

EC MEMBERS PRESENT*: Margie Abab, NOCE; **Joyce Carrigan, NOCCCD; Araceli Chavez, AUHSD;** April Fante, NOCE; Katalin Gyurindak, NOCE; Raine Hambly, NOCE; **Kenneth Lopour, LAUSD;** Julie Ornelas-Smith, AUHSD; **Robin Patterson, GGUSD; Jennifer Prado, NOCROP; Valentina Purtell, NOCCCD**

EC MEMBERS ABSENT*: Ranae Bryant, AUHSD; **Jei Garlitos, AUHSD; Sandi Layana, FJUHSD; Dana Lynch, NOCROP;** Anna Lopez, FJUHSD; José Ramón Núñez, FC; **Katy Ramezani, OCDE; Steve Zamora, FJUHSD**

*Bold text denotes Board-Approved Designees and/or Alternatives who officially voted

ADDITIONAL WG MEMBERS PRESENT: Dennis Davino, (SASS); Adam Gottdank, (DSS)

NOCRC STAFF PRESENT: Kerrie Cornell (Project Lead); Renee Day (SASS); Kenneth Kiesselbach (CTE/I-BEST); Esther Landin (CWG); Denise Levy (Grant Support); Janeth Manjarrez (Project Lead); Katherine Pham (Project Lead), Hilda Rivera (ESL); Erin Sherard (SASS); Ivan Stanojkovic (DSS); Harpreet Uppal (OIRP)

GUESTS PRESENT INVITED BY NOCRC: Karen Bautista (NOCE), Kenia Cueto, (NOCROP); Tina King (NOCE), Stephanie Paramore (NOCE)

Welcome

Director of AEP, Janeth Manjarrez, welcomed Executive Committee members and guests.

Janeth confirmed quorum for voting action items.

AEP Marketing Retreat update and next steps:

Janeth presents to the Executive Committee and highlights what was presented at the AEP Marketing retreat:

- 1) 20-25 members and attendees to provide feedback to INTERACT on how to promote student success.
- 2) The vendor INTERACT are experts who primary focus is working with community colleges and they have worked with over 400 community colleges.
- 3) INTERACT will be attending the next Executive Committee meeting in October where they will be presenting on the marketing plan to be voted on.
- 4) There was a decrease of 800,000 students for high school graduates through the K-12 education system across the country.
- 5) There is a need of 1,000,053 plus of students who need Adult Education service and only 13% is being served at this time.
- 6) Collaboration to utilize funding and surplus while eliminating duplicate efforts within the committee and maximizing the consortium strengths for the betterment of students.

- 7) 13 program videos to come from workgroup strategies and NOCROP.

Question(s):

- Araceli Chavez asks whether there are years for the data presented on.
 - Janeth stated she will send the publication and data information, the link where the information was pulled to Executive Committee.

Interim Process for Carry-Over Funds:

Janeth reminds the Executive Committee (EC) about carry-over funding and surplus, referencing the budget sheet that was included in the packet for EC's review:

- 1) Funding given back to the state will have an impact on current and future funding.
- 2) The exact percentage of what needs to be spent is still unknown based on conversation with state, but it may be cut by 40% in the future if goals are not met.
- 3) If funding is cut, Adult Education Program (AEP) and who are directly funded by AEP, such as personnel will be severely impacted, more so for those who are 100%.
- 4) Janeth acknowledges her responsibility with coming up a strategy and internal processes to help facilitate the spending highlights that other consortiums also have surplus.
- 5) The difficulty with spending down the surplus is, time.
- 6) Janeth welcomes and asks Executive Committee members for their input on ideas and proposals for creating a template that will maximize processes, benefit students, and/or anything that relates to Adult Education Program while in compliance.
- 7) As of the day of Executive Committee meeting, the surplus amount is over \$2.5M
- 8) Moving forward, Janeth announced to assist with the spending and moving along the processes, based on contingency of EC approval, future proposals will model the recent CTE process for approval and spending.

Addendum and Governance Structure and Bylaws:

Janeth notes bylaws is an addendum to Governance Structure by default and a sub-committee will be formed to assist.

