



CALIFORNIA COMMUNITY COLLEGES
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ACCOUNTABILITY

TRANSPARENCY

SIMPLICITY

South Central Coast Regional Consortium (SCCRC)

MINUTES

July 20, 2018

at Pierpont Inn, Ventura CA

8:30 – 9:00 AM Continental Breakfast and Networking—SEE ATTENDEE LIST ATTACHED AT END

**9:00 – 10:20 AM SCCRC/SWP Update meeting—SEE NOTE FROM CHANCELLOR’S OFFICE (Pgs. 8-9)
 (from Katie Faires)**

Program Recommendations

COC—will bring Physical Therapy Assistant program in August

AVC—will bring Drug & Alcohol Addiction Counselor program in a month or so and they are working on a certificate for Avionics.

CUESTA—if they are simply repackaging something, it shouldn’t have to go to the SCCRC. If it’s required, they will bring it. Luann will check on it.

Alan from SBCC added that he checked and ADT’s don’t have to go to the region but thought it would be a good idea to bring them to the region. Dave added that it would be good to still get the information on what’s happening at the colleges. Mary reminded the group that these program recommendations are just discussion – not official approval.

SWP Updates (Planning, Reporting, Fiscal)

Matt Roberts reported on the new K12 SWP as well as SWP reporting information. He shared that there is a new memo on NOVA reporting deadlines that should be out soon.

There will be a lot of scrutiny across the state now that we also have K12 SWP. The opportunity here is to strengthen transition from secondary to postsecondary. The Chancellor’s Office has been having talks with CDE and DOF over the K12 dollars. They are working on duties for the K14 TAPs. **There will be one person per college, versus one person per district.** Amy Kaufman is the new TAP for the K12 SWP program at the Chancellor’s Office.

Cuesta was an early adopter of dual enrollment and they created a single point of contact. This has served them well. They want to use Sabrina to be their college’s K12 Career Pathways Coordinator. Matt added that the Chancellor’s Office is interested in using existing structure as much as possible. The colleges will hire. The position will be a “glue” position with Local Education Agencies (LEAs) in the college service area as well as with the region.

Matt met with the Centers of Excellence (COEs) at their retreat at COC yesterday and asked them if they could simplify the K12SWP data (maybe not use EMSI). Everyone likes simplicity. K12 SWP project applications will be in NOVA. Donna Wyatt, Director of CTE at California Department of Education (CDE), and Matt have co-branded a PPT that should be used for K12 engagement meetings.

K12 Selection Committee will be a sub-committee of the regional consortium SWP governance structure.



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With K12 SWP rollout, the timeline—they won't put the allocation amounts out to the public until late August/early September. The dollars will flow through apportionment in Spring.

For regular SWP, allocation amounts for 18-19 will come out the second week of August. The 17% numbers will be posted at the same time.

There will be regional coordinator for Guided Pathways as well with the plan to try to align with the regional structure in some way.

The actual K12 SWP project application will be due into NOVA between January and March or early April. There will be a confidentiality agreement to clarify conflict of interest for those evaluating and selecting projects to be funded.

Matt said that they are looking to see if the unemployment rates for 18-24 year olds go down as a result of the new K12 SWP. One of the new K12 metrics is where high school graduates go after they leave high school.

Fiscal update:

Luann shared about the Addendum to the SWP Master Agreement going to SBCC Board on August 23rd and other district Boards in the region will need to approve following that. She mentioned that the region would like to schedule a Zoom call to go over the forms and the fiscal flow process.

College, Key Talent, Constituency Group, Regional Project Lead

As there wasn't sufficient time for report outs—Luann asked the group for "Asks Only"

Katie's Project Monitor report was emailed out to the region.

We confirmed that August 24th will be the next SCCRC meeting date.

Harriett announced that Mark Perna (CEO of Tools for Schools) has new book on generations. He will be speaking on Friday, August 10th at COC in Performing Arts Center from 9-11 a.m. with a repeat session from 1-3 p.m. This is a free event. There will be a flyer going out next week.

Laureano asked about closing out the 16-17 SWP projects and how to report changes or new projects. Matt said that once the current project has been fully reported on, NOVA will allow the creation of a new project to use unspent funds.

Advisory Committees discussion (Alix Wright)

There are statewide discussions about advisory boards. The Bay area WDB hired a nonprofit to look into the issue. The VCCCD is looking into District-wide advisory committees. She asked for feedback from the colleges.

