

**SB 1070 LA Ring College Consortium Steering Meeting
Minutes – September 20, 2017
Rio Hondo College - Quiet Cannon, Montebello, CA**

Attendees

College/Affiliation	Name	College/Affiliation	Name
Cerritos College	Christina Mulcahy	Los Angeles Trade Tech College	Sandra Munoz
Cerritos College	Carla Yorke	Los Angeles Valley College	Valeria Covarrubias
Compton College	Lynell Wiggins	Mt. San Antonio College	Marie Tyra
Compton College	Alicia Zambrano	Pasadena City College	Ana Ramos
El Camino College	Virginia Rapp	Rio Hondo College	Lyla Eddington
Glendale Community College	Marisela Canela	Rio Hondo College	Eder Flores
Glendale Community College	Emma Sanchez	Rio Hondo College	Shari Herzfeld
Glendale Community College	Jan Swinton	Santa Monica College	Nancy Cardenas
Long Beach City College	Lizzette Villegas	Santa Monica College	Maria Leon-Vasquez
Los Angeles Harbor College	Monica LaBenda	Tri Cities ROP	Therese Kennedy
Los Angeles Southwest College	Lisa Lewenberg		

Agenda	Discussion	Follow-up
I. Welcome and Introductions	Welcome and Introductions were made around the room – Dr. Lyla Eddington, Project K-14 Career Pathways TAP, Rio Hondo College	
II. Approval of Minutes	Approval of June 21, 2017 minutes – Approved Unanimously	
III. SB1070 Activities for 2017-2018	<ul style="list-style-type: none"> • Combining activities of staff development and outreach with SB 1070 and Strong Workforce Program – Career Pathways Project. • Activity to include offering of at least one outreach to high school and colleges counselors to help them understand value of community college certificates and degrees and not just focus on transfer programs. • Spring semester would to do something for counselors. • Group felt it would be beneficial for counselors to understand the data related to the job market. • Lyla will continues to work with DSN, as they are the industry liaisons in LA County. 	

<p>IV. Extended Ops Mtg. Update - 9/6/17</p>	<p>Lyla provided a report from the Extended Ops Quarterly Meeting held in Sacramento:</p> <ul style="list-style-type: none"> • Lyla reviewed the mission of Strong Workforce Program and the 25 recommendations for “more” and “better” CTE Programs. Recommendation #3, focuses on career pathways program. The LA County regional project for Career Pathways Specialist goal was to identify single point of contact at each college to facilitate pathways process. • Meeting participants include the Regional Consortium Chairs, Sector Navigators, and CCCCCO staff. • 2017-18 is the last year of SB 1070 funding. The legislature directed the CCCCCO to combine the 48 million with the 200 million for Strong Workforce Program. • Each region decides how to spend it in their region. LA decided to request applications for the regional funds and they must be approved by the LA/OC Regional Consortium members for continued funding. • Launch Board – data tool developed by West Ed for CCCCCO to reflect program success. Each college has their own staff doing their own thing, so how can CCCCCO gather data and put it into order to make it meaningful to end user. A tab reports K-12 student readiness for college as well as enrollment in CTE. This is currently in development, but when completed, it will be shared with group. • CCCCCO conducted a 360-degree evaluation of K-14 TAPs, DSN, SN, and Regional Consortium Chairs. This has provided feedback to each of the participants. Next step is for CCCCCO staff to complete the evaluation. • Laura Hope, new VP of Academic Affairs at CCCCCO, provided an overview of a new initiative entitled Guided Pathways. This is the theme at the upcoming CCCAOE Conference (Nov 1-3). Guided pathways like an umbrella over the other initiatives at the CCCCCO. • Next meeting December 6 in Sacramento. Lyla will report at the December 13th meeting of this group. 	
<p>V. LA Region Strong Workforce Projects Update</p>	<p>Source of funding for Career Pathways Specialist</p> <ul style="list-style-type: none"> • LA decided to seek projects via application process. The voting members evaluated them and scored each application against a matrix. Goal of the region is to fund as many as possible based on rank order. • Round 2 and 3 applications are now in process. • Purpose of the SWP funds – more CTE and better CTE (increasing numbers of enrolled and completers) better is improvement in curriculum, addition of support systems, and ensuring students gain employment. 	

