

March  
Leadership Board Meeting

3/7/2025

De Anza College

Room: Admin 9

9am to 12

In Attendance: Julie, Valerie, Jon, Lori, Jim, Lynn, Randy, Valerie, Thomas, Brittany, & Jenée

Main Goals/Outcomes
1. Check in on ELL grant: Round 2 funding & reporting 2. Finalize Internal Stakeholders/Advisory Board Meeting: Agenda, Table Settings, Tasks, Breakout Session Questions, etc. . .



LB Meeting Agenda (9:00am – 12:00pm)
<p><b>General Information</b> (9:00 – 9:20am)</p> <ul style="list-style-type: none"><li>• Approved February Agenda</li><li>• <b>Webinars</b><ul style="list-style-type: none"><li>○ <b>MARCH 25 (10-11:30 )</b> <a href="#">DataVista for California Adult Education Program (CAEP)</a></li><li>○ March 27(12-1pm ) <a href="#">CAEP Strategic Plans</a></li><li>○ <a href="#">Generative AI Training For Managers</a> (waitlist)</li><li>○ Generative AI Training For Frontline Staff<ul style="list-style-type: none"><li>■ <a href="#">May 8</a></li><li>■ <a href="#">June 10</a></li></ul></li></ul></li><li>• <b>Due Dates</b><ul style="list-style-type: none"><li>○ <b>Mar 31:</b> 22/23 and 23/24 and 24/25 Member Expense Report certified by Consortia in NOVA (Q2) *</li><li>○ <b>May 2:</b> CFAD (focus on this in April Meeting)</li></ul></li><li>• Santa Clara Adult School Teacher Credential Program (Noncredit)<ul style="list-style-type: none"><li>○ (Step 1) Fill out the (short/simple) Letter of Interest (<a href="#">link</a>) by the end of this week.</li><li>○ (Step 2) This will ensure your MOU will get on their April Board Meeting agenda for program approval.</li><li>○ (Step 3 +) Other steps are needed- but Chrisitne will go over them with you.</li><li>○ Courses are set to start in August</li></ul></li></ul>

- [Reimage Apply](#): CCCApply
  - On Committee: Elaine Kuo, Institutional Researchers Supervisor, Institutional Research Planning College Researcher Foothill College
  - It does not seem that CAEP has been included in the proces– emailed Mayra & Cora twice:
    - Can a question be added asking if an applicant has attended an adult school and have a drop down menue for adult schools.
    - Only make students reapply once a academic year
- Doing CAEP Trainings: *Dual Enrollment for All Caep Students* (tentative date 4/24)
- Appreciation: Thank De Anza for sending me to the Dual Enrollment Equity Conference.

### **Items for Discussion/Work Session #1: (9:20 - 10:00am)**

- [Preliminary Allocations](#) / [Memo](#) (Finalize CFAD in April Meeting) (9:20-9:30)
  - a. COLA: \$257,064
  - b. 2025-26: \$10,835,960
  - c. 2026-27: \$10,835,960
- ELL Grant: Round 2 funds / March Reporting (9:30-9:50)
  - a. Round 1: Guidance Doc
    - i. Reported on cumulative enrollments/completions for Activity Period between 7/1/24 – 12/31/24
  - b. Round 2 Funding Guidance:
    - i. First Bi-Annual Expenditure & Progress Report: 2024-25 Q2 (Due 3/31/25)
      - 1. Since we have not received funds yet, please enter "0" or N/A, dependent on activity.
    - ii. The first invoice can be submitted to our office as soon as “within 60 days of execution of Grant Agreement”. Whereas the second invoice submission can occur once the Q2 reporting deadlines

Break (9:50-10)

### **Items for Discussion/Work Session #2: (10:00 - 12pm pm)**

- March Internal Stakeholders Board Meeting
  - a. March 21 LB: 9am-1pm / Stakeholders 9:30-1pm
    - i. Guest list check in: Add students to guest list?
    - ii. [Event Outcomes/ Agenda](#)
    - iii. Detailed Program Agenda
    - iv. Task Sheet Checklist
    - v. Food/Room Set Up
    - vi. Tabel Guide
    - vii. Task Sheet

- viii. Presentation (in progress)
- ix. Registration Slideshow: NSCCC In Action Slideshow

### Lesson Plan:

1. First look at the Guest list to see who is attending from each program (10:00-10:20)

ESL Teachers:	14	(PAAS & MVLA)
ESL Coordinators:	3	(3 AS)
ESL Testing:	2	(PAAS / FUHSD)
CTE Teachers:	2	MVLA)
CTE Coordinator	3	(MVLA / FUHSD)
ASE Teachers:	1	(MVLA)
ASE Coordinators	2	(MVLA / FUHSD)
TST	5	(ALL 5)
Admin	12	(ALL 5)
Data	1	(PAAS)

2. Second, create the session/team questions & finalize agenda (10:20-11:00)
  - a. Event Outcomes/ Agenda (break into CTE / Student Support Teams?)
  - b. Detailed Program Agenda
3. Third, approve room set up & menu agenda (11:00-11:20)
  - a. Food/Room Set Up
4. Confirm responsibilities for event tasks: (11:20-11:40)
  - a. Task Sheet
5. Look at presentation: (11:40-12)
  - a. Presentation (in progress)

Next steps,

Add new images to slideshow: NSCCC In Action Slideshow