalie Skelton, Lynn Tanner, David Ulate, Julie Vo*

### 1. Items for Information

- Introduction to Natalie Skelton from PAAS as minute taker
- David Ulate / Precision Campus Update & Vote
  - Clarity around cohort function: need the ability to track non credit certificates and to group individually grouped students, rather than by their characteristics. Best to set up parameters for qualifying students.
  - Clarity around what we are getting from PC vs what we get from data dashboard: looks different, performs better, & easier to manage
  - **VOTE:** The estimated cost for an add-on is \$200 (non credit certificates may be additional cost and awards already listed). Lori Riehl made a motion to vote and it was a board consensus to use add-on. Will be invoiced. Contract is signed.
  - **Action Plan:** David Ulate will work with Thomas Ray and Valerie Fong on setting up data.
- Shared Gdrive Folders
- Calendar / Important Dates Update
  - Master calendars and important dates for schools should be included on the shared drive.
- Newsletter Check-in
  - Should the newsletter be a pdf or come as mail chimp format? Board consensus is to keep pdf live on google drive, with a separate email for anything of particular interest.

### 2. Budget: PASS Report-Outs & COLA Update

- COLA Update must be certified by September 1, 2021.

- PAAS: Tom Keating deferred to end of meeting.

### *3. Annual Plan Discussion and Adoption*

- Keep consistent headers with the different strategies. Need one strategy for each section.
- Text boxes require paragraph formatting only, but supporting documents such as tables may be uploaded as well, if needed.
- Focus on student attitudes/behaviors may be too narrow. Certain barriers may be equity issue or culturally specific.
- Checklists need to be defined. Items can be incorporated into A. Disregard B.
- **Action Plan:** Lori Riehl will check with Transition Counselors to align common plan for all schools and to clarify differences. Transition/Education Plan and Passport are separate strategies. Better to streamline strategies.
- Change Seamless Transitions to Leveraging Resources.
- **Action Plan:** Valerie Fong will define the Objectives and Deliverables.
- **Action Plan:** Jenée Crayne and Lori Riehl will work on how to disseminate information about services.
- *Needs approval by Tuesday, August 10, uploaded by August 15.* Members may continue to submit comments, but please be prepared to have a fix for anything you want taken out.

### *4. Schedule September LB Meeting*

- Strategies & sections are approved.
- Consensus on enrollment numbers:
  - Only CAEP Program Areas Section:
    - § Focus on column B and column E, more than column M (Services)
- Next meeting will be determined via email.

### *5. Data & Member Accountability / Effectiveness*

- LB & Data (& Accountability) Workgroup will focus on:
  - Goal: aligning data practices so data is consistent across the schools.
  - Looking at CAEP Summary reports
  - State will monitor numbers and reports in NOVA
  - OK to leave in Launchboard numbers.
  - **Action Plan:** Valerie Fong will work on criteria for assessment.
  - New Strategy C approved.
  - Partner Fair approved.
  - Charter approved.

#### 6. PAAS Report by Tom Keating

- Have there been any variations in expenditures that differ from the original budget submitted?
  - No, we have been spending to the budget.
- What CAEP program areas are covered by those expenditures?
  - CAEP programs cover: administrative expenses (salary, operating expenses), ESL maintenance of effort that isn't covered from Federal WIOA, Vocational program (K. Lehmers group), Adults with Disabilities, Citizenship, High School Basic Skills, Consortium, WASC, and Senior Friendship Day.
- What 2018-2019 carry over amount do you have to expend by December 31 and how will this be expended?
  - For 18-19, we had no carry over. We spent it all at the end of the school year. Many spring/summer classes were cancelled or not in session with the school closures due to the pandemic and the lock down, but we still paid staff as we worked to adjust to working remotely and finding a way to bring classes online.
- Share your anticipated carry over amount for 2020-2021
  - There will be no carry over for 20-21; we have spent it all.