	<ul style="list-style-type: none"> • Year 1 objective is to get folks hired and then familiar with campus, secondly is to look at what we have in place between the high schools and community colleges and then build on it; we need to know if we've improved; we need data to show outcomes. • Year 2 pathways beyond HS – working with the adult education consortium and WIBs. • Year 3 work based learning – modules and lesson built into k=12 and community college; integration of relevant work experience and internships. • Lynell shared that paid work experience is available through the CCCCCO Foundation. They have available grant money to pay individuals. 	
<p>VI. Career Pathways Specialists Local Assessment Tool</p> <ul style="list-style-type: none"> a. Baseline data b. CTE Matrix 	<p>Baseline questionnaire – please bring to training session in October; if you have questions call Lyla</p> <ul style="list-style-type: none"> • Questionnaire will provide baseline data for comparison of successful implementation of the Career Pathways Program over the next three years. • 2 years ago, (October 2015) The LA Community Colleges developed suggested regional policies and procedures related to articulation, career pathways, and dual enrollment. The questionnaire is asking if the college has adopted the policies and if they have process in place. • CTE Matrix – it lists programs at each college by categories from the 15 occupations identified by CA Department of Education categories. This is our target audience. • Go to college catalog, review, meet with dean of division and then update and bring back to us, take a close look, review, and update. 	
<p>VII. Career Pathways Specialists Training Retreat – October 25-27, 2017</p> <ul style="list-style-type: none"> a. Logistics b. Topics to be covered (See Attached Agenda) Review of draft agenda of topics 	<ul style="list-style-type: none"> • Final letter to come out confirming participation. • Two participants from each college - dean and pathways specialist. • Lyla reviewed the Proposed Agenda with participants. • Data Collection – CATEMA: software program that allows student to enroll at college and for instructor to post grades into shell which is uploaded to admissions and records that generates transcripts with credit for course that has been articulated with college from HS or ROP; Lyla's goal is to have everyone enrolled end of year? • Friday morning will provide time for colleges to sit-down with work plan and set up a plan and time lines; over 300 HS in LA CO, relationship with feeder HS must be established for this to work. • Question to group - Do you want notebooks, bring your own laptop to view items on site <ul style="list-style-type: none"> - Yes, group wants a notebook for UCLA 	

VIII. Statewide Data Update	<ul style="list-style-type: none"> • Launch board: system that CCCCO uses to report out data via MIS. • One tab under development reports HS students' readiness related to math and English. It also reflect the number of students who complete CTE coursework. Each HS District reports data only if HS has signed CALPASS Plus MOU. Lyla encouraged CPS to review web site and determine if their HS are participating. If not, encourage them to do so. 	
IX. Invoicing for LA Ring Colleges for Staff Development MOU	<p>Review of invoicing procedure</p> <ul style="list-style-type: none"> • Lyla introduced Lydia Corrales to talk about invoicing – and why it is critical to have all the documents attached before payment can be made by RHC. • Lyla suggested Colleges invoice 4 times, so they can receive money quarterly. • First quarter may not have spent since summer but always due middle of month. • October 15, Jan, April and then July – always due 15. • Lyla stressed that this is not for the CPS. This is paid out of Strong Workforce Program Regional money. • Lydia reviewed the forms. These items are required by RHC accounting office. • Always make sure to include warrant, backup paperwork, docs can be scanned and sent and then the hard copy signatures are the final review. • Certain states we cannot travel to unless it is a requirement of the grant. • Narrative – key for audit – must align with expenditures. 	
X. Working Lunch	Individual Questions/Comments – All	
XI. Next Meeting – CPS Training Retreat	<p>UCLA Conference Center:</p> <ul style="list-style-type: none"> • 850 Willow Creek Road, Lake Arrowhead, CA 92353. • First of next week – info will be sent to each of CTE deans with registration and confirmation, also if any dietary restrictions. 	
XII. Quarterly Meetings	<p>December 13, 2017; March 21, 2018; June 20, 2018</p> <ul style="list-style-type: none"> • Registration begins at 9:00AM with formal meeting starting @ 9:30AM 	
XIII. Other Items	None	
XIV. Adjournment	<p>Adjournment</p> <ul style="list-style-type: none"> • Meeting break for lunch at 11:50AM 	

Not Approved