

EC MEMBERS PRESENT*: **Carrie Bisgard, PYLUSD; Fatinah Judeh, OCDE; Robin Patterson, GGUSD; Jennifer Prado, NOCROP; Valentina Purtell, NOCE**

EC MEMBERS ABSENT*: Araceli Chavez, AUHSD; Carlos Hernandez, AUHSD; Sandi Layana, FJUHSD; Kenneth Lopour, LAUSD; Dana Lynch, NOCROP; Steve Zamora, FJUHSD

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

ADDITIONAL WG MEMBERS PRESENT: Margie Abab, (Basic Skills); Karla Frizler (ESL); Adam Gottdank (DSS); Raine Hambly (CTE/CWG); Nicole Miller (CTE)

NOCRC STAFF PRESENT: David Afshar (Basic Skills Liaison); Michelle Bringman (Basic Skills, GED/HiSET); Renee Day (K-12/Student Success); Kenneth Kiesselbach (CTE/I-BEST); Denise Levy (Grant Support); Janeth Manjarrez (Project Lead); Jayzelle Mata (Project Lead); Hilda Rivera (ESL); Regina Russell (Project Lead); Erin Sherard (SASS); Roxanna Soto (Regional Workforce); Ivan Stanojkovic (DSS); Harpreet Uppal (OIRP)

GUESTS PRESENT INVITED BY NOCRC: Kendra Aquino (Interact); Nathan Brais (NOCE); Terry Cox (NOCE); Dennis Davino (NOCE); Dulce Delgadillo (NOCE); Jason Makabali (NOCE); Alejandra Navarro (Interact); Jennifer Perez (NOCE); Deborah Perkins (NOCE)

I. Welcome

- a. Welcome Regina Russell, and NOCRC updates (Janeth Manjarrez)
 - i. Meeting called to order by Janeth, who announced that quorum has been met; apologized for delay. Thanked voting members and all for being here. Meeting is being recorded.
 - ii. Disclosures for transparency, regarding the team operations, “Jayzelle is not leaving NOCRC but is relocating to NOCE Campus to be with Jennifer Perez, Marketing Director, and the (NOCE) marketing team, which will empower a stronger skillset and develop stronger marketing ideas. Jayzelle is still an NOCRC entity and is thus and available to all and will be working on an outreach plan to meet with the PIOs (Public Information Officers) to start learning about and cross-promoting events.” Janeth opened the announcement to Jennifer, who echoed Janeth’s disclosure and mentioned the NOCRC website development project, and (later) Interact presentation.
 - iii. Another announcement by Janeth, regarding, “Kenny Kiesselbach, who has worked as a CTE special projects manager. With transitions, including the institutionalization of permanent positions, both Raine and Janeth have worked out together, that both need support. Kenny is still conducting (CTE) workgroup meetings, and the rest of the time will be refocused to help with consortium and operations. Janeth has requested a grants coordinator to help Denise Levy and provide support to us. This what we are working on now, and if you see emails from (Kenny), do not be surprised.”
 - iv. Janeth opened the floor to voting member Valentina Purtell to elaborate about Joyce Carrigan, who used to be NOCE alternate. Valentina stated,

“Unfortunately Joyce has left the district, and we have thus lost our alternate for NOCCCD.” Valentina is making sure that she is present for every meeting, to ensure both quorum and NOCCCD representation. Currently looking for an alternate who must be board approved. We will let you know who this person is, once we have identified them.

- b. New information about carry-over funds from the state (Janeth Manjarrez)
 - i. “One of the reasons we did not move forward with carry-over funds when we were doing our budget, our new submission for the upcoming year was that we were not sure if we were going to keep the carry-over funds. Will elaborate and also let Valentina elaborate as she also works closely with the state, as our advocacy and policy for noncredit.

