****Los Angeles Community College District

CalWORKs Directors Meeting

Friday, November 21, 2014

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

**WELCOME:**

The meeting was called to order at 9:20 a.m. Chairperson, Blanca Barajas extended warm greetings to all.

**MINUTES:**

Minutes for the October meeting were accepted as amended.

**CONTINUING BUSINESS:**

**Accreditation 2016**:

Blanca reiterated that accreditation will be an ongoing agenda item and asked Dr. Cajayon what should the CalWORKs programs be doing to assist the District in preparing for *Accreditation 2016*?

Dr. Cajayon explained the importance of the program connecting to the District Office’s mission.

* The District’s mission statement should be reflected on our agenda.

Blanca stated that the District’s mission statement will be added to future agendas.

Sorangel stated that some of the campuses need to reschedule visitations. She will remind the specific directors to schedule a date for visitation.

**CalWORKs Child Care Funds**:

Blanca reported that some of the Child Care Center (CDC) Directors are resistant to having their funds reduced. Gina explained that on some campuses it is very political. Overall, it appears that the CalWORKs funding for the participating campus CDC’s far exceeds the services being rendered to CalWORKs participants. Los Angeles County DPSS provides child care to qualifying participants. The CDC’s should be pursuing outside contracts (i.e. Crystal Stairs) to expand their budgets and services. Campuses should be following their MOU’s. Committee will meet on December 15th following the Directors meeting.

Claudia stated that Pierce established a “no need” for CDC services (approx. two years ago). Child care funds are returned to the State.

All agreed that more data is needed and a committee (Blanca, Mercy, Angela, Gina, and Ceci) was established to further investigate and develop possible alternatives.

Linda reiterated that these funds are part of the CalWORKs budget and the CalWORKs directors are responsible for ensuring that these funds are being spent appropriately.

**BUDGET REPORT:**

Sorangel reported that all budget plans had been submitted to the State. All agreed that having the SSARCC fields pre-populated was very helpful and expedited the completion of these reports.

**SBWIB**:

Sorangel requested that the campuses verify invoices on a timely basis. Please respond within three days of receiving invoices.

Angela stated that July, August, and September invoices were still outstanding and that it is important that these invoices be paid in a timely manner.

The 50/50 split for work study will not be implemented until, possibly, 2015 – 2016. Rey emphasized that this effort is being pursued by CWETEP.

According to Rey, additional Work Study funds will be available in January, 2015. There’s approximately $1 million available.

**NEW BUSINESS:**

**CalWORKs Budget Training Webinar:**

Sorangel stated that she had spoken with Chris Mora, CalWORKs State Chancellor’s Office, and there is a training webinar that can be used to train new directors/coordinators on how to complete SSARCC Budget Plans. She will coordinate with Chris and email the information

**SAP Training (January 2015)**:

As reported by Sorangel, training will require approximately three hours. It can be offered in two parts:

* How to set-up your budget: spreadsheets and formulas.
* SAP inquiries

Sorangel will coordinate and advise accordingly.

**SIS Update**:

As reported by Angela:

* Admissions and Records (A&R) and Financial Aid are the main components of the SIS.
* The 2015 rollout will involve all campuses.
* Students will automatically be charged the ASO fee. It will be tedious to opt out.
* Some campuses are offering preferred amenities (such as preferred parking).
* Presentation is scheduled for December 1st.

Mercy emphasized the importance of our CalWORKs representative/s being a voice for the entire group and considering the needs of our all of our program participants. It is important to be proactive and not just rubberstamping agreement along with the majority. You should obtain a consensus from the group before voicing an opinion. You are the voice of LACCD. We need more training on SSSP/Student Equity so that we are knowledgeable of the requirements and what is needed in SIS to assist with tracking required data.

Linda stated that counselors have been meeting and are standardizing the SEP. All efforts must include SSSP/Student Equity requirements. CalWORKs counselors need to be at the table, when we meet. They will be required to track services on a daily basis. Students require a special coding and must complete the four components (assessment, orientation, comprehensive SEP, and GPA of 2.0 or better), in order to be coded.

**Crafting LACCD CalWORKs Vision and Mission Statements**:

Linda stated that we already have these statements. Ellie will check with Abbey and obtain the information. Linda stated that the mission statement is necessary for the Program Review. She suggested that everyone bring in their various statements and review them.

Rey stated that LACC has a statement that was crafted to meet the requirements of SSSP. He will bring it to the next meeting for review.

**DPSS Contract Negotiation Update**:

Rey reported the following:

* According to an email from Anna White, negotiations have not started. Approval from Ms. Spiller is still pending.
* CMD has inquired about a possible December date
* LAC-5 will be meeting December 10th at 10 a.m. to review current contract and develop recommendations for the upcoming negotiations.
* At the previous LAC-5 meeting, we discussed possible allocation formulas:

1. For consistent allocations, received in a timelier manner, it was suggested that the MIS formula be based on an average of the last two years.
2. Formula will be based on averaging MIS data for the previous three years.

Mercy suggested that Sorangel review the data for LACCD and develop a formula accordingly. She also emphasized that Prop 30 funding is almost to an end (ends in 2015). We need to think about what happens next.

Angela suggested a 95% guarantee as a safety net. Rey explained that if the contract is for a fixed amount, this would not apply.

**Permanency for CalWORKs Staff**:

After much discussion, it was agreed that we should allow the CCC CWA to author and submit the language needed for the State of California Education Codes. Once this has been established, all districts will have the regulations necessary to move forward with establishing permanency for community college CalWORKs staff.

**MEETING ADJOURNED:** 12:40 p.m**.**

**NEXT MEETING: Monday, December 15, 2014**