John Cascamo added that he has also been looking into the topic within the community colleges. He feels this is worth discussion, but be cautious. Alix asked: What is the objective of the advisory committee meeting? Perkins has specific drivers which are different than SWP, for example. Could we have an "industry-led agenda?" John Cordova added that industry *wants* to drive the agenda. Harriett said that it is critical to do this as a region and bring the CTE Liaisons in on the conversation—where do we have industry voice, where do we work with the faculty, etc? At COC, in partnership with the Hart District, they are doing combined advisory meetings. National Career Pathways has guidelines. John Cascamo asked which advisory committee for which program and which time are we talking about.



Luann mentioned that Alix should connect with Robert and Josepha. **Alix will chair a work group on this topic.**

Review Meeting Schedule (no time to discuss in detail so will do this via email and calls)

1. Special (AEBG, K12, micro-region stakeholder meetings)
2. Constituency Group Meetings/Zoom Calls (CEOs, CIOs, Deans, Faculty Liaisons, Key Talent, etc.)

Regional Job Developer Meeting (facilitated by Audrey Green)

Oxnard - present - Amanda Burwick

Ventura - present - Brittany Manzer

AVC - present - Sara Rivas

COC - present - Keri Aaver

Moorpark - hiring

AHC – waiting for job description to be approved

Cuesta – position has cleared the hurdles (will send Job Description to Audrey)

SBCC - within the next 2 weeks will be hiring process, position filled by beginning of academic year

Audrey—discussed job description and how SWP metrics will be met. Their role is critical because SWP dollars are partly based on student employment. Some of the current job descriptions are old and don't contain the language around meeting goals and metrics that were in the position description template developed by a regional working group at the beginning of the project. Some of the important things – like tracking students to see if employment is connected to program of study – are not in some of the job descriptions. Lu mentioned that the original job description is on the SCCRC website. Audrey recommended that colleges revisit the job descriptions that don't have the SWP elements and metrics delineated. It is important for the actual Job Developers to know the intent.

John suggested that the RC's write a letter to colleges whose job descriptions don't reflect SWP reminding them that these are regional SWP funds.

Collaboration with the DSNs is critical. Audrey asked Paula and John Cordova to comment. Paula shared that sometimes faculty know students who are ready to be employed and want to hand it off to someone else to implement. The critical effort should be placement and then work-based learning.

Audrey feels that Student Services and Educational Programs often don't mix well and/or necessarily talk to each other. The Job Developer positions are critical to student success and should be integrated more into dialog with Academic Affairs and Student Services. The Oxnard College position doesn't reside in Student Services. OC didn't have a Career Center 6 months ago. Students come in without a resume, etc., so the new position is helping with those skills. There is a need for an online job board and the VCCCD is working on that. Ventura College Job Developer resides in the Career Center. There is a disconnect between her job description and the expectation of Student Services.

Luann suggested that we could bring the CSSOs together to marry the student services piece with Guided Pathways and work of the Job Developers. Keri said that COC she is under Student Services, and has found that faculty are receptive to her coming to them to ensure that students have the skills. Skills training is better in the classroom vs. workshops. Now COC has two Job Developers. The missing piece is that about 400 CTE students complete their programs every semester, but can't get connected.

One of the big outcomes of Guided Pathways is placement and employment. Alan commented that the Job Developer positions have flexibility dependent on the college. SBCC is going in the direction of having a two-person team with one housed in Institutional Research office and one housed in Student Services.



We should have Ryan do a training webinar on LinkedIn for Alumni for faculty. We need a professional development training around this. Dave Teasdale highlighted the importance of a single point of contact, and the need to drive on the metrics.

John Cascamo asked for a face-to-face training with the Job Developers walking through a PPT of what various resources are. They need formal onboarding. It would be good to also bring in the America's Job and Career Center (AJCC) folks

Lack of infrastructure at the college is a challenge. Students aren't aware of resources.

Matt said that student completion and student experience goes into MIS as well as wage gain. **Could we use regional SWP to fund online job boards for districts?**

Almost all employers use LinkedIn. Several shared that there are many best practices and once all eight people are in place, we could regional marketing funds to let students and the community know of this service.

John Cordova suggested:

- Create an inventory of what's available in terms of resources and practices.
- Once all are hired, then share best practices

Audrey asked that the Job Developers email her their challenges and their organizational structure as well as their connection to instruction. Keri has already set up a LinkedIn group for the Job Developers which can be statewide. Audrey asked that it start as a regional group. Harriett said that the LinkedIn group should be regional rather than statewide at this time.