There have been conversations, where there have been collaborative and non-collaborative ideas for noncredit between adult education, community college and K-12 system. As we know, K-12 have operated under CAEP or AEBG for many years. Typically grants allow that you carry-over funds. It is a healthy process because we know challenges can occur, but when we ask for extensions, we always fully spend our funds. Historically that is an allowable process for grants. However, there is a conversation between community colleges and K-12 where there is a perception that community colleges may not need the funds as much as K-12. We have explained the challenges, such as within the community college system and the time it takes for us to hire someone. Part of the process for adult education is that we institutionalize positions that are going to be consistent and fully supportive of our outcomes for adult education. So, we have gone through the process and have our own internal challenges to overcome, and they have heard us for a while, but honestly speaking, it is no longer a legitimate excuse in the K-12 side.

So, with that being said, proposed legislation is that any carry-over funds, instead of being carried over will go back into the bigger pot among the 71 consortia and it is up for grabs. What will happen to us if that takes place? Not only do we lose those funds, but next year say we have \$1 M left over, if returned to the bigger pot, the following year we will receive \$1 M less. That is really one of the reasons we have to work together, and not that we have not, and understand this new challenge.

It is not per se, and I know that our advocacy team is definitely fighting really hard for and to understand both sides of the spectrum, and to really understand that we have not fully spent at a certain time frame that we do not need those funds to fully spend them. We just have to become more aware, more effective in a sense in foreseeing projects and activities beyond that fiscal year, such as two to three (years) in advance, or Plan A, Plan B, or Plan C to constantly start making those deliverables but spending on time so that we get to a healthy carry-over percentage.

Some of the other consortia members are looking at us, quite frankly because we have transferred if not almost 100 percent carry-over. We want to tray and not bring unnecessary attention to our consortium at this point. We have fought really hard to get this building 100 percent CAEP-funded. There is the potential that they are going to start nitpicking here and there about our funds. One of the things that was brought to my attention was, why is this building fully paid by CAEP? This space is for everybody. We not only have one entity; we are the fiscal agent for everyone here. So, this is your home, this is your space. What we have decided to do at this point is, we keep all of our NOCRC workgroups in this location. Everybody has been supportive and understanding of the reasoning behind it because if we are paying a significant amount for this great space and meetings are being held elsewhere, it does not justify it. I want to be clear and transparent, that that is not a permanent decision. What if in the next two years we downsize, and we need our partners to host a workgroup meeting? For now, this is your home. For now, this is the best way collectively, that we are working together cohesively, and we are maximizing our funds, and we want to avoid any unnecessary attention. Again, I want to reiterate the support and the understanding from all of our workgroups in keeping the meetings here.

We are very serious about carry-over funds. We have asked and have received an extension to November 30th (2020). Internally, for NOCE, there is a deadline for March, and their PO's. We introduced the idea and you have this inside your packet today, if you want to take a look at some of the ideas that emerged from the consortium, from the workgroups, from us as a team. If you take a look at the (CAEP) Transportation Assistance Criteria, to provide bus passes to our students. These will apply also to adult education students, to our partners here, meaning ROP and Garden Grove. We will also make sure that our off-site locations with our members do take an opportunity for this. This is in draft form, so you know this is not the final version. We started some of the vetting process internally with NOCE, with Provost Cabinet, Provost Staff. Yesterday we attended Student Equity workgroup, and it is going to go through their internal process. I want to be open and honest that as much as we are open to it, we are up against a deadline. We also introduced it at the Transitional workgroup for NOCRC, all the program areas are there, our counselors are there, because they are going to be conveying this information. So please take a look at it, again it is in draft form, so it is open for input. I do ask that non-NOCE voting members take a look and see what is applicable to you and what needs to be modified for ROP and Garden Grove, just because we need to document this for auditing purposes. We need a way to track a way to quickly spend our funds. One of our NOCE Deans, Martha Gutierrez was part of the meeting yesterday. She was really supportive and open, asking, "When is the deadline?" Ideally, we want this to be finalized and presented back to the committee, our voting members, for an approval, because there are CAEP funds, for the March meeting. We will work very closely, diligently, and effectively to meet that deadline, so that we can get the green light from you and everyone else; to ensure that it does not

duplicate your efforts; that it enhances, but that it also meets compliance and we work together.