- 1) An attorney whose worked with the legislation and is coming from the state will be assisting with creating the Bylaw for the Consortium.
- 2) Janeth welcomes anyone who has grant experience and understanding of being apart of a consortium prior is welcomed to be apart of the sub-committee.
- 3) Janeth also welcomes those who have less experience to join in on round-table discussions for feedback and ideas.

Question(s):

- Valentina asks for clarification whether there will be an invite sent to form the sub-committee for Bylaws.
 - Janeth answers yes, for those who meet the criteria and for those who do not, they will be invited to join in on the roundtable discussion.

Doodle Poll for Executive Committee Time Change

- 1) To improve processes for efficiency, a Doodle Poll will be sent to Executive Committee for monthly meeting time preference: 1:30 – 2:30 or 2:30 – 3:30
- 2) Imperative to meet quorum for voting.

Approval of August Executive Committee Meeting Minutes – VOTING ACTION ITEM

Motion to approve August Meeting Minutes as presented to Executive Committee

Araceli Chavez moves to approve

Joyce Carrigan seconds

Motion approved

ESL

Addendum to include voting items for approval to the existing 17-18 strategy and carry-over funding:

Janeth notes that the request for the amounts on the proposals presented at EC today will utilize carry-over funding first due to surplus.

Janeth introduces ESL workgroup members to present on the proposals introduced to EC:

EC was provided with handouts of the proposal to review.

New Lead Mentor Position - VOTING ACTION ITEM

Hilda Rivera, ESL Special Projects Coordinator highlights:

- 1) There are currently 30 students within the mentorship program
- 2) 120 students have express interests to partake in the mentorship program
- 3) Transitioning of the mentorship program is to take place and expand over to Cypress College
- 4) Request is for a Lead Mentor to assist with Fullerton College while Hilda transition and make the program successful at Cypress College

Ivan Stanojkovic, Special Projects Manger highlights:

- 1) The new lead position is for +/- taxes \$21, 661.64
 - a. Salary plus benefits: \$20/hour, 26 hours a week for 38.5 weeks, plus 8.2 percent in benefits

VOTE

Motion to approve the new Lead Mentor Position as presented to Executive Committee

Valentina Purtell moves

Kenneth Lopour seconds

Motion approved

One Mentor Position for Cypress College - VOTING ACTION ITEM

Ivan highlights:

- 1) With the program gaining traction, a mentor position is advised to assist with assisting mentees as they transfer to Cypress College.
- 2) The position is to be funded for the entire academic year: +/- taxes \$9,286.20

- a. \$12/hour, 20 hours a week for 38.5 weeks, plus .5 percent in benefits

VOTE

Motion to approve new Mentor Position as the budget has been presented

Kenneth Lopour moves

Robin Patterson seconds

Motion approved

Mentor Wage Adjustment- VOTING ACTION ITEM

Ivan highlights:

- 1) Mentors initially were hired at a Rate of 3 which was \$12/hour, but rates have been changed over the years to reflect those changes, instead categories were lowered to meet the rate.
- 2) Request is for an adjustment to rectify their wage due to job description staying the same and rates will be increase from \$12/hour to \$14/hour.
- 3) Position is budgeted to be +/- taxes \$7,738.50
 - a. \$14/hour, 20 hours a week, for 38.5 weeks, and a total of 5 Mentors
- 4) Rates are not retroactive

Question(s):

- Valentina asks for clarification on future Mentor(s) position on whether the wage would apply for those position in other workgroups such as DSS.
 - Ivan answers that it is dependent on expectations and job descriptions, but if it is the same as ESL then he thinks it would apply with the other workgroup directions.

VOTE

Motion to increase the wage adjustments for the Mentors

Robin Patterson moves

Araceli Chavez seconds

Motion approved

Expansion of ESL to community locations from carry-over funding - VOTING ACTION ITEM

Janeth introduces, Karen Bautista, Dean of Instruction for NOCE to present on the proposal of leasing classroom space from Centralia Elementary School District.

