

EC MEMBERS PRESENT*: **Carlos Hernandez, AUHSD; Kenneth Lopour, LAUSD; Fatinah Judeh, OCDE;** Araceli Chavez, AUHSD; **Joyce Carrigan, NOCCCD; Jennifer Prado, NOCROP;** Julie Ornelas-Smith, AUHSD; Margie Abab, NOCE; Adam Gottdank, NOCE; Raine Hambly, NOCE; Ty Volcy, NOCE

EC MEMBERS ABSENT*: Steve Zamora, FJUHSD; Robin Patterson, GGUSD; Dana Lynch, NOCROP; Valentina Purtell, NOCE; Carrie Bisgard, PYLUSD; Sandi Layana, FJUHSD; Renae Bryant, AUHSD; Karla Frizler, NOCE

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

ADDITIONAL WG MEMBERS PRESENT:

NOCRC STAFF PRESENT: Dave Afshar (Basic Skills, Liaison); Michelle Bringman (Basic Skills, G.E.D); Janeth Manjarrez (Project Lead); Kenneth Kiesselbach (CTE/I-BEST); Katherine Pham (Project Lead); Jason Makabali (OIRP); Jayzelle Mata (Project Lead); Hilda Rivera (ESL Mentorship); Casey Sousa (DSS); Erin Sherard (SASS); Roxana Soto (Basic Skills Transition); Ivan Stanojkovic (DSS); Harpreet Uppal (OIRP); Jodie Williams (ESL); Denise Levy (Grant Support); Diane Mendoza (K-12 Student Success, PE); Nathan Brais (ESL Counselor, CAEP)

GUESTS PRESENT INVITED BY NOCRC: Casey Sousa (NOCE); Terry Cox (NOCE); Dulce Delgadillo (NOCE); Jennifer Perez (NOCE); Jason Makabali (NOCE); Celeste Phelps (Cypress College)

I. Welcome

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

Janeth confirmed quorum for voting action items.

➤ **NOCRC 2019 recap and feedback**

- Janeth explains she has created an anonymous survey to be distributed to gather feedback from the Executive Committee to be able to set appropriate goals for 2020. This is created for the improvement of procedures and workgroups within NOCRC. Goals will be presented at February 2020 Executive Committee meeting.

➤ **CAEP One-time Funds**

- Janeth informs that the NOCRC team was able to submit the completed budget for 20-21. Janeth explains the State procedure that has been set for carry over funding.
- Janeth explains that there are a million dollars to be spent by November 2020. Janeth informs EC that Denise Levy is available for questions about carry over funding.
- Janeth encourages the District Members to think about the one-time costs that may be needed for their organizations. If there this is applicable MOUs may be drafted in order to use this one-time funding.

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- Janeth explains that NOCRC is currently 61% fully spent, at \$1.4 million dollars. Janeth explains that it is the responsibility as workgroups members to confirm the budget.
 - NOCRC will be using the NOCRC CAEP Request for Funding Template to submit these requests for one-time funding.
 - One-time costs include furniture, software, - anything that can be encumbered by within a certain timeframe.
 - Janeth states that NOCE has an internal deadline with NOCE Purchasing Department in March 2020. Denise Levy, echoes Janeth, confirming the deadline in March 2020 for NOCE.
 - Janeth states for non-NOCE voting members, this is a great opportunity to review the partnerships that are currently in place and determine with can be deemed as “one-time” funding.
 - MOUs should be created by March 2020. Anything about \$83 thousand needs board approval.
 - Janeth explains that NOCRC has created a procedure that will help to internally track budgets. This procedure will help track the one-time costs and help in ensuring we are in compliance.

➤ **NOCRC website development and completion by November 30th, 2020 – VOTING ACTION ITEM**

- Janeth explains that with the funds that need to be spent, NOCRC is looking to create a new website.
- Janeth explains that NOCE has also been revamping their current website with the help of Stamats.
 - Jennifer Perez supports Stamats is a reliable, thorough, and professional website designer. Jennifer states that working with Stamats has been a pleasant experience. NOCE’s new website hopes to go live in August 2020.
- Janeth states that the goal of creating a new NOCRC website is to always make the appropriate templates and information accessible to all partners and students.
- Janeth asks EC to review the request to work with Stamats to complete an NOCRC website revamp by November 2020 with the budget of no more than \$90 thousand dollars.
 - Janeth states that the NOCRC team has not contacted Stamats about their involvement due to needing board approval before initiating contact.
- Joyce Carrigan asks if the \$90 thousand dollars will include continuous support once the website has been updated.
 - Janeth explains that once Stamats has completed the website revamp, the goal is to have Jayzelle Mata, NOCRC Campus Marketing/Outreach Assistant, to update and handle all upkeep of the NOCRC website.

