****Los Angeles Community College District

CalWORKs Directors Meeting

Friday, November 20, 2015

Minutes

Attendees: LASC: Blanca Barajas WLAC: Cecelia Schumake

 LAHC: Dawn Reid 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

**WELCOME**

The meeting was called to order by Chairperson, Blanca Barajas, at 9:30 a.m., who extended warm greetings to all.

**Dr. Cajayon:**

**Accreditation**

Dr. Cajayan gave us an update regarding the Accreditation process. He stated that we should be receiving a survey and that the strength and validity of this process rest in the number of responses received. In March, 2016, the Accreditation Team will be visiting the District Office. As all departments prepare for this process, it is important that all pertinent, supporting data has been collected and properly reported.

**Adult Education**

Dr. Cajayon reported: AD86 expires on December 30, 2015 and we are transitioning into AB104. The transition offers CalWORKs the opportunity to enhance the services being offered to adult education participants. How we ensure that services are not being duplicated cannot be addressed until the adult education program is redefined.

**E117/Childcare MOU**

As we move forward with the document, it is important that we follow protocol. The existing document should be edited so that the changes can be tracked. It should then be sent to him for review. Once he has reviewed the document, he will forward it to Bobbi Kimble.

Dr. Cajayon expressed a concern about how this change would be perceived by the CDC Directors. Blanca emphasized that we have oversight for our budgets; the majority of the campuses have been discussing the change with their CDC Directors; and we are aligning the procedures with CCCCO requirements.

**Board of Governors California Community Colleges Taskforce Recommendations**

* The message is do better work with deployment and employers.
* There were 25 recommendations to increase California’s competitiveness and job creation with the goal of closing skills gap and fueling job creation.

**MINUTES**

Motion to accept the minutes as read was made by Claudia and seconded by Ceci. Motion carried.

**CONTINUING BUSINESS**

**Budget Report**

As reported by Sorangel:

* + Several of the colleges Child Care funds are reflected in red because they are being deducted incorrectly. The expense must be reported under a 5000 GL account.
  + Should have used approximately 35% to 40% of funding.

**SBWIB**

As reported by Sorangel:

* SBWIB needs to know how much more money the programs need for work study after allocations have been received.
* September invoicing has not been paid.
* Program budgets will be updated once allocations have been received.
* DPSS accounts are underspent.
* Monitor all payments/postings for accuracy.

**NEW BUSINESS**

**2015 – 2016 CalWORKs Program Plans**

The question was asked as to whether or not off-campus work study was unsubsidized. Off-campus work study is 25% unsubsidized and 75% subsidized.

**2016 – 2017 DPSS Funding Base**

Since there is a possibility that DPSS will have additional funds (due to SMC and Citrus not being included in the contract) Sorangel requested that we clarify how the funds for LACCD be distributed. Blanca made the motion to add any additional funding to the general allocation and distributed based upon the current funding formula (average of last three years: 2012, 2013, and 2014). Claudia seconded the motion. Motion carried.

**CSSO/CIO CalWORKs Representative**

It is to our benefit to have a representative who is both familiar with and sensitive to our mission. Blanca stated that Tino Manzano is chair of the CSSO and that Julia Benavides is the CalWORKs representative and new Vice President Student Services at ELAC. We need to clarify if it is a volunteer or assigned position. Blanca will contact Jeanette McGee for clarification. Ms. Karen Dar, CIO Chair, will coordinate who is available to attend our meetings. Blanca will contact Ms. Dar and see if she would be willing to act in this capacity with the understanding that she would not be required to attend all of the meetings. Blanca will report her findings at the next meeting.

**Status of GCC’s Program Integration with LACCD CalWORKs**

Due to legal implications, Blanca was advised that the proposal cannot be accepted. There are proprietary issues associated with using a program developed by another entity.

**SIS Update**

Angela reported:

The SIS Committee met on November 17th.

The project is 11 months away from deployment.

November 2016: Recruitment, Admissions, and College Catalog

May 2017: Financials, Enterprise, and Portals, student access

Adjustments must be made for assessment/orientation program (change from Compass to AucuPlacer).

100% file conversion (3.8 million files). Files prior to 1974 will be archived and accessible in DEC.

There are 18 LACCD consultants and 26 consultants in India working on the project.

The MIS CalWORKs screen is scheduled to be available for review in December. We will need a subcommittee to review the process.

**Winter 2016 Winter Retreat Update**

As reported by the Committee Chairperson, Sorangel:

* Desconia Gardens charges a facility fee.
* Anna White was contacted by Parks and Recreation Representative to verify our relationship with the County (for permit purposes).
* There is an enclosure available at the park.
* She was told that the discretionary funds could be used only for salaries and benefits. Both Angela and Blanca stated that the information was incorrect and that the funds we should be able to use the funds for any fees that might be associated with facility use. Sorangel will check the regulations regarding the use of DPSS funds.

A motion was made to allocate $800 from the DPSS LACCD discretionary funds to pay the fees for Desconia Gardens.

**Child Care Tracking/Invoicing Training**

* Angela has agreed to facilitate training the CalWORKs Directors/Coordinators and college accountants, and CDC Directors on the proper procedures for invoicing and billing for CDC services.
* Training will be scheduled for January 15, 2016. 9 a.m. to noon, LACCD Board Room.

**Newsletter**

Sorangel that requested that we send her the most updated information that we might have about our programs and that we adhere to the deadlines.

**DPSS Success Stories**

Blanca stated that while transportation may be an issue for most participants, we should do all possible to support this project.

**CalWORKs & Refugee Programs Training Academy**

Just a reminder that the training is scheduled for December 8 – 10, 2015 at the Hyatt Regency, Garden Grove.

**Revisiting Year’s Goals**

Table discussion until December 11th meeting.

**Reports/Updates**

State Advisory

* Rey stated that Antelope Valley, American River College, and Trade Tech were the top three colleges in the state for enrollment.
* Gina reported that ELAC conducted their first financial literacy workshop. It was a one hour event and there were 40 attendees. The next workshop is scheduled for December. The financial literacy workshop is a requirement for the Working Family Grant.

**SAP Training – Feedback**

Those that attended found the information to be useful. However, there was too much generalizations, more examples were needed, and it was assumed that everyone had a working knowledge of SAP. All agreed that they would like to have additional SAP training.

**Meeting Adjourned: 12:20 p.m.**

**NEXT MEETING: December 11, 2015**