Karen highlights:

- 1) Location of facility: 7300 La Palma Avenue, Buena Park.
- 2) Site location is already DSA approved for students to attend the facilities.
- 3) Location is convenient as it is between Cypress College and North Orange Continuing Education (NOCE), Anaheim.
- 4) Parking is available to students and adjacent to the classrooms.
- 5) Classroom can accommodate 35 students each for 14 hours weekly.
- 6) Budget request is approximately +/- taxes \$90,000
 - a. This includes utility and custodial costs

Question(s)/Comments:

- Joyce Carrigan asks whether the facility offers audio and visual equipment in the classrooms and if ESL classrooms require those type of equipment. Joyce add, if needed whether additional fees are accounted for to cover the costs.
 - Karen answers that the projector equipment is not provided, but it something to look into, but the classrooms do come with furniture that can be used.
 - Karen also notes that the proposal is mainly for securing the location as it is a time pressing matter.
- Joyce suggests earmarking funds in advance in case it is needed in the future for other costs.
- Valentina suggest to assigning a certain percentage that does not require an approval in the case there is a need for equipment needs, +/- 10 percent, for the interest of time.
- Adam Gottdank asks whether additional space was available and mentioned.
 - Karen answers that there are additional rooms are available if programs are to expand, but Karen would like to wait and see how much parking is utilize while the 4 classes are being ran before offering additional services.
- Jennifer Prado asks where the class sites are in Anaheim and suggests that there are properties owned by NOCROP which may be leased to partners for potential collaborations in the future.

VOTE

Motion to approve the expansion of ESL community location of Centralia Elementary from carry-over funding of +/- \$90,000 plus 10% of general funding budget

Robin Patter moves

Jennifer seconds

Motion approved

ROP Curriculum Update for the Health Sector - VOTING ACTION ITEM

Janeth explain the proposal that is about to be presented has been vetted through the CTE Strategy and was voted online with approval to move forward to be presented to the Executive Committee.

Janeth introduce Jennifer Prado, Instructional Programs Manager of NOCROP to present the proposal for the Occupational Program.

EC was provided with handouts of the proposal to review.

Jennifer highlight:

- 1) Enhancement and expansion of current courses offered at the Trident facility.
- 2) Request for funds is to assist with redesigning and revising the Vocational Nursing Program curriculum and program.
 - a. This will help with increasing enrollment/completion numbers from 35 to 60 students.
- 3) The funds will also assist with the Career Education Courses/Programs with mindfulness of not competing or duplicating work from partners.
- 4) Funds will also allow NOCROP to roll-out a professional development program to extend pathways for the Adult Education teachers to help improve technique.

- 5) The requested amount is for +/- taxes \$21,541.00

Janeth notes, the amount being voted on will be treated as a one-time cost, with an end date of December 15, 2018, and a stipulated Memorandum of Understanding (MOU) for the curriculum to be completed in a timely manner and for NOCROP to meet their own institution's deadline.

VOTE

Motion to approve NOCROP curriculum update with the total amount of \$21,541.00 from carry-over funding.

Valentina Purtell moves

Kenneth Lopour seconds

Motion approved

Member Updates:

- a. Valentina Purtell, NOCE: acknowledges and congratulates Erin Sherard, SASS Full-Time Faculty on being the recipient of the North Star award at NOCE's Opening Day event. Valentina explains to the committee; the award was for being "Colleague of the Year".
- b. Janeth Manjarrez, NOCRC: announces that she will be working with Morgan Beck, NOCE's IT Manager on a software for RSVP'ing for the committee meetings. This will help with the seating arrangements and material print-outs for the meeting. At this time before the software can be established, Constant Contact will be utilized instead. Seating arrangement will be updated once the office is able to change tables out to roundtables to make the environment more inclusive for future meetings.

Upcoming EC Meetings: (NOCRC Offices: 505 N Euclid, Suite 200, Anaheim)

Thursday, October 18th, 2018: TBD (1:30 p.m. to 2:30 p.m. **or** 2:30 p.m. to 3:30 p.m.)