

NSCCC Leadership Board Meeting Minutes January 19, 2021

In attendance: Jenée Crayne (leading), Liz Ambria, Randy Bryant, Peter Chu, Valerie Fong, Tom Keating, Thomas Ray, Lori Riehl, Natalie Skelton, David Ulate, 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

- Reiterate meeting norms
- Reminder of upcoming due dates: Q2 data due 1/31/2022 TE, Employment and Earnings Follow-up Survey, & Preliminary Allocation out 2/28/22
- Upcoming trainings (doc of CAEP Summit training links). The webinars are no longer listed on the site so please go to the provided links created. Upcoming Peer Learning Circle for 3 yr plan (1/21)
- Leadership Members will reassess whether or not to continue meetings in person or via zoom one week prior to the next meeting (2/16/22).
- Share updated website. Domain \$18.99 (1/22) and hosting \$239.88 (2/7) plans are due. Need an agency to supply a credit card. Last was MVLA's Visa. Typically use a rotating payment plan, taking turns providing cards. Valerie from Foothill will offer the payment this billing cycle. <https://nscadulthood.com/> has been updated so meetings, board res

2. Items for Discussion

- Leadership Board Co-Chair nomination: Consensus that Julie will take over for Brenda as interim co-chair until July LB retreat.
 - Good to rotate positions, perhaps every two years and include someone from community college and someone from adult school.
 - Terms for the AS co-chair and College co-chair will change at different times.
 - One possibility is AS even years and colleges odd years.
 - The language for the length of the terms, how co-chairs will be elected, and the duties will be recorded in the upcoming updated consortium charter.
- Schedule Mid-year evaluation/feedback for Director (Jenée)
Need five members to discuss the eval process, ensuring correct rubrics are in place.
 - Valerie will update the rubric

- o She & Jenée will put the rubric into a google form.
- o A copy of the form will be made and dispersed at each school by a designee and filled out by workgroup co-chairs, workgroup members, and the leadership board.
- o At the February LB meeting, the 5 voting members will spend the first 30 minutes discussing the results.
- o Thomas and Julie will meet with Director (Jenée) to go over the results
- Found a document from Peggy regarding WG responsibilities.
 - o Anthony Moss will replace Janie as co-chair, along with Felicia.
 - o The WG co-chairs will incorporate this information into their list of roles and responsibilities.
 - o Once these are finished, present them to the LB for review.
- Finalize SS WG Survey Where does it live? Cannot stay at DeAnza or any college level site, so should come from an adult school. Reminder the Student Feedback Survey is voluntary and directory contact information not covered/protected by FERPA.

3. Workgroup Check-ins

- David, Peter & Wendy present an overview of Precision Campus. It is now online, in the development stage, but ready for a small group of testers for the next couple of weeks.
- You can see Headcount and Enrollment numbers (in David's sample, filters on left in blue, outcome/data on right side). You can download information to excel, or save as a cohort. Can do district, college level, etc.
- Data WG Discuss moving forward with PC
 - o Who beta tests? 5 voting members and Data WG members from each agency.
 - o What questions are driving how the consortium will utilize PC? Develop three questions for the Data WG and each agency to focus on in the 3 year plan /annual plan each year. This can be one of our strategies.
 - o How will we have consistency of use? Small access to PC. Develop a manual of use. Use the annual plan questions as a starting place to construct the manual.
- Beta testing: Send David & Peter your feedback via email and include a screenshot (cc Peter). have these comments/questions/concerns to David and Peter by next LB meeting (2/16)

4. Three Year Plan

- Any Three Yr Plan questions? We can submit them to TAP's Survey before the Peer Learning Circle meeting (1/21). No
- Rough draft of 3 yr plan: Assessment section started- showed the LB that it has been started and they have the link to look at it.
- Self Assessment results in:
 - Jenée gave an overview. Will Dig into results at next LB meeting
 - 2019-20 recap is included and Jenée will work on a more conclusive 2020-21 recap.
- All activity can be found on the Google Drive

5. Next Meeting:
February 16, 2022