****Los Angeles Community College District

CalWORKs Coordinators/Directors

Strategic Planning Meeting

Friday, August 28, 2015

9:15 a.m. – 3:30 p.m.

Los Angeles Trade Technical College

Juniper Hall, ST 401

Minutes

Attendees: LASC: Blanca Barajas WLAC: Cecelia Schumake

 LAHC: Mercy Yanez LATTC: Linda Cole

 LACC: Rey Garcia ELAC: Gina Chelstrom

 LAVC: Ellie Rabani LAMC: Angela Aghajanian

 Pierce: Claudia Velasco LACCD: Sorangel Hernandez

LACCD Dr. Felicito “Chito” Cajayon, Vice Chancellor

Economic and Workforce Development

Guests: Dawn Reed, LAHC, Associate Dean Student Services

Dorothy Smith, LATTC, Dean Matriculation

**WELCOME**

The meeting was called to order at 9:33 a.m. by Chairperson, Blanca Barajas. She acknowledged that this would be Merci’s last meeting with us, as she is now the new Dean of Student Services at LAHC. Merci introduced Dawn Reed, Associate Dean of Student Services at LAHC. Ms. Reed will be overseeing CalWORKs and Kaman Ng will, also, be responsible for the day-to-day activities.

Dawn described the process of merging EOP and CalWORKs; as well as, the vision and support of administration. She stated that she had learned a lot about CalWORKs from working with Jeanette McGee. She emphasized that CalWORKs is not an afterthought.

Blanca stated that this was an example of autonomy enhanced by collaboration. EOP has been at the forefront for advocacy for their students.

Blanca extended thanks and appreciation to Linda Cole for hosting the retreat and to the various committee members instrumental in planning the professional development training and the spring recognition event.

We took a moment to go around the table and introduce ourselves.

**MINUTES**

Minutes were read (silently) from the May 29th meeting. Minutes were approved as read.

**ANNOUNCEMENTS:**

* Sorangel Hernandez (District) started her doctoral program on August 27th and is the newly elected Vice President of LAC 5.
* Dr. Linda Cole (LATTC) has achieved multiple doctoral degrees in Philosophy and Christian Education.
* Claudia Velasco (Pierce) has just completed the first year of her doctoral program.
* Gina Chelstrom (ELAC) announced that four of her technicians completed their master’s degree programs; ELAC just celebrated opening day where five CalWORKs participants were presenters; the President was excited about the recognition.

**2015 – 2016 CalWORKs Calendar:**

**Monthly Hosting Calendar:**

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| --- | --- | --- | --- |
| **MONTH** | **COLLEGE** | **MONTH** | **COLLEGE** |
| July | No Host | January 2016 (TBA) | Retreat |
| August 28, 2015 | Retreat | February 26, 2016 | Pierce |
| September 25, 2015 | ELAC | March 25, 2016 | LASC |
| October 30, 2015 | LAHC | April 29, 2016 | LATTC |
| November 20, 2015 | LAMC | May 27, 2016 | WLAC |
| December 11, 2015 | Holiday Luncheon | June 24, 2016 | District |
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Due to Spring Break and Accreditation, the March 2016 date is tentative.

With the exception of LACC and LAVC, the hosting calendar is complete.

The general consensus was that all monthly meetings would be held at the District Office. However, we may choose to meet at another location (i.e. other campuses), at a later date.

Merci stated that when there is a conflict of schedules at LAHC, either Dawn or Kaman will attend the meetings and emphasized the importance of including Kaman in all correspondences.

After much discussion about which campuses had Directors and/or Coordinators; the importance of Directors/Coordinators attending meetings on a regular basis; and allowing staff members to act as alternates for Directors/Coordinators, it was suggested that the meeting be crafted to include support staff and best practices; and specify when the agenda items were pertinent to directors/coordinators only. Blanca reiterated the importance of not abusing the use of alternates.

**Scheduling of Events:**

Sorangel stated that last year’s events included:

* Summer Retreat (July)
* Accreditation Training (April)
* State SSARCC Webinar Training (June)
* Year-End Recognition (June)

Suggestions included professional development (LACC, June 2016); self-audit’s (campuses could audit each other); procurement specifically for SFP’s and categorical programs; SAP training (Oct); LACCD Recognition or mini- conference with breakout sessions; breakfast for the new chancellor; service learning activity; and combine LAC5 and LACCD

Discussion included:

Linda reminded us that there is a lot of events planned for next spring and to keep in mind that an elongated meeting is not a retreat.

Angela stated that today’s meeting was actually strategic planning and not a retreat.

Gina suggested that the retreats be hosted at retreat-like venues.

Blanca reminded us of other spring commitments:

Refugee Training (Dec 11, 2015) CCC CWA Training (April)

LACCD (May) LAC 5 (June)

Dawn indicated that LAHC has all of their ceremonies planned for May 2016.

Angela suggested that the mini-conference

After further discussion, a committee was established to plan a staff development event for January 22, 2016. The committee members are: Sorangel (Chairperson), Gina, Claudia, and Blanca.

LATTC Dean of Student Services, Dorothy Smith joined the group and emphasized the importance of identifying problems with our processes, explaining and resolving the factors; knowing how to connect with student services; and helping our participants navigate to where they need to get to.