Another idea that is allowed and part of grant criteria: payroll transfers. Valentina will address some points on this. We have these ideas that will be beneficial to students and are big ticket items, and we are working together to ensure full expenditure if not before November so that the region, and beyond including the state level, knows that we are spending money, what we spent it on, and how long it took us to do so. We have been asked to institutionalize permanent positions, and there are some full time NOCE staff that have been delivering some of these duties in lieu of the permanent positions. To ensure that we are not showing zero percent as we are up against quarter two, which is being reported on March 31st (2020), and we have to prepare that (Terry, Denise, and I), and report it to the state is that we have to showcase that there are some expenditures in that timeframe. We cannot afford to show zero again. With that being said, we came up with the idea of payroll transfers that will be in compliance that we feel comfortable if there were an audit, we have a way to justify it. All of you have been working with CAEP, in a codependent and co-connected to the activities is really easy to justify; we are definitely comfortable with it.”

(Valentina Purtell) “I want to provide more background to discuss new guidelines for CAEP funds and why our consortium in particular has such significant carry-over. Currently, our state has a guideline that is not in the law, it is not in the ed code, but it is a guideline that is agreed upon by state leadership, the state Chancellor’s office, and the California Department of Education, to allow up to 40 percent of carry over funds in any given year as far as CAEP allocations. Some consortiums are spending at a much higher speed, justifiably so because they do not have access to other funding other than CAEP. The state has been looking and evaluating various rate of carry-over consortia have accrued and the idea, which is just an idea that is materializing very quickly, to propose a new guideline and to potentially also write it into the ed code to allow not more than 17 to 18 percent carry-over for any given year. Anything over to be redistributed to other consortia who may have spent down their money. Includes reduction from what was returned. We do not want to do that because we do not to erode our ongoing allocation.

Why is our consortium in this position? We have a large noncredit adult ed provider, NOCE, that is a key college-based provider. We have invested a lot of other funding sources that other consortia do not have access to, like apportionment, Strong Workforce program, Student Equity, and other grants that we, as being part of the community college system and not a standalone institution. Multiple grants that are being shared from our DSS department. We have invested, and we also infrastructure, staff, faculty, IT that are covered by our apportionment district funds. This is one reason. Another reason is one that Janeth shared, that I shared statewide and people do not believe me is we have

a 10-step process to hire CAEP-funded permanent position. Being part of a community college system, we are part of legislated shared governance principals. We need to go through multiples channels. Because NOCE is part of a multi-campus district and not a standalone college, we have to on top of this, go through district process. We also have to go through our local consortium process, NOCE process with final approval coming from the board. Timeframe for hiring is six months for classified and managers. Faculty is one year.

All this combined brings us to the point where we have significant carry-over. The 17 percent has not been legislated yet. It is beneficial for us to show that our consortium can spend down these funds. 55 percent will be dedicated funds to payroll, and 45 percent to be dedicated to strategy and implementation. Two initiatives that Janeth mentioned, bus passes and transcript evaluation. Stole idea from RSCCCD who worked with OCTA for bus passes using (transferred) CAEP funds using set criteria for eligibility before issuing to students.

Incentivizing and helping economically disadvantaged students, and it also incentivizing their behavior (be a current student, attend at least 12 hours) and when students get their ID cards, they are programmable for bus passes. Another idea that we tried out at NOCE using funding source, Student Equity: we have quite a few foreign students who have had some or most of their high school education in a different country. But we cannot count their units because their transcripts have not been translated and evaluated. We used our grant, Student Equity, to partner or contract an evaluation agency to evaluate our student's transcripts when they come in. With the transcript evaluation and translation, we take into account all of their credits accrued in a different country and only ask them to complete the credits they need for them to be able to get a high school diploma.

This has been proven to be good practice. We have received commendations for this from Grads to Be grant. That is another initiative that our colleges are participating in, specifically for undocumented students. The idea is to extend practice to those students who are seeking employment. We have students in our region who are rich in experience with professional credentials, education, and work experience. It may just be a need to evaluate their credentials and helping them see the equivalent where they can be placed in terms of job placement here in the U.S. If we provide the service of evaluating their foreign transcript and also helping them complete a career and technical education certificate with us, and be able to help them job place, it is a plus-plus for so many sides. Again it is an investment in our students future, so I see that the proposed list of criteria would include successful completion of at least one course, or gaining employment or transitioning to college, educational plan in place Proposal includes listed criteria which can be shared to incentivize successful behavior and eventual outcomes.”

