

July LB Retreat

7/16/2025

9am - 1pm

MVLA

333 Moffett Blvd, Mountain View, CA 94043

Attendees: Julie, Valerie, Lori, Jim, Jon, Connoer, Lynn, Thomas, & Katrina (for Randy)

LB Short Meeting Agenda

(9:00am – 12:00pm)

General Information (9:00 – 9:25am)

- Normal updates

Items for Discussion/Work Session #1: (9:25 - 10:25am)

- Schedule August Meeting (before Annual Plan is Due on 8/15) (10min)
- Director's Conference Expenses (10min)
- Foothill College Supplemental Question (10min)
- ELL Grant Round 1 Budget Extension (30min)

Break (10:25-10:35)

Items for Discussion/Work Session #2: (10:35 - 11:35am)

- Next Year planning: (1 hr): Calendaring Events, Going over Teams, discussing communication and PD

Items for Discussion/Work Session #3: (11:45 - 1:00pm)

Charter & By Laws (1:15hr)

Main Goals/Outcomes

1. Schedule August Meeting
2. Discuss Director's conference expenses
3. Discuss grant round 1 extension budget revisions
4. Start planning the goals of the LB for the 2025-26 AY
5. Review/Update NSCCC Charter
6. Set up plan for creating NSCCC Bylaws

LB Meeting Full Agenda

(9:00am – 12:00pm)

Present: Julie & Jon (MVLA); Thomas & Katrina (DeAnza); Valerie & Teresa (Foothill); Lynn & Jim (PAAS); Lori & Connor (FUHSD)

General Information (9:00 – 9:25am)

- Approved June Agenda (APPROVED)
- Randy: 409 days (update in August)
- [Webinars](#)
 - 7/28 (12-1pm) [CAEP Final Allocation FY 2025-2026](#)
 - 7/31:(2-3pm) [DataVista 2.2 Release General Webinar](#)
 - Generative AI in Adult Ed: Session 1-3 9-11am (8/4, 8/6, 8/8)
- **Due Dates**
 - **AUG 4:** Confirm CAEP Summit participation → ***TASK: LB needs to confirm who can co-present at this session***
 - **Aug 15:** Annual Plan for 2025-26 due in NOVA
 - **Aug 30:** ELL Grant Round 1 budget due
 - September:
 - **Sep 1:** 23/24 and 24/25 Member Expense Report due in NOVA (Q4)
 - **Sep 1:** 25/26 Certification of Allocation Amendment due in NOVA ([memo](#))
 - discuss in August LB budget meeting
 - The signed budget reflects a COLA decrease of \$849,000 from the proposed January preliminary budget of \$669,008,000
- NSCCC Newsletter Stats: Three Year Plan

17	Foothill De Anza / NSCCC	De Anza College	2025-26	Direct Funding	Col
17	Foothill De Anza / NSCCC	Foothill College	2025-26	Direct Funding	Col
17	Foothill De Anza / NSCCC	Fremont Union High	2025-26	Direct Funding	High School Dis
17	Foothill De Anza / NSCCC	Mountain View-Los Altos Union High	2025-26	Direct Funding	High School Dis
17	Foothill De Anza / NSCCC	Palo Alto Unified	2025-26	Direct Funding	Unified School Dis
	Total				

Email performance

June 16, 2025 - July 15, 2025 • Excludes Apple MPP



Open rate

45.9%

111 opened



Click rate

11.6%

28 clicked



Bounce rate

2.4%

6 bounced



Unsubscribe rate

0.83%

2 unsubscribed

Additional email details

Deliveries	242 (97.6%)	Clicks per unique opens	25.2%
Total opens	253	Total clicks	92
Last opened	Jul 14, 2025 6:32 pm	Last clicked	Jul 14, 2025 1:20 pm
Forwarded	0	Abuse reports	0

- Adult Schools & Early College Credit: No Updates
- Reimagine Apply & New Dual Enrollment Application: No updates
- Dual Enrollment
 - CAEP Summit Dual Enrollment Presentation: Selected- confirm by 8/4
 - Promising Practices
 - No news on this yet
- Ability to Benefit
 - Info slidedeck / Feedback from Teresa from ATB meeting at Foothill (push to July)
- Santa Clara Adult School Teacher Credential Program (Noncredit)
 - MVLA has one teacher enrolled; FUHSD has 3 pending: Any Updates?
 - Adult School ACTION ITEM → Conversation for Adult Schools: Allies \$\$ for 50% of credential classes → how would we like to use these funds now that there is a free version
- DataVista
 - The latest (2.2) update will be available on July 24th
 - adds a new K12 Special Admit Cohort Student data to our Single Metric and Metric Themes view.
- Looking Forward to next Meeting: August
 - Agency Budget Reports → **TASK: Jenee will send out slide deck; each agency will report out on how their 24-25 funds were expended.**
 - CAEP Fiscal Management Guide Updated July 2025
 - Updates to 2025 Fiscal Guidance