**2015-2016 Events:**

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| --- | --- | --- |
| **DATE** | **EVENT** | **COMMENTS** |
| September 25, 2015 | Professional Development: Self-Audit |  |
| October 30, 2015 | Professional Development: SAP Training | Directors will meet from 9:15 a.m. to 11:15 a.m. SAP Training: 12:00 P.M. to 3:00 p.m.; include best practices for budget (Blanca); all staff members are invited. |
| December 11, 2015 | Refugee Training - Anaheim |  |
| January 22, 2016 | Professional Development | Focus on staff; include staff on planning committee. |
| April, 2016 | CCC CWA Training |  |
| May, 2016 | LACCD ????? |  |
| June, 2016 | LAC 5 Conference |  |
| June 9, 2016 | LACCD Mini-Conference |  |
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**CalWORKs COORDINATOR’S REPORT:**

The District is returning $68,889.00. Several colleges (Pierce and LAMC) indicated that the amounts reflected in the report are incorrect. This, however, is a large amount of money to be returning.

Cecelia (WLAC) stated that some colleges have unspent funds because they were instructed to retain funds for the possible AFT accrual. During the final phase of closeout this decision was retracted, leaving them funds they could not spend.

Blanca suggested that Sorangel meet with each Director/Coordinator on a quarterly basis to review their expenditures

Sorangel reported:

* There are a lot of new accountants at the District who are still learning the process. Our new SFP accountant, will join us at next month’s meeting.
* CDC must earn the income. It is necessary for the expenditures to be reflected in GL 5000 fund. In the future, the District office will sign off on any financial reports that reflect CDC funding in any other GL fund or if SSARCC does not match SAP.
* Those colleges (LAVC, LAHC, LASC, ELAC, and LATTC) that have not adopted an invoicing procedure should prepare a MOU describing their agreement with the CDC and how the funds are transferred.
* Merci indicated that the MOU cannot be executed without the approval of an Administrator. She, also, inquired about the results of from the issues with some of the CDC’s being presented to the CCCO’s and if there had been any recommendations or conversations about replacing Oscar
* Several members agreed that Kamisha Smith, V.P. at LACC or Florentino “Teno” Manzano, V.P. at LAVC would be excellent candidates for the position.

Sorangel reiterated that she will need a memo from those colleges whose SSARCC and SAP amounts do not match. Memo should state why they do not balance, what corrective action will be taken, and it needs to be submitted to Jackson Kuo, no later than Tuesday, September 1, 2015.

Sorangel stressed the importance of respecting deadlines and response times. These are both areas that need improvement.

Rey described the invoicing process: MOU, create JV’s to transfer funds from CalWORKs to CDC, and establish an invoicing process.

**2015 – 2016 LACCD CalWORKS GOALS:**

**Newsletter**:

Sorangel reported that only 50% of the colleges have submitted information. It’s not too late to submit information for your campus, please remember to include testimonials. Deadline is October 15, 2015. First publication should be available December 2015.

**CCC CWA Portraits of Success**:

LACCD is the largest community college district in the state. However, only five colleges submitted testimonials (total of 12). We have several of our directors involved in CCC CWA: Angela is Treasurer, Blanca is the newly elected Recording Secretary, and Cecelia is the Region 7 Rep. Our advocacy and support, at the state level, must be stronger.

**Strategies to Increase Effectiveness of Monthly Meetings:**

Suggestions included:

* Highlight, at each meeting, best practices (Dawn).
* Work on changing procedures (i.e. CDC); focus on the necessities; and allow for open discussion (Gina).
* Address procedural problems like the MMR, monthly benefits, or issues with HR (Claudia).
* Rey suggested that the minutes include “action items.” Blanca will send Cecelia a template.

**Other Updates:**

* Rey mentioned that the Handbook needs to be revised. The current editions does not address a year-end celebration.
* Angela stated that the various regions are supposed to be reviewing the current Handbook and submitting recommendations to the Board.
* Discussion regarding CalWORK’s relationship with Student Equity and SSSP. Merci emphasized the importance of tracking all services, having CalWORKs representation on both of these committees, leveraging program services, and connecting data with funding requests.
* Blanca, acknowledged Rey’s efforts to collaborate with Region 4 and encouraged everyone to take advantage of the opportunity to present their program at a Region 4 staff meeting. Partnering and networking is critical to our efforts to grow our programs.
* CalWORKs Counselor Meeting: After some discussion, it was evident that the majority of the group wanted to proceed with the meetings. The purpose is to give our counselors an opportunity to share best practices, experiences, and advocacy; it’s good for accreditation; and affords the counselors an opportunity to openly discuss their concerns with their peers.
* VIATRON: LAMC has been investigating converting to e-files. However, Angela stated that she had been advised that there were many outages and problems connecting the scanners to the computers. Rey, reported that LACC has had the format for three years and has not experienced any of those problems. WLAC has had VIATRON for one year and has not had any major problems. Rey, inquired about whether or not the District will pick up our VIATRON contracts, since the new SIS system is compatible and will be using the same system.
* SIS: Implementation has been delayed, approximately six months. Modular roll-out anticipated Fall 2016.
* LAC5 DATA ELEMENTS: Rey reminded Merci that she had volunteered to assist Nick with establishing the data elements needed to promote and endorse CalWORKs efforts.

**Meeting Adjourned**

**NEXT MEETING: September 25, 2015; ELAC will be hosting**