(Janeth Manjarrez) “Please review criteria for transportation and transcript evaluation. Feel free to email me if you have any feedback or questions. Instilling a deadline and will work with members to meet that deadline.”
Acknowledged Martha Gutierrez, Dean of Student Services from the NOCE side.
Kenny to be supportive of that process.

- c. Reminder to complete survey (Janeth Manjarrez)
 - i. Harpreet to send another reminder. Only seven have been received. “This is information that is not optional. It is required and part of our annual plan. We appreciate your feedback. This will help enhance the annual plan that is due soon, along with CFAD that is due in May. We will send another invitation, and if we do not hear back from you, what we are going to do in our March meeting is we are going to set some time aside so that you can complete the survey and we can collect them from you, at the March meeting.”
- d. Approval of January 16, 2020 Meeting Minutes – **VOTING ACTION ITEM**
 - i. Janeth opened the subject allowing one minute for review.
 - ii. (Adam Gottdank) Expressed need to review the section on pages 3-4 that pertain to the ARISE Lab Presentation and would like to send revisions by email. Janeth confirmed that we can still make the motion to include revisions for the ARISE Lab section, and still make the motion to approve.

Vote

Motion to approve January 16, 2020 meeting minutes with modification for the Arise Lab:

Valentina Purtell motions.

Jennifer Prado seconds.

Motion approved.

- e. Approval of out-of-state travel for Dulce Delgadillo to attend COABE Conference, April 5, 2020 through April 8, 2020, in Baltimore, Maryland – **VOTING ACTION ITEM**
 - i. Janeth opened to Dulce to “speak to need, and how it is beneficial to CAEP and our consortium.”
 - ii. (Dulce Delgadillo) “COABE reached out to our office because we are the lead for noncredit research; they have been impressed by our work.” New strands mentioned (high school equivalency, family literacy, college and career transitions, community colleges, research policy, research on ELL) that COABE wants to highlight. “OIRP submitted a proposal, and our proposal was accepted. We will be presenting NOCE/NOCRC work alongside national practitioners, other research groups such as WestEd. Great opportunity to showcase work being done. The proposal that was accepted was a research project that was led by Harpreet, in regards to gathering some of the educational background for our ESL students and how we have utilized that type of data to carve out career pathways for our students through the CRC and other support-type services through NOCE and the consortium.”

Vote

Motion to approve out-of-state travel for Dulce Delgadillo to attend COABE Conference, April 5, 2020 through April 8, 2020, in Baltimore, Maryland:

Robin Patterson motions.

Fatinah Judeh seconds.

Motion approved.

II. NOCRC Workgroups

a. K-12 Student Success – workgroup update

i. Reallocating Funds from Love and Logic Strategy to the Curriculum Exploration Strategy – **INFORMATIONAL ITEM**

1. Renee Day elaborated, “We are making a conscious effort to spend funding. We do have excessive funding from the Love and Logic budget, where we had asked for two special project coordinators. We have not been able to proceed with those plans, so we want to take a little bit of funding and move it to curriculum exploration that will help us in looking at how we can expand Love and Logic and service those adults that support our K-12. We just want to put some money into training and for our instruction.”

ii. Out of State Travel for Love and Logic Training, for two NOCE faculty members – **VOTING ACTION ITEM**

1. (Dennis Davino) “Unfortunately, Love and Logic is out-of-state, in Colorado. Trainings are essential for delivery of content and marketing. Dennis believes this as he attended one himself. Erin (Sherard) is one author for Love and Logic. Love and Logic is huge and becoming an on-ramp to get to other classes. Really room for growth.” Janeth reviewed template and who will be attending, then called for a motion. Carrie Bisgard posed a question, “Is only sending two the right thing to do? Thinking about carry over.” Dennis responded stating that there are two coming later. Janeth mentioned opening this up to entire body of NOCRC members. Faculty first, and then non-faculty next meeting. Carrie followed up with another question, “This is not the only two ever, there will be more?” Yes. Erin followed up, “We are taking advantage of in-state travel. Focus is building on trauma informed.” Terry Cox asked to review hotel number of nights and explanation which indicates four nights. Dennis replied with “The last day is optional.”