- Allocation Amendment ([memo](#))
 - Annual Plan → this time it will be quick since we just finished the 3-year plan.
 - Look at HC Grant Data
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 - Gratitude: Thank you for the opportunity to work with the consortium for another academic year.
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Items for Discussion/Work Session #1: (9:25 - 10:25am)

- Schedule August Meeting (before Annual Plan is Due on 8/15) (10min)
 - **8/5 2:30-4:30**
 - ~~preferably Wednesday August 6th~~
- Director's Conference Expenses (10min): Recheck in in the August meeting: 3 questions:
 - What are the priorities here? Who is paying for this (rotation from members? A general fund?)? What is the mechanism for paying for these for Jenee?
 - CAEP Summit (Registration/Travel) / Directors' Event (travel)
 - Reg \$500 / Hotel: \$842.04 / travel\$ 207.20= \$1,549.24 (this year's prices)
 - CCAE (Registration/Travel) Roughly \$1,575
 - CAEAA (Registration/Travel) Roughly \$1,297 (always in Sacramento)
 - Dual Enrollment Equity (Registration/Travel)= Roughly \$1,297
 - COAB: Never been- just an idea for a conference to attend
- Foothill College Supplemental Question (10min)
 - Foothill is moving forward with adding a SQ to their CCAppl, does the board have any input on the date range for the supplemental question.
 - Janie (FH) leading the effort
 - What is a relevant # of years back for us to confirm whether a person has attended an Ad School?
 - "Have you attended an Adult School for the last 5 years?" [Yes/No]
 - 5 years agreed on
 - We really started DE in 21-22
- ELL Grant Round 1 Budget Extension (30min) ([memo](#))
 - After approval of the request is confirmed, consortia receiving extensions will be required to follow the steps outlined below:

- Step 1: Navigate to the re-opened plan in NOVA.
- Step 2: Review current Budget and update as needed to reflect changes to planned activities and expenditures according to the extended timeline.
- Step 3: Project/Consortium Lead should re-submit updated plan for certification and approval by **August 30, 2025 at 5 p.m. PST.**
- Step 4: Complete additional Expenditure and Progress reporting as outlined in the table below. Table 2 provides updated activity and reporting timelines applicable only to consortia requesting extensions

Table 2: ELL Healthcare Pathways Extended Reporting Schedule for Round One Funding

Reporting Deadline	Reporting Type (Round One)	Activity Period
3/31/2024	1 st Bi-Annual Expenditure and Progress Report due	7/1/23 - 12/31/23
9/30/2024	2 nd Bi-Annual Expenditure and Progress Report due	1/1/24 - 6/30/24
3/31/2025	3 rd Bi-Annual Expenditure and Progress Report due	7/1/24 - 12/31/24
9/30/2025	4 th Bi-Annual Expenditure and Progress Report due	1/1/25 - 6/30/25
3/31/2026 *New Date	5 th Bi-Annual Expenditure and Progress Report due	7/1/25 - 12/31/25
9/30/2026 *New Date	6 th Bi-Annual Expenditure and Progress Report due	1/1/26 - 6/30/26
9/30/2026 *New Date	Final Report due	7/1/23 – 6/30/26

MVLA sample: reporting R1 & R2 & working with Business Dept.

- Completely expended R1 funds; suggestion: create 2 time periods for your funds if you have not expended R1
- Suggestion to add additional time period for R2
- First In First Out approach

Extension pertains to FUHSD, FH & DA (need to input budget & make notes); PAAS & MVLA have expended all R1 funds (no action at this time).

- Make sure Object codes are updated with expected expenditures
- If you move money from one object code to another, write a note explaining the change. Do NOT go back to the plan to revise the narrative.

Round 2 Checks: To be reviewed & approved by DeAnza in their August Board meeting. Checks will come after that.

