

September Leadership Board Meeting

Working Agenda/Minutes

September 25, 2024 | 9am-12 pm

FUHSD

589 W Fremont Ave, Sunnyvale, CA 94087

Classroom 6

Free parking

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

In attendance: (Co-Chairs: Julie & Valerie) Lori, Randy, Jim, Jon, Teresa, Thomas, Connor, Liz, & Jenée

Goals/Outcomes
<ol style="list-style-type: none">1. Set Locations for October-June LB Meetings2. Check-In on 2024-25 Planning Doc make sure it's up-to-date3. Finalize ELL Grant Budget Submissions4. Complete Agency Budget Presentations5. Finalize October Networking meeting details (Please know what team you want to work on.)<ol style="list-style-type: none">a. Finalize Agenda & Food (everyone)b. Present students for fireside chat and pick Facilitators (everyone)c. Finish/Approve Consortium Presentation (Team #1: Jenée,)d. Create Questions for Fireside Chat (Team #2:)e. Create Questions for Networking Section (Team #3:)f. Create Exit Ticket (Team #3:)

LB Meeting Agenda

(9:00am – 12:00pm)

General Information (9:00 – 9:15am)

- [Due Dates](#)
- [Webinars](#)

Items for Discussion/Work Session #1: (9:15 - 10:05am)

- Set Locations for October-June LB Meetings (9:15 - 9:20am)
- Check-in On 2024-25 Planning Doc (9:25-9:30am)
- Complete Agency Budget Presentations (9:30-10:05am)

Break (10:05–10:15)

Items for Discussion/Work Session #2: (10:15-12pm)

- Advisory Committee Meeting #1: Finalize agenda, fireside chat questions, and consortium presentation (10:25am)
 - SCCC Advisory Board Meeting Invitees_Oct2024
 - RSVP List of responses and link to the RSVP form
- **Networking Event: Task Sheet/Checklist/Detailed Agenda**

General Information (9:00 – 9:15am)

Approve August Minutes

[Due Dates](#)

- **Sep 30:** ELL Grant: 2nd Bi-Annual Expenditure and Progress Report due 1/1/24 - 6/30/24
 - Finalize ELL Grant Budget Submissions (Guidance Doc)
 - ELL Round 1 Grant Wk Plan in NOVA
 - NSCCC ELL Healthcare Pathways Grant Overview & Budget_R1
- **Sep 30:** 24/25 Member Program Year Budget and Work Plan due in NOVA (Certified **Oct 30**)
 - Guidance doc
- **Sep 30:** End of Q1
- **Sep 30:** Q4 Certification & Carry Over Snapshot

[Webinars:](#)

- Oct **2** [CHANGE from 10/1] (1-2:30): California Statewide WIOA II Network Meeting
- October 4 (9-10:30): California TE Network Meeting
- Oct 7 (10-11:30): Data Integrity Report

- Oct 15 (10-11): CAEP Data Submission Guidelines

Items for Discussion/Work Session #1: (9:15 - 10:05m)

Items for Discussion/Work Session #1: (9:15 - 10:05am)

- Set Locations for October-June LB Meetings (9:10 - 9:20am)
 - Wed 10/9. PAAS
 - Fri 11/8
 - Fri 12/13
 - Fri 1/24
 - Fri 2/7
 - Fri 3/21
 - Wed 4/30
 - Fri 5/16
 - Fri 6/6
- Check-in On 2024-25 Planning Doc (9:20-9:30am)
- Complete Agency Budget Presentations (9:30-10:05am)

Resources

2024-25 Planning Doc

Agency Budget Presentations

24/25 Member Program Year Budget and Work Plan

ELL Grant

- Guidance Doc: ELL 2nd Bi-Annual Expenditure and Progress Report due 1/1/24 -
- ELL Round 1 Grant Wk [Plan in NOVA](#)
- NSCCC ELL Healthcare Pathways Grant Overview & Budget_R1

Break (10:05–10:15)

Items for Discussion/Work Session #2: (10:15 - 12:00m)

Advisory Committee Meeting: (10:15 - 12:00am)

1. Finalize Agenda & Food (everyone)
2. Present students for fireside chat and pick Facilitators (everyone)

3. Finish/Approve Consortium Presentation (Team #1: Jenée,)
4. Create Questions for Fireside Chat (Team #2:)
5. Create Questions for Networking Section (Team #3:)
6. Create Exit Ticket (Team #3:)

Networking Event: Task Sheet/Checklist/Detailed Agenda

Finalize October Networking meeting's agenda, fireside chat questions, and consortium presentation

Wednesday, Oct. 2 from 9-11am

(9-9:30 a.m) breakfast/coffee

(9:30-10:30 a.m) meeting

(10:30-11) LB debrief

Stakeholders Meeting:

Network with Stakeholders / community members who could benefit from and/or support the work that we do through cooperation, coordination, and/or collaboration

OBJECTIVES: Participants will leave this meeting having...

