Educational Support Services (ESS)

Meeting date **Feb. 21, 2020** | Time **11:30AM** | Meeting location **District Office Board Room**

Meeting called by	VC of Ed Services
Type of meeting	Ed Support Services (ESS)
Co-Chairs	Theresa Fleischer Rowland, Craig Kutil
Note taker	Dawn Neideffer
Timekeeper	Theresa Fleischer Rowland

Attendees: Tamica Ward, Paulette Lino, Rachel Ugale, Matt Kritscher, Craig Kutil, Jennifer Lange, Miguel Colon, William Garcia, Joshua Telles, Kristina Whalen, Theresa Fleischer Rowland and Dawn Neideffer

AGENDA TOPICS | MEETING COMMENCED AT 11:30

Time allotted | **5 min** | Agenda topic **1.0 Welcome and Lunch**

Discussion	No discussion.
Conclusion	No one on the phone. Theresa called the meeting to order and welcomed all.

Action items

None noted

Time allotted | **15 min** | Agenda topic **2.0 Survey Results and Discussion**

Discussion	At last meeting, Theresa wanted to consult with the membership on best use of committee work and purpose. The Fall survey results were disseminated and results read by Craig. Miguel said ESS could spawn work groups and it would be good to have the work groups report-out. Sarah said it makes sense because ESS may be a good place to organize; how do we facilitate the topics instead of discussing it?
Conclusion	Per the survey, two thirds of responders were interested in meeting twice a semester.

Action items

1. Members to let Estella and Theresa know who to appoint to open positions

Time allotted | **10min** | Agenda topic **3.0 Tri-chair Discussion**

<u>**Discussion**</u>	Theresa re-stated the need for a Classified Professional as a Tri-chair. Based on time, Rachel has already contributed in providing Classified perspective in meeting planning, Theresa asked Rachel Ugale if she would be willing to serve, Rachel said yes. Jennifer said there was a previously request to have a Classified Professional from Chabot since the Faculty tri-chair is from LPC. Member feedback was that it is difficult to get a Classified Professional to the District due to the large number of meetings at the District and due to traffic when traveling. Sarah said four chairs would be viable.
<u>**Conclusion**</u>	Miguel Colon said he would get Noel Adams to respond to a request for CC representation. Theresa stated this topic would be revisited at the next meeting.

Action items

1. CC will respond with a name of interested Classified Professional to serve. Topic will be resolved next meeting.

Time allotted | **30 min** | Agenda topic **4.0 Report of ESS-Suggested Format: I) BPs and APs-Discuss Out-of-Cycle Ch. 4 and 5 changes as needed; II) SCFF Seeded Projects-Monitor and Guide; III) Topics Sensitive to Funding Legislation**

<u>**Discussion**</u>	Three-part standing meeting structure suggested: I) BPs and APs – Discuss Out-of-Cycle Ch. 4 and 5 changes as needed; II) SCFF Seeded Projects – Monitor and Guide; III) Topics Sensitive to Funding and Legislation The purpose of ESS was discussed as it relates to other IPBM committees. Inter-district coordination is needed. Sarah offered if Chancellor's Counsel recognizes a problem, then those problems can be referred to ESS to work on. Joshua said ESS can meet for participatory governance that focuses on students. Paulette and Tamica said there is a need for policies to define process. Theresa said ESS is a good place to discuss changes in Title 5, for example change in fees and residency as per legislation and other changes that drive changes at our Colleges. Chapter 4 and Chapter 5 are good things to discuss in this group and part of the Committee charge.
<u>**Conclusion**</u>	It would be beneficial to revisit the IPB Model overall to see if change is needed. One concern is the frequency of district meetings for the same people.

Action items

1. Sarah volunteered she and Miguel to map out all committees, see where overlaps exist, and make suggestions to the Chancellor.

Time allotted | **30 min** | Agenda topic **5.0 Draft Refinement of ESS Oversite Role of SCFF Seeded Projects**

<u>**Discussion**</u>	Theresa shared a handout called *Spring 2020 Groundwork//first term SCFF Seeded Projects*

(F19). The question to tackle is how will ESS support projects to be sure they are robust and thriving. Factors for SCFF project evaluations can be 1) who and what departments does the project involve (interdependency); 2) how will projects measure student success (what data elements will determine if SCFF targets are being met); 3) is project financially viable; 4) scalability to both campuses. It is crucial to commit to reporting of projects-in-progress because of the investment in seeding these efforts and the risk of potential revenue loss for our district if the SCFF formula is implemented as is (dire consequences) when hold harmless years end. Project proposers didn't expect to have to report and did not plan for compensated time to do such reporting.

Conclusion	Create a template and schedule for SCFF project leads to report on how projects are progressing. Theresa will take group's feedback and provide to PBC. ESS needs to think through the value and outcomes of SCFF-seeded project reporting to get the best result for CLPCCD.

Action items

1. Create report-out schedule for SCFF projects-in-progress

Time allotted | *25 min* | Agenda topic *6.0 BP's & AP's for Action*

Discussion	No discussion.
Conclusion	Tabled until March 20th.

Action items

None noted

Time allotted | *25min* | Agenda topic *7.0 Format Next Meeting*

Discussion	SCFF seeded projects; BP and AP's
Conclusion	Members will send agenda additional items, if any, to Estella and Theresa.

Action items

1. Members will send additional items, if any, for next ESS meeting

> **Summary of Actions Items:**
> 1. Members to let Estella and Theresa know who to appoint to open positions.
> 2. Possibly add a fourth chair from Chabot College.
> 3. Create report-out schedule for SCFF projects-in-progress.
> 4. Members will send additional items, if any, for next ESS meeting.

Meeting adjourned at 1:30