Vote

Motion to approve: Out of State Travel for Love and Logic Training, for two NOCE faculty members:

Carrie Bisgard motions.

Robin Patterson seconds.

Motion approved.

- b. ESL – workgroup update
 - i. Two Professional Experts to collaborate with FT faculty – **INFORMATIONAL ITEM**
 - 1. Karla Frizler elaborated, “Part of plan for next year is to do some curriculum development for ESL learning centers. Discovered unspent funds this year, and time to get started on that project is now. Full time faculty lead with adjunct, both teaching in learning centers. Working with professional expert, who is also a curriculum expert, to identify needs and best practices for the learning center. Building up Canvas and three learning sites, for individualized instruction outside of the classroom.”
- III. NOCRC Marketing Plan Update Presentation by Interact**
- a. Presentation (Alejandra Navarro and Kendra Aquino)
 - i. On screen power point presentation reviewed. NOCRC was Interact’s first consortium. If anyone needs additional information, please feel free to email (Alejandra) or let her know if you have any questions. The following slides were reviewed:
 - 1. Marketing Plan: Every color is a different audience. Top is local radio; next line is YouTube. Everything will come to a close in August.
 - 2. Year-to-date Overview, Project Management: High school diploma program and news center maintenance and updates.
 - 3. Year-to-date Overview, Web Services: one thing we learned was no website in place.
 - 4. Year-to-date Overview, Creative Work slide points reviewed.
 - 5. Year-to-date Overview, In Progress: Nine newsletters, three articles, brochures if you do have them, please ask for them. Once created posters and flyers will be created. 30 second videos for social media, and radio ads.
 - 6. Newsletter: NOCRC in Action: Sample shown on screen. Header changed. Incredible open rate: 56.1 percent, or 3,385 total opens.
 - 7. Brochures: Waiting on info to complete overall brochure. ESL is closest to being finished with Hilda’s help. All will be pretty consistent. Green line, every area of NOCE will be a different color.
 - 8. Print Templates: Slide reviewed. Janeth: Robin has adult ed program, anything wanted for NOCRC to use, please email Janeth.
 - 9. Videos: Slide points reviewed. NOCROP, Vocation Program should be Vocational Nursing Program?
 - 10. Digital Budget: April, all videos into mix. ROP: basic Facebook, own landing page. Jennifer spoke to concern about page. Meet with Bree to discuss.
 - 11. High School Diploma Ads (two slides): Overview, doing well. Mentioned numbers.
 - 12. Postcards (for high school diploma): Not doing anything else right now, but if you need something, please let Interact know.

13. Next Steps: Infographics for convenience. Each page has campaign statistics and newsletters for stations. Kendra spoke to handouts (NOCRC Newsletter; Campaign Report September 2019 to January 2020). Alejandra back to next steps which includes finishing ad sets and videos and add them to the campaign. We will finish print pieces and brochures, flyers and posters. Interact will create ads (radio ads) and launch them. “We are looking at what the best options are; we would like to do them for March. We will also continue to report on your campaign. That is where we are right now.”

b. Q&A:

- i. Fatinah posed the first question: will campaign include advertising on public busses? No. Challenge with busses is no click rate; they are also expensive. Jennifer mentioned that maybe students need to be polled how they found us. Janeth asked about posters at bus shelters? There are options for outside and inside the bus and bus shelters. Busses in Orange County are not connected to a set route. Alejandra stressed helped with articles. Jennifer suggested including any student outcome success stories. Janeth stated that services are open to all members in consortium. The next newsletter will highlight school coordinators. Fatinah inquired about YouTube including (students) live stories? Yes. We can also do videos will still photography.

IV. Member Updates – with no updates, meeting adjourned at 2:46 p.m.

*Upcoming Executive Committee Meeting: NOCRC Office, Diversity Conference Room,
Thursday, March 19, 2020, 1:30 p.m. to 2:30 p.m.*