- Budget revision for R2 when we report
 - 24-25 was the first year of R2; we have input \$0 to date
 - Sept 30 is the 4th report for R1 + 2nd report for R2 [
 - Progress report data → R1 & R2 will be the same students because of the overlap
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Break (10:25-10:35)

Items for Discussion/Work Session #2: (10:35 - 11:35am)

Next Year planning: (1 hr)

Calendar:

- External Stakeholders Event (Last year: October at Google) → **FRIDAY, NOV. 7, 2025**
 - Potential changes to format:
 - More employers
 - Student panel time
 - Time for focused conversations;
 - Save time for the story of the adult learner
 - Learn about unmet needs
 - more time for networking
 - "Pointed" pairings/groups
 - Review feedback (QR code survey)
 - 10 responses via google
 - Goals/Outcomes:
 - Inform + update stakeholders about the NSCCC, mission, who we serve, gaps in service, workforce needs
 - Report out on progress
 - Potential employers
 - Advisory?
 - Based on those who were interested in being on an advisory (last year's feedback)
 - Clarify what they are advising us on. How often?
 - Job/workforce focus?
 - **TASK: Jenee will send out last year's invite list with a new tab for 2025**
 - **Confirm list by August meeting & Jenee will save the date**
 - **Schedule 20 min in meeting to review this, flyer for save the date, etc.**
 - **Jenee will send HOLD calendar invite**
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- Member Summit Event (Last year: March) → **FRIDAY, MARCH 20, 2026**
 - **TASK: Jenee will send a HOLD calendar invite**
 - NO major changes at this time...

- PD Day? (TBD)

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Members:

- TASK: First LB needs to determine what are opportunities for cooperation, collaboration on each of the pathway projects
 - Each institution needs to come to the August meeting with ideas/goals/potential outcomes for CCC with the NSCCC
- *Teams:*
 - TST , Data, Pathway Projects, Alignment Projects (ESL/CTE Teachers)
- *Communication*
 - ACTION ITEM → Newsletter: send QR code or sign up in August/Sept to appropriate staff
 - ACTION ITEM → Determine whether / what kind of communication “HUB” is appropriate
 - NSCCC → SCHOOL → TEACHERS: Ideal information flow: LB & TST share info with program (ESL, ASE, CTE) coordinators who then share info with their teachers (e.g., re: workforce partners; community partners, etc.)
- *Professional Development:*
 - ACTION ITEM PD → REVISIT IN JULY RETREAT
 - Exchange of curricular information → LB needs to convene the appropriate ESL/CTE faculty as part of our stractivities for the 25-26 annual plan
 - NSCCC PD day vs. Summit vs. other? Painting the big picture, the resources, and the people to support our collective students
 - Teachers of beginning ESL weighing in on how early should we be learning about s's workforce, career, college goals? What tools can teachers incorporate?
 - **Adult School conversation about ESL/IET/CTE PD or convening in the fall:**
 - **Possible objectives**
 - CASAS TE Reports → how to read the reports in the TE Teacher Portal (Target: ESL teachers at adult schools)
 - Build awareness for Healthcare Pathways (Target: ALL levels ESL at AS & CC + HCPG CTE teachers)
 - Build curricular knowledge/understanding/alignment/expectations for students who are transitioning from Int H / Adv ESL into CC pathways / DE (Target: IH/Adv/CC ESL teachers, IET teachers/related CTE teachers)

Notes from discussion re: the work of the project teams

- What are the opportunities for communication, cooperation, collaboration
 - E.g., FH: Online class/modality: AH faculty to have distance ed approved, mirror non-CR, work with ESL for ESL support
 - MVLA/FUHSD/PAAS: deeper dive into the data & how the TST could support more transitions to CC
 - TST will have data after this summer re: the post-bridge class drop-off. How do we get more students into the pathways? Support lower level ESL students to create goals/plan for enrollment.
 - FHDA will discuss / share progress made on supporting ESL students to access pathways classes x discipline

- We need to hone the project team work
 - [Jenee's notes](#)
 - DeAnza (Thomas!) → committing to allowing students who lack CWIDs make appointments with the counselors in TR's office
 - **TASK for August: Adult Schools share ideas about opportunity exploration in classroom from teacher**
 1. Happening from AS TST becoming more focused
 2. Bring in ESL coordinators to help bring this into the classrooms
 3. AD can be shared in the classrooms
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Lunch Served 11:35

Items for Discussion/Work Session #3: (11:45 - 1:00pm)

Charter & By Laws (1:15)

- Review Charter- make need revisions
 - Prep- come to the meeting having read the charter
- Create sun-committee to work on bylaws. If time, review draft of bylaws:
 - Prep- come to the meeting having read the by-laws

Resources:

NSCCC Current Charter: NSCCSTC_Charter_20150930_v02_STC

Draft of Bylaws: Bylaws Draft NSCCC 2022-23

EX: Built to Last: A Consortium Built for Collaboration

Future: NovaWork Connection Sight (10min)