- Objective #1: Learned more about CAEP & NSCCC
- Objective #2: Networked with regional partners & made connections
- Objective #3: Exit Ticket

8:30 set up- if we get the room then

Agency tables set

Parking situation- find out

Email to go out on Tuesday with logistics and agenda: Jenée

Logistics:

Foothill/Teresa Food

Agency Tables with info & swag

Jenee: Presentation- add slide with qr code for exit questions

Need:

Name tags: FUHSD to do
Color coded and divided: Activity 3

Tabel Guide: Fuhsd
qr code for exit questions

Exit tickets
Printed copies
Qr code & Form
(Jon)

Networking Section

Three posters around the room, each with a broad question on top.

- FUHSD PAD
- Foothill Pad (if needed)
- Easels (if needed, Foothill)

Wide Sharpies/pens

- All agencies bring

post-it notes (20)

- MVLA

1-2 LB members at each poster as facilitators (one college, one AS)

Valeries will do the Intro

Poster 1

Poster 2

Poster 3

Exit tickets

Agenda

Welcome (9:30 am - 9:35 am)

- Introduce sticky notes- Anything sparks your interest- please write it down
- Jenée

Objective #1: Learned more about CAEP & NSCCC (9:35 am - 10:10 am)

Team #1: Jenée, Connor

- Short presentation CAEP/NSCCC (9:35 am - 9:50 am)
 - ◆ Highlights for what we can help them with (diversification & mid level technicians)
 - Introduce consortium work through 3 Cs
 - Specific example of each through the our CAEP programs
 - Jenée Working on this (To DO) [Slidedeck](#)
 - Include slides from TST, Data, HC Pathway, Articulation

TEAM #2: Julie, Jim, Lori & Randy

- Fireside chat: (9:50 am - 10:10 am) → **Do we need more time?**
 - ◆ Facilitator & students (recorded & in person)
 - Examples of students who went from x to y (college/workforce) → a short video?
Or rolling slide show to show this on a loop as folks walk in?
 - Pick Students & Facilitators (To DO) → 2-3 students;
 - Formulate questions to guide this activity (To DO)
 - What program are you in?
 - How did you find the adult school or program?
 - What were the challenges you faced prior to / while completing the program?
 - What did you learn from the program?
 - How did the program help you?
 - What are your next steps or goals for the future?
 -

TEAM #3:

Objective #2: Networked with regional partners & make connections (10:10 am – 10:30 am))

- Sticky pad with questions

◆ Stick to on the wall

◆ Formulate questions to guide this activity (To DO)

→ Network with others who support the NSCCC

Logistics:

Three posters around the room, each with a broad question on top. Other materials available at each poster: Sharpies/pens, post-it notes. 1-2 LB members at each poster as facilitators (one college, one AS)

- Break up participants in three groups
- Each group starts at one poster and guided to
 - discuss with each other the question (in pairs/trios)
 - write down ideas on the poster
- As the group discusses with each other, facilitators listen and ask follow-up guiding questions (see sub-bullets below) and write ideas on the poster if needed.

After 5 minutes, groups rotate to the next poster, and repeat the process above.

QUESTIONS on the posters

Poster 1: What do you see as the most important workforce needs now and in the near future?

- What is your organization doing to meet these needs? Or prepare to meet these needs?
- How will AI change how you serve clients?
- Skills gaps between employer need and employee talent
- Teresa & Randy, Jim

Poster 2: What opportunities do you see for partnership with the CAEP consortium?

- Two-way outreach?
- Jenée & Julie

Poster 3: What do we need to know about your organization and your clients/students for us to best serve your needs?

- Barriers?
- Lori & Thomas, Jon

Objective #3: Thanks You & Exit Ticket (10:30)

- ◆ How would you like us to engage with you?
 - ◆ Examples of: Cooperation, Coordination, Collaboration ?

◆ Interest level in being a member of the Advisory Board/Stakeholders Meeting (Jan)?

[Interest in participating further]

- What is the commitment? [Jan mtg]
- What do AB members do?

→ Formulate Exit Ticket (To DO)

Logistics:

Materials: Index cards - the big ones

Each participant will receive an index card with two questions on it:

- Question 1: What is the best way for us to communicate and engage with you? (What methods and how often?)
- Question 2: Are you interested in learning more about and/or being a member of our Advisory/Stakeholder meetings (first one will be in January 2025)?
- Question 3: What questions do you have for us?

January Meeting- Advisory

→ Working Objective: Feedback to help us prioritize our efforts by sharing gaps in the community (areas they need to learn more about)

Resources:

(Networking) CAEP & NSCCC Presentation

Networking Event: Task Sheet/Checklist/Detailed Agenda

NSCCC Breakfast Meeting Invitees_Oct2024

RSVP Doc