Vote

Motion to approve the NOCRC Website Development and Completion by November 30th, 2020 with up to \$90 thousand

Carlos Hernandez motions

Jennifer Prado seconds

Motion Approved

➤ **Out of State Travel for Jayzelle Mata to attend NCMPR 2020 National Conference, Orlando, FL – VOTING ACTION ITEM**

- Janeth shares the Excellence in Writing award from NCMPR District 6 Conference awarded in October 2019.
- Janeth explains that the NCMPR will be having a National Conference in Orlando, FL. She explains that this voting action item is to approve the out-of-state travel for Jayzelle Mata to join the NOCE/NOCCCD communications teams at this conference to help enhance the knowledge of marketing and communications tactics to help NOCRC and its partners in future marketing projects.

Vote

Motion to approve the Out-of-State Travel for Jayzelle Mata to attend the NCMPR 2020 National Conference in Orlando, FL

Kenneth Lopour motions

Carlos Hernandez seconds

Motion Approved

➤ **Approval of December 2019 Online Meeting Minutes – VOTING ACTION ITEM**

Janeth opens the floor for Executive Committee to review December 2019 online meeting minutes before vote.

Vote

Motion to approve December 2019 online meeting minutes as presented

Carlos Hernandez motioned

Kenneth Lopour seconds

Motion Approved

II. Workgroup Strategies

Janeth explains that moving forward into 2020, NOCRC would like to present updates to EC to keep all parties informed of the projects set for 2020.

➤ DSS

- ARISE Lab Presentation
 - Janeth introduces Casey Sousa and Celeste Phelps to present about the ARISE Lab that is held at NOCE Anaheim campus and Cypress College.
 - Casey explains that the ARISE Lab is a student support lab that focuses on helping students in Academics, Relationships, Independence, Self-Advocacy, and Emotional Health. Casey explains that they have noticed students, especially students with autism and similar areas of disabilities, would struggle with some of these areas on campus, preventing them from staying in school and completing their course work. Because of this, the ARISE Lab has the goal of helping students stay in classes and reach their goals.
 - Casey explains that the ARISE Lab has received an award for Excellence in Continuing Education.

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- Casey shares that during 2018-2019 school year the ARISE Lab had 92 unique students served. During this year, 2019-2020, there have already been 188 unique students served which speaks to the need of the ARISE Lab needing to grow and expand.
 - 358 total visits to the ARISE Lab in 18-19
 - 996 total visits to the ARISE Lab in 19-20, as of January 2020
 - Celest Phelps explains that offering a safe space like this would be very beneficial for Cypress College students. She states they are very excited to be working with NOCRC braided funding. Cypress College hopes to secure a room for use soon. She ensures that the campus is very supportive of the ARISE Lab.
 - With the furniture that is being requested, the ARISE Lab will be able to create a safe space for the students to be comfortable.
 - **ARISE Lab Furniture Cost - VOTING ACTION ITEM**
 - Joyce Carrigan asked if there have been any talks of the electric fixtures, etc. Ivan confirms that this has been taken into consideration.
 - Kenneth Lopour shares that a similar room with similar furniture has been an incredible investment at his location. It has been incredibly beneficial for their students.

Vote

Motion to approve up to \$60,000.00 of CAEP one-time funds to be allocated for ARISE furniture

Carlos Hernandez motioned

Joyce Carrigan seconds

Motion Approved

- **Move of strategy funds for ARISE Lab – VOTING ACTION ITEM**
 - Ivan Stanojkovic explains that he has met with Denise Levy about DSS budget. There is a need close to \$51 thousand dollars.

Vote

Motion to approve the movement of funds from other strategies to the ARISE Lab strategy

Kenneth Lopour motioned

Fatinah Judeh seconds

Motion Approved

➤ Basic Skills – Workgroup Update

- David Afshar explains that the GED, HiSET, and Direct Instruction have produced numerous results. This will continue as is in 20-21. Adjunct faculty will still be funded by CAEP.
- The transition strategy has been removed for 20-21 and is now under the purview of Janeth. There have also been changes at the Gilbert site:
 - Gilbert is continuing for the rest of the current term. We are currently still in conversation with AUHSD on how we will be collaborating with them. There are different ideas that are being suggested but nothing has been finalized.
 - If there is a strategy change, the work on that strategy will start in June 2020.

