****Los Angeles Community College District

CalWORKs Directors Meeting

Friday, October 30, 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 9:17 a.m., who extended warm greetings to all. She also reminded everyone that the meeting will end 45 minutes earlier due to the CalWORKs SAP Training to be held on the same day.

**Dr. Cajayon:**

Dr. Cajayon gave us an update regarding the Accreditation process. He stressed the importance of our Program Reviews and the Quality Focus Essay (QFE). The QFE was just piloted during the Napa Valley accreditation process. The QFE is a relatively new component of the Accreditation Review that allows a campus to address previous weaknesses that are being addressed. If the weakness is addressed in the campus’ report, prior to the visit, the college gets a waiver. It is important that CalWORKs Directors/Coordinators contact their campus liaisons to find out what input is needed to accurately report and evaluate their respective programs. CalWORKs will be visited, so it is important to understand the weight of the QFE.

**MINUTES**

Motion to accept the minutes as read was made by Sorangel and seconded by Gina. Motion carried.

Sorangel requested copies of this year’s (July – September) minutes. Blanca will email copies of August and September. Cecelia will email July and October 2015.

**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 30% of funding.
  + We have a new SFP accountant, Susan Bernardino.
  + Please be reminded of the various District payment cycles:
    - Monthly invoicing occurs on the 25th of each month. Documents are needed at the District no later than the 15th. Reconciliation is on the 3rd Monday of each month.

**SBWIB**

As reported by Sorangel, invoices for July and August have been paid; September has not yet posted.

**NEW BUSINESS**

**2015 – 2016 CalWORKs Program Plans**

Sorangel advised us that the County signatures are pending and that the State Chancellor’s office wants all signatures before the plans can be submitted. Chris Mora has been apprised of the situation.

SSARC is accessible for inputting your data for 2015 – 2016 CalWORKs Budget Plans.

**BOGG Fee Waiver Policy Info Deadline**

Deadline to report requested information to Anna White regarding substandard GPA’s is due no later than November 3rd.

Probationary information will need to be reported in the January 2016 MMR. Use Spring/Fall 2015 for source of data (accumulative GPA).

**Final Draft of E-117 Regulations and Next Steps**

Angela reported that she had contacted the State Chancellor’s office regarding the new standard rate increase but has not received a response.

Further amendments to the E-117 were discussed and agreed upon. Blanca will email the final draft next week.

All agree that the next step should be presenting the document to Dr. Cajayon for approval and then forward it to Ms. Kimble. All Directors/Coordinators are responsible for apprising their respective administrators of the background information which was the catalyst for revising the document. Once approved, all concerned will receive copies of the document.

Motion was made, seconded to accept the final revision of the E-117 document and forward it to Dr. Cajayon for approval. The motion was unanimously carried.

**CCCO CalWORKs Representative**

Ellie stated that Ms. Daar was unaware of the status of the position. Blanca stated that Dr. Smith is interested in accepting the position only if it has not already been assigned. Blanca will confirm if a CSSO CalWORKs representative has been assigned.

**Winter 2016 Winter Retreat Update**

As reported by the Committee Chairperson, Sorangel:

Location: Griffith Park

Focus: Teambuilding

Theme: Not solidified

Food: Grab-and-go breakfast; box lunch

Guest Speaker: TBA

Several members expressed a concern about scheduling an outside event during an El Niño winter and risk management concerns when conducting outdoor activities. Angela will investigate using Descanso Gardens. Blanca reiterated that facility fees are not acceptable. If the retreat is outdoors, the committee will identify a second location as a back-up.

**Refreshments for future meetings**

District office (Sorangel) will be responsible for providing continental breakfast for our future meetings. We will, of course, continue to assist as needed.

**CDC MOU**

A district-wide CDC MOU is needed to support the revised E-117. All agreed to meet on Wednesday, Nov 4th at 12:30 p.m. to craft this document. Sorangel will arrange for a meeting room and possible DO parking. She will advise the particulars, once she has confirmed all of the arrangements. Please bring a copy of your existing MOU.

**Meeting Adjourned: 11:25 a.m.**

**NEXT MEETING: Friday, November 20, 2015**