

September LB Meeting

9/16/2025

1:30-4:30pm

PAAS

4000 Middlefield Road, Building I, 2nd floor, Palo Alto 94303

In attendance: Jenée Crayne (leading), Valerie Fong, Jonathan Fu, Teresa Ong, Lori Riehl, Tiffany Rodriguez-Tran, Jim Sherman, Thomas Ray, Natalie Skelton (notetaking), Connor Smith, Julie Vo

LB Short Meeting Agenda

(1:30-4:30pm)

General Information (1:30 – 1:45pm)

- Normal updates

Items for Discussion/Work Session #1: (1:45 - 2:50pm)

- ELL Grant Budget Report check in (15 min)
- Annual Agency Budget Report for 2024-25 (50 min)

Items for Discussion/Work Session #2: (2:50-4:30pm)

- Check in with Pathway Info Dispersal and College Info Session Webinars (2:50-3:20)
- External Stakeholders Planning (3:20-4:30)
 - Approve agenda & Save the date flyer
 - NSCCC Stakeholders Invitees: November 2025
 - Set Location & How will this be paid for?

Main Goals/Outcomes

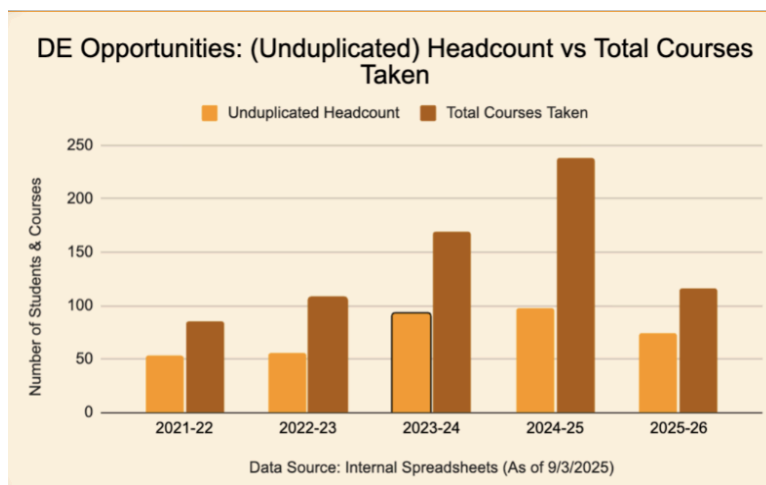
1. Annual Agency Budget Report for 2024-25
2. Check in with Pathway Info Dispersal and College Info Session Webinars
3. External Stakeholders Planning

LB Meeting Full Agenda

(1:30-4:30pm)

General Information (1:30 – 1:45pm)

- Approved August Agenda ✓
- Webinars
 - 9/18: 12pm: ELL Healthcare Pathways Virtual Open Office Hours
 - 9/30, 1-2:20: California Statewide WIOA II Network Meeting
- Due Dates
 - **Sep 30:** 23/24 and 24/25 Member Expense Report certified by Consortia in NOVA (Q4) * Final carryover snapshot is taken
 - **Sep 30:** 25/26 Member Program Year Budget and Work Plan due in NOVA
 - **Sep 30:** ELL Grant R1 (Q4) & R2 (Q2) Budget reports due
- NSCCC Newsletter Stats: copied over old template, replaced old link
- Reimagine Apply & New Dual Enrollment Application: No updates
- Dual Enrollment
 - Current numbers:



- - CAEP Summit CAEP Summit Dual Enrollment Presentation:
 - Tiffany, Janie, & Jenée will present @ Summit
- Ability to Benefit
 - Info slidedeck / Feedback from Teresa from ATB meeting at Foothill (push to September)
- 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
- Gratitude: That we all get to bring aspects of our individual agencies' focus and work together for something bigger than ourselves.

- Looking Forward to next Meeting: October
 - Healthcare Grant Data & Budget Report (45 min) October meeting
 - Continue to check in with Pathway Info Dispersal and College Info Session Webinars

Items for Discussion/Work Session #1: (1:45 - 2:50pm)

- R1 (Q4) & R1 (Q2) ELL Grant Budget Report check in (15 min)
 - Just checking in that for round 2 (Q2 reporting) we are all all inputting zeros (like we did for round 1 (Q2).
- Annual Agency Budget Report for 2024-25 (50 min)
 - We do this report every year for compliance and member effectiveness– just wondering if there are any opportunities to connect it to a larger goal/focus/outcomes for the LB/consortium. Or just leave it as a stand along compliance check in. Thoughts?
 - Might be easier to have Consortium Leader manage funds (Jenée will ask Rick re protocol) since when agencies spend money in Q3, they won't be reimbursed until Q4, and paperwork is complicated

Items for Discussion/Work Session #2: (2:50-4:30pm)

Check in with Pathway Info Dispersal and College Info Session Webinars

TASK: First LB needs to determine what are opportunities for cooperation, collaboration on each of the pathway projects

1. Opportunity exploration in classroom from teachers & TST	
What	Tasks
Happening from AS TST becoming more focused	
Bring in ESL coordinators to help bring this into the classrooms	
information can be shared in the classrooms	TASK Adult Schools share ideas about opportunity exploration in the classroom from teachers and coordinators. Ask them what would be helpful (in department meetings)

2. Transition support into bridge courses (TST) (Doing a great here)

College info week: on Zoom in a Classroom Room and all three AS join in (am/pm)
College Info Session Format & Presentation Template 25-26

1. Have teacher help facilitate- have students
 - a. Healthcare
 - b. ECE
 - c. Business
 - d. Add AM in 26-27 ?
2. Pair down the presentation and make them focused on the opportunity for next steps.
3. Have a current student join the info session. Can a teacher join, too?
4. Offer examples of what you would read, write,

TASK: MVLA/FUHSD/PAAS: deeper dive into the data & how the TST could support more transitions to CC (TST will tell agencies what they need)

3. Transition support out of bridge courses into into pathways (TST colleges with help from AS)

Feedback from summer surveys from COUN5, 4003AB and 400

TASK: 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.

College working on making pathways more accessible

Stakeholders Event → **FRIDAY, NOV. 7, 2025**

- Tasks:
 - Save the date flyer

- Agenda
 - Registration/Breakfast (900-9:30am)
 - CAEP/NSCCC Intro Overview (9:30 – 9:40)
 - Add slides from last year's input and how it entered the 3 yr plan.
 - Labeling: Give one, get one passport
 - Fireside Chat w/ Student panel (40min)
 - Overview of students in each area (ESL, CTE (CNA/MA, Office Assistant, EMT, Phlebotomy, ESL, VOC ESL, etc.)
 - October (10/3) re-check on students & employers
 - this panel, create question)
 - Connection Activity
- NSCCC Stakeholders Invitees: November 2025
 - By Friday (9/19)- add CBO, Employers, & Agency specific people
- Location: De Anza (Tiffany will confirm)
- How will this be paid for?
- 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
 - More target questions on the survey
 - Paper surveys
- 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?