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- Dr. Slim will be attending the coming workgroup meetings. He will also be bringing a new coordinator.
 - CTE and Workforce – Workgroup Update
 - Kenneth Kiesselbach informs EC that we will be focusing on institutionalization.
 - There have been 2 approved permanent positions.
 - Kenneth continues saying there will also be a continued focus on jobs and workforce, and guided pathways. CTE is hoping to use new software and platforms to be able to assist students in every step of their academic and career journeys.
 - CTE has also started looking into work-based learning. A Special Projects Coordinator is looking to be hired to generate more work-based opportunities.
 - Marketing and outreach funds that have been allocated are being used to help boost enrollment.
 - Raine Hambly states that they may be hiring an outside company to assist. Raine has been in contact with Network Connections, who help get students into paid internships and employment. They will also help with the Career Center and staffing to better help students to prepare for employment.
 - Raine explains since NOCE is non-credit, they are not able to offer internship classes to students. Unpaid internships are off limits. However, paid internships that are not associated with a class can be offered to students.
 - Raine continues to explain they are also working with Career Launch Academy. NOCE has purchased site licenses. This will include 20 students, in a three-month process.
 - Kenneth Lopour asks if NOCE works with unions or partnerships?
 - Raine explains that she has met with a few unions already, but they do not offer a guarantee for interviews or employment for the students after completing the program.
 - Raine has been working with hospitality tourism apprenticeships. They are aware of the interest in North Orange County and know to reach out if they are willing to move forward.
 - Janeth states that for Workforce Development, Roxanna Soto and those assisting her will now be dedicating their time to ROP to build a good structure and pathway for their students. Then once that is established, collaborate with NOCE and other partners for the regional effort. We need to be sure every institution is at the proper level in order to collaborate successfully.
 - ESL – Workgroup Update
 - Hilda Rivera states the Noncredit Pathway to College is for students that are more advanced and geared toward academic success. These students are being tracked and referred to mentors to help in transition. Classes are being held at Anaheim Campus and Cypress College, along with the offsite locations. Walter Knott center is holding classes, equipped with a mini student center with student resources. Counselors will go once a week to assist with planning and education plans for students.
 - Hilda states that offsite counselors are creating a plan to do orientations and educational plans at as many sites as possible - there are 27 sites. The goal is to do as many orientations as possible. Mentors who are also on contract are helping with orientations as well. They all are also taking this time to do outreach to students.
 - Hilda continues to state that the Course Alignment strategy is working together to see how many classes align at NOCE with Fullerton and Cypress colleges.

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- Hilda states the Mentorship program currently has 100 students. There is continuous outreach to bring more students to the credit side.
- K-12 Student Success – Workgroup Update
- Ty Volcy states there are currently 23 Love & Logic classes. Ty thanks EC for the support. There has been 4 new faculty to meet the higher demand. The biggest class that is being held is 46 students. There are 5 new locations. Ty suggests that if anyone wants to hold classes at their locations to reach out to the K-12 Student Success Workgroup.
 - Ty stated that the planning has already begun for the upcoming Trauma Informed Conference. The workgroup is planning on requesting the Surgeon General for the guest speaker and depending on her availability the dates will be set for the conference.
 - Ty states that Erin Sherard is currently working on new curriculum. Erin is currently working on Building Trauma Informed Communities Supporting LGBTQ Youth curriculum that will start in Spring 2020. They are also currently working on Parent University, ACEs, while looking into other areas such as foster and kinship care.
 - Ty also states there has been a request for workshops and trainings from the workgroup. The workgroup is currently working to figure out how to host the trainings.
- III. CAEP Member Updates
- Janeth opens the floor to the Research Team about the recent Data and Donuts events that have been held throughout the campuses.
 - Dulce Delgadillo explains that there have been recent requests for more presentations about MIS data.
 - Dulce shares that Harpreet Uppal and Jason Makabali from the research team are invited to do a statewide tour because of the tools and progress that has been made within the team.
 - Dulce states that on February 13th, from 10am-3pm, there will be a presentation at Mt. SAC for the data that is requested.
 - Janeth thanks EC for their patience and flexibility as she explains that the Grants world is chaotic. Because of this she has created a survey to receive feedback from EC. The survey is to provide consistency and understanding throughout all aspects of the workgroups and collaboration moving forward.
 - Janeth informs EC about the ACCE Conference. This is a great chance for attended a conference. NOCRC has submitted nominations for the awards at the ACCE Conference – DSS Community Conversation, Grads to Be Program, Trauma Informed Conference.
 - Janeth reminds EC that all out-of-state travel needs to be approved by EC.
 - Janeth informs that Interact Communications will be presenting during the February 2020 EC meeting and there will be conversations about the community schools model with the new hires from AUHSD.
 - Carlos Hernandez states that Community School Coordinators have been hired officially. There were 375 applicants.
 - The governor proposed budget proposed 300 million dollars for community schools. We are in line to create a model in the future.
 - Janeth states that NOCRC has hired a new Administrative Assistant II. She will join the NOCRC team at the end of the month. She is an internal candidate from Cypress College. She will be present at the next EC meeting.

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- Jennifer Prado, NOCRCP, states that Nicole Miller, Adult Education Program Specialist has been transitioned to a CTE Counselor. ROP will be submitted TOPS Pro data and they have recently relaunched dental courses and orthodontic assistant courses.
 - Joyce Carrigan, NOCE, states that this is currently the second round of the K-12 Strong Workforce. They are currently getting ready to begin the next cycle. Applications are currently being accepted.
 - Fatimah Judeh, OCDE, informs that OCDE will be launching comprehensive CTE programs. Students that are referred from court, school districts, etc. There will be industry certifications, etc. OCDE is offering exploratory CTE courses through Paxton Patterson. Also, at the Juvenile Hall there will be a building construction pathway. There is also a digital media arts pathway.
 - Kenneth Lopour, LAUSD, states that they are expanding their medical pathway and constructing a three-story building to further that expansion. The sports med program will also be expanding into a larger medical field program.

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

Thursday, **February 20, 2020 @ 1:30 p.m. to 2:30 p.m.**