Alix shared that each campus needs more than one Job Developer and that it is important to be cognizant philosophically that we do straddle Student Services and Academic Affairs—the collaboration is important. Margaret added that from the employers' perspective large employers that are across the region would appreciate knowing about this new resource.

Audrey will work on the structure for the next meeting and how to stay connected in between.

Other regular SCCRC business (not able to address the following due to lack of time)

Regional K12 SWP Governance Pilot (facilitated by Julius Sokenu)

MEETING GOAL: Plan micro-regional listening sessions and identify initial efforts to interact with K12 along with an associated timeline.

Chancellor's Office Update (Matt Roberts, Dean of Operations at the Chancellor's Office)

Matt reported:

- That the Chancellor's Office has received approval that the K12 Career Pathways Coordinators would be housed at each college.
- Cynthia Azari asked if they have a job description, and the Chancellor's Office is starting to work on this.
- There will be a K14 TAPs (Coordinators) at the same ratio as regions have had.
- There will be a regional Guided Pathways Coordinator.



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The K14 TAPs will engage with the Regional Guided Pathways Coordinators. The Chancellor's Office would like to pull from existing structures to hire. Salaries will be around \$100,000 for college folks and a little higher for K14 TAPs.

Matt suggested that we get the Regional Consortium Chairs mini-team input out to our region.

Jerry asked if Guided Pathways is being written into the new K14 TAP job description. Kim recommended also weaving in the AB19, CA Promise, language into the job description.

Regional K12 Selection Committee Governance Structure SCCRC pilot—facilitated by Julius Sokenu:

There will be a template for project applications from the Chancellor's Office to include in the pilot. We want to focus on eligibility criteria for projects as well as governance structure.

Goals for today: This is the standard that we would like to use to engage in sub-regions in order to vet governance applications that come in. How do we nuance the engagement process? What are resources are needed for sub-regional engagement? What is the timeline?

Discussion questions:

- How do outcomes from CCPT translate to K12SWP?
- How do we take gains already made to this funding source?
- How is the current structure working or not working?
- How do we engage our stakeholders?
- Who are the K12 players?
- What is the process for working differently within sub-regions?
- What is the sub-regional goal?

Paula asked Julius to define the sub-regions. After much discussion a motion was made, seconded and carried that the SCCRC sub-regions will be geographic as follows:

1. Cuesta, Allan Hancock and SBCC
2. Ventura Community College District—Oxnard, Ventura and Moorpark Colleges
3. College of the Canyons and Antelope Valley College

All colleges voted "yes" to above sub-regions with the exception of AVC and SBCC (not present). The above sub-regions will function for K12 engagement sessions and K12 Selection Committee makeup. Funding and project decisions still need to be discussed.

CIOs will pull list of LEAs in their service areas and provide to the regional chairs.

We must find a way to coordinate with AEBGs.

We need an organic entity that we create where we can interact with each other. Jerry mentioned that he needs coordination between K12 and colleges, and we all need a reasonable workload. Matt added that all must align to regional SCCRC goals.

Kim said that research should be at the sub-regional level. Julius asked what the intention is for the sub-region.



Jerry asked how do we distribute the workload fairly as well as decision-making. Kim added that we have the regional strategic plan and have bi-annual sub-regional meetings.

Laureano added that we can agree, but final decisions are local. Matt said that we should highlight OUTCOMES. Jerry added that we should be using noncredit to upskill college age students.

What happens within each sub-region? Alix suggested using our regional rubric and adjusting it to align with the K12 SWP legislation.

- Engagement sessions (K12 understands the process)
- Criteria for governance sub-regionally
- Criteria for project selection

Matt—keep goals toward the outcomes. The relationships are strong.

The region could agree to use percentages of pupils completing rather than number of pupils.

The SWP Steering Committee must be informed and make the official sub-allocation K12 funding decisions. Do the college District CEOs make the sub-regional structure decision? This needs to be discussed with Matt on the Regional Chairs calls and receive written guidance from the Chancellor's Office.

All meetings should be subject to the Brown Act. Need to have a confidentiality agreement with K12 Selection Committee members. Meeting should be in public forums.

K12 SWP Governance Structure Pilot table discussion: (we did not have time to do this)

1. Break off into Sub-Regional Groups
 - a. Who do you interact with?
 - b. Is there a structure currently in place? Is it working? Recommendations
 - c. Recommendations for setting up listening sessions?
2. K12 Selection Committee formation (review draft application/nomination form)
3. Key Talent Coordination
4. Next Steps (identify sub-region lead, engagement, timelines, etc.)

