

EC MEMBERS PRESENT*: Margie Abab, SCE; Joanne Armstrong, SCE; **Carrie Bisgard, PYLUSD**; Jorge Gamboa, SCE; Jei Garlitos, AUHSD; Raine Hambly, SCE; **Sandi Layana, FJUHSD**; **Heidi Olshan, LAUSD**; Julie Ornelas-Smith, AUHSD; **Valentina Purtell, NOCCCD**; **Mary Lou Vachet, OCDOE**

EC MEMBERS ABSENT*: Santanu Bandyopadhyay, CC; Araceli Chaves, AUHSD; Adam Gottdank, SCE; **Gail Kairis, NOCROP**; Anna Lopez, FJUHSD; **Dana Lynch, NOCROP**; José Ramón Núñez, FC; **Linda Skipper, NOCROP**; **Connie Van Luit, GGUSD**; **Cynthia Vasquez Petit, AUHSD**; **Steve Zamora, FJUHSD**

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

ADDITIONAL WG MEMBERS PRESENT: Denise Simpson, SCE

NOCRC STAFF PRESENT (WG): Jesse Crete (Proj. Lead); Kerrie Cornell (ESL); Paulina Pina Garcia (Proj. Lead); Joelle Haptonstall (DSS); Esther Landin (Workforce Dev.); Pragyee Mool (Hourly); Anthony Nguyen (DSS); Hilda Rivera (ESL); Erin Sherard (SASS)

GUESTS PRESENT INVITED BY NOCRC: N/A

- I. Welcome
 - a. Approve February 16th Meeting Minutes
 - i. Approved
- II. Consortium Updates
 - a. Data Collection/Allocation Work Plan
 - i. Approved by State with two changes
 1. Updated Benefits contingency (originally miscalculated)
 2. Corrected budget details on 3rd page (State requested better clarification)
 3. Final copy will be sent out
 - ii. Jesse has submitted the Allocation Work Plan to MIS Budget for District to certify
 - b. NOCRC Budget
 - i. Moved funding from 2016-17 Fund to 2015/16 Fund
 - c. NOCRC Office Expansion Update
 - i. RFA (request for application)

1. Received one quote (for 78k) from an architecture who has worked with SCE in the past
2. Continue in search for architects for price comparison
3. RFP
 - a. Motion to allow the NOCCCD to move forward with the RFP for the expansion of the NOCRC offices, with the participation of Jesse Crete, Valentina, and Mary Lou Vachet being the consortium representatives
 - i. Approved
4. Once an architect is chosen, the blueprints will need to be approved by the City of Anaheim

III. SCE/NOCCCD Budget Updates – Valentina

- a. SCE will be going through budget cuts as of next year
 - i. Use spreadsheet for drops in FTES
 - ii. Enrollment has dropped drastically
- b. AEBG funds to offset certain costs of SCE hires
- c. Supplanting?
- d. Jesse and Valentina will reach out for:
 - i. Jei – best practices consortiums have used to paying staff?
 - ii. Overlapping?
 - iii. Process for all staff

IV. NOCRC Governance

- a. CFAD
 - i. Due May 2nd, need to be vote on next meeting
- b. Motion for the executive committee to have a sub-committee/core workgroup to develop draft of bylaws by April's Executive Meeting
 - i. Approved
 - ii. Jesse will send out an email for interested members to join the sub-committee

1. Invite all Board approved designees/their alternate
 2. 6 Workgroup Leaders
 3. 2 NOCRC Team Core members
- c. Sub-Committee will discuss the following for CFAD:
1. Strategy and Budget Proposals/Amendments
 2. Implementation of Strategies
 3. NOCRC/AEBG-Funded Staff Hiring/Accountability/Reporting Structure
- V. Workgroup Updates
- a. DSS
 - i. Replacing Debbie Jih and hiring 2 transition Counselors for DSS
 - ii. WASC acknowledged ARISE Lab
 - b. CTE
 - i. Workgroup approved to move funds for 3rd party certifications for Microsoft Office, Adobe, Quickbooks and Certiport: Digital Literacy Certification IC3
 - ii. Career Fair coming up on May 23rd
 - iii. Working with OCDOE for an industry career fair for early childhood teaching
 - c. Combined Workgroup
 - i. Interviewing for the 4th Career Pathway Specialist
 - ii. Began working with students at El Camino
 - iii. State approved the Washington I-Best trip
 - d. Basic Skills
 - i. Began offering evening general math workshops, two nights per week
 - ii. General Math/Algebra/English classes are well attended
 - e. SASS
 - i. Full Time Faculty position closed, hiring committee will start vetting candidates
 - ii. Received first draft of the contract from Dr. Charles Fay on the curriculum collaboration project
 - iii. In the process of hiring a filming crew for the Love and Logic curriculum project
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- iv. Erin Sherard has been invited to present at the Annual ACCE Conference in Sacramento to discuss Love and Logic strategy
- v. Finalizing the flyer for the Curriculum Collaboration Focus Group Breakfast/Lunch on May 12, Dr. Charles Fay
- f. ESL
 - i. Curriculum alignment with Fullerton College
 - 1. Ivan will be meeting with Dean of Humanities at Fullerton College next week
 - ii. Continued recruitment of mentees and mentors for the Mentorship Program
 - iii. WASC recognized that there are no distance learning/online classes available
 - 1. Will soon explore the use of Rosetta Stone and Burlington English
 - iv. Looking to reassign ESL counselor to Higher Ground - Community Service Center
 - 1. Interested in citizenship classes

VI. Additional Items

- a. SCE is waiting on the final determination of WASC visit (Summer 2017)
- b. Workforce Development Board RFP ESL Navigator
 - i. Jesse agreed on behalf on the consortium that we are interested in offering ESL classes on their One-Stop sites and to work on co-enrollment
 - ii. Use NOCRC CTE as model for the state
 - iii. Jesse will send out information to the exec committee

VII. Exec committee voting discussion

- a. Keep the existing quorum for board approved designees
 - i. Allow call ins instead of being present
- b. Still want to keep Cypress and Fullerton as voting members

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

Thursday, April 20th 1:30 p.m. to 3:30 p.m.

Thursday, May 18th 1:30 p.m. to 3:30 p.m.

Thursday, June 15th 1:30 p.m. to 3:30 p.m.

*(Note: **Bold** dates denote EC meetings where we will vote on State required deliverables)*
