
Meeting Values: Start/End on time; Come prepared, receive materials ahead of time; Create a safe space to offer differing opinions, Remaining open to discussions

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September 25 LB Meeting
FUHSD
1-4pm

Attendees: Valerie, Julie, Lori, Annora, Janie, Katrina, Thomas, Teresa, Connor, Jon, Lynn

Operational Topics (1:1:45pm)

Approve August Agenda/Minutes: Approve

Trainings

- 9/28, 11:30am: Strengthening Student Transitions: ELL Healthcare Pathways Community of Practice
- 9/29: 11:00am: CAEP Data Integrity Report (DIR)
- 9/30, 10:00am: CAEP Innovation Showcase: Scaling Cross-Agency Collaboration & Data-Informed Practice
- 9/30,11:00am: NRS Data Integrity Report

Due dates

- **SEP 25:** CAEP Q4
- **Sep 30:** 26/27 Member Program Year Budget and Workplan due in NOVA
- **Sep 30:** R 1 & 2: Budget Reports & Outcomes

Updates:

Agency Updates: Each agency gets 2 minutes (What does the LB need to know from your agency?)

- Foothill

    - ECE Certificate: ESL for Child Dev and parenting: 401A, B, & C
    - Share and discuss at next TST meeting
- De Anza
    -
- FUHSD
    - Presenting 2 sessions: Wed. at 3pm re: Digital Equity; Th. at 2pm re: K12 Success
    - Still space in our CHHA class
    - DeAnza's US History class starts on site starts in Jan.
    - Healthcare focused career fair on Nov. 18
    - Search for LVN PD continues... will convene a meeting in Nov. to discuss curriculum
- PAAS
- MVLA
    - Career Fair
        - 10/21, 9:30–12pm
        - All NSCCC Partners invited
            - Confirmed to table: Foothill & De Anza
    - ESL Placement Testing, 9/24, 9/25, 9/28
        - A lot of interest, full classes
    - IET
        - Med Term and Medical Office Clerk classes started two weeks ago. Full enrollment for Med Term WI 2027
        - Next Med Term for Adv ESL and Medical Office Clerk flyers sent out for Winter 2027.
    - AI Board Policy being shaped - discussions going on about how to integrate into curriculum for all schools

Director Updates:

- CAEP Summit Volunteers
- Want to "split" your registration? Email conferences@foundationccc.org
- Panel:
    - FUHSD: Preschool parent --> ECE certification --> job
    - PAAS: Medical English, went on to MVLA, and is now working as a medical interpreter
    - MVLA:

Member Effectiveness

- Member Expense reports (25 min)
    - Each agency gets 5 minutes
- Bylaws (charter & bylaws document)
    - Are there any questions?
    - Lori, Teresa, and Jenée will work on this and bring it back to October meeting

Strategic Topic: (1:45- 4:00pm)

ELL Healthcare Grant

Round 1 and 2: Budget/outcomes Reports

Round 3: Welcome Center

Flow chart / process map

ELL Grant: Welcome Center

- Map out student Journey
    - Identify Access Points: website center, at each school (AS & CC)
        - Will agencies have a physical welcome center?
    - Enter the Center: What is the student's journey when they enter?
        - Steps needed to find path
            - **What needs to happen within each of these steps?**
    - Intake process

- Identify (shared) resources
    - What tools could we adopt such as the CRM?
    - One shared brochure?
    - Website
        - Outsourced for building?
        - Management– coordinator?

- Staff Needed
    - Coordinator for Center
        - Potential consultants for the role
        - Coordinator - prioritize and confirm roles/responsibilities
    - "Case managers" at each agency
        - What activities do they do

- Where do partners come in?
    - Leads to Fall Event

LB meetings for the 26-27 school year

- Confirm how many consortium events we'd like to hold for 2026-27
    - Date for Fall External Regional Workforce Networking Event?
        - What is the goal of this event?
        - If, Focus on Healthcare Sector
            - What do we need to communicate to them and what do we need from them?

Subcommittees:

- Member Survey/Eval- develop a survey (use CAEP comprehensive 3 yr plan survey as a guide)
    - Volunteers
    - Moved to Strategic for the September meeting