Questions for Matt:

1. Can we know our regional K12SWP allocation earlier?
2. Will there be a Sacramento in-person meeting with RCs and Donna Wyatt of CDE in September?
3. Will 18-24 year olds be tracked if they get part-time jobs? How?

LINK TO THE CHANCELLOR'S OFFICE DOING WHAT MATTERS WEBSITE PAGE FOR K12 SWP (PPT, Trailer Bill etc):

<https://doingwhatmatters.cccco.edu/StrongWorkforce.aspx#k12>



SCCRC MEETING SCHEDULE TO DATE

- August 24 – SCCRC meeting/Possible K12 Regional Meeting
- September 14 – SCCRC/possibly held in Buellton in conjunction with a sub-regional stakeholder meeting (to inform Regional Plan update)
- September 28 – possible VCCCD stakeholder meeting (to inform Regional Plan update)
- October 5 – possible COC and AVC stakeholder meeting (to inform Regional Plan update)
- October 11 at CCCAOE at Rancho Mirage
- November 16 - SCCRC meeting
- December 7 (possible stakeholder meeting)
- January 13 and 14 SWP Regional Plan Update (Steering Committee/SCCRC)
- February 22 – (possible stakeholder meeting)
- March 22 – (possible stakeholder meeting)
- April 4 at CCCAOE in Sacramento
- May 3 - (possible stakeholder meeting)
- June 9 - 11 – Retreat in Cambria (Steering Committee/SCCRC)

OTHER EVENTS

September 4-6, 2018	Meeting of the Minds California Workforce Association (CWA) Conference in Monterey
October 10-12, 2018	California Community Colleges Association of Occupational Education (CCCAOE) Conference in Rancho Mirage
November 28-30, 2018	Joint Special Populations Advisory Committee (JSPAC) Conference in Sacramento
January 3-4, 2019	Get Focused Stay Focused (GFSF) Conference in Santa Barbara
April 3-5, 2019	CCCAOE Conference in Sacramento



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Chancellor's Office News Brief (with additions in *red* as of July 19th)

- State budget signed into law the Strong Workforce Program K12 funding that is intended to increase the transition from secondary to postsecondary
- More guidance is forthcoming about timelines for the SWP K12 funding
- We are seeking input on a set of Perkins principles for K14 pathways that were adopted by the Joint Workforce Advisory Board: a link to the principles <https://www.cde.ca.gov/ci/ct/gi/workpathjac.asp>
- Oklahoma has been added to the list of travel banned states
- All 2018-19 Combined Applications are substantially approved. Once fully executed, expenditures can be backdated to July 1, 2018.
- Information from the Feds regarding Perkins reductions aren't expected until October 2018.
- It is advised that CTE Deans consider possible projects that could be removed should we be notified of further reductions in October.
- Further instructions will be sent to CTE Deans once final allocations are known.
- Memo for 2017-18 Final Claims for CTE Transitions and Title 1C, due August 31, to be sent next week.
- On-line final reporting will also be opened at that time.
- Perkins 1B Leadership Final Report information memo will be sent next week.
- It is likely, Perkins will be reauthorized January 2019 but can't be guaranteed until the Senate officially approves the new Act.
- Perkins Master Calendar is being developed and posted within the next 2 weeks.
- Request for Interest for DSN and Host College has been announced
- DSN Interest Survey and required documents are due August 15, 2018. Final selections to be completed by 10/31/2018.
- **VERY IMPORTANT: THE GRANT/CONTRACT TERM FOR THE NEW DSN's/HOST COLLEGE WILL BE: 11/1/2018 - 11/30/19**



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- Two DSN eligibility criteria added:
 1. The DSN must reside within the region applied for
 2. The position will require a 100% commitment. essentially, the applicant cannot also be faculty.
- 2017-18 EWD Grant Amendment 1 \$35k augmentation/extension final reports due 10/31/18. EWD expenditure database to be used.
- Quarters 5 and 6 have been added to the EWD Expenditure Database.
- 2017-18 EWD Grant Amendment 2 \$35k augmentation/extensions to be managed by fiscal agent Chabot-Las Positas CCD. Those who opted-in for the extension will receive a Subcontract directly from Chabot.
- **No Amendment 2 face sheet will be received from the CO.**
- CO expenditure database will not be used in this instance.
- Your Program Monitor will still be responsible for providing technical assistance, review and approval of outcomes and activities and ultimate expenditures and approval for final payment.
- Invoices will be sent to the fiscal agent.
- Final expenditure and narrative reports for Amendment 2 to be completed via template sent by Chabot and submitted to your program Monitor for review and final approval for payment no later than 11/30/18.