



GENERAL MEETING OF the Joint Special Populations Advisory Committee (JSPAC) MINUTES
Holiday Inn Capitol Plaza, Sacramento
December 4, 2015, 2:00 p.m. to 4:00 p.m.

PARTICIPANTS PRESENT:

K-12-Adult Representatives: Denise Estrella, Regina Hanna

Community College Representatives: Rosie Antonecchia, Josepha Baca, Carmen Lamha, Crystal Morse, Julie Pehkonen, Jan Swinton

Public/Private Representatives: Sheila Bollenbach, Deanna Hanson, Freda Walker

Staff: Sally Cox, Sue Fisher, Elizabeth Wallner, Maureen White, Carolyn Zachry

Absent: George Essel, Laurie Harrison, Susi Huschle, Ida Johnson, Roberta Kunkel, Diann Kueny, Dena Montiel, Christina Mora, Suzanne Moreno, George Railey

Guests: Tonette Salter, GCCCD Auxiliary, Teacher Prep. Pipeline Grant Manager

TOPIC	PRESENTER	DISCUSSION / ACTION
Call to Order	Jan Swinton, <i>Co-Chair</i>	The meeting was called to order at 2:01 p.m. by Jan Swinton. Jan welcomed Josepha Baca to the committee as the CC representative for Region 5 replacing Robert Cabral. Josepha introduced herself as an instructor from Moorpark College. The committee members introduced themselves and thanked Sue for her hard work and conference coordination. Carmen and her three students from San Francisco City college were recognized and thanked for their assistance with the equipment and troubleshooting throughout the conference.
Membership and Administration	Jan Swinton, <i>Co-Chair</i>	Current Vacancies: K-12-Adult Education – 3 vacancies from Region 3, 4, 6 or 8 Community College – 1 vacancy from Region 1-2 (North/Far North) Public/Private Industry – 4 vacancies Sue will contact Adam Runyan regarding membership. The committee established a quorum and approved the September 21, 2015 Meeting Minutes. Jan Swinton motioned, all in favor. None opposed. Josepha Baca abstained.
State Updates	Carolyn Zachry <i>CDE Monitor</i> Maureen White, <i>CCCCO Monitor</i>	Carolyn spoke about the CTE Incentive Grant regarding the disbursement of \$400 million in 15-16; \$300 million in 16-17; and \$200 million in 17-18. The Application, Letter of Intent - Part 1, closed November 30 th . The grant is designed for LEA to maintain CTE and expand into new pathways. The District must match funds which can be from any source except CCPT, and eventually weaned off the funding source, and be sustainable. The recipient must make a three year plan for continued support of CTE program after the funding expires. Part 2 of the application is not out yet, but will be soon. If the LEA is considered for the January Board meeting then the application is due December 24, 2015. If the application is being considered for the March Board meeting then the application is due January 19, 2016. A budget is required for the first grant period thru 2022. The Technical Assistance Contracts for the County Offices open Tuesday, and closes January 11, 2016. Maureen announced Brice Harris' retirement from the Chancellor's Office in April 2016, which will create a realignment for Vice Chancellor Academic Affairs. The VCAA will oversee a new division called Education Services, which includes

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		three divisions: Workforce, Student Services and Academic Affairs. Maureen will contact her colleagues at the Chancellor's Office and seek more exposure for JSPAC.
Subcommittee Actions and Measures	Elizabeth Wallner, <i>Consultant</i>	Elizabeth reviewed some of the conference evaluations and seen a lot of great feedback and will present the evaluations at the April 1 st committee meeting. Some of the attendees felt they received great tools, and the presenters were great. The committee members agreed the conference at the end of the week is better for traveling than at the beginning of the week and the dates of the conference was good. The committee discussed a venue change for next year, possibly southern California, Ontario, Burbank, Los Angeles or near Monterrey. The venue must be easy to get to from the airport and offer a reduced price for lodging at the state rate. Elizabeth would like to assign committee members at our upcoming webinars to ask predetermined questions relevant to the topic. The webinars will be posted on the website. It was suggested by Freda to offer a certificate of completion to the attendees who attended each webinar. The person who attended the most webinars will be recognized at the annual conference. The following committee members volunteered to participate in the webinars: Trauma Informed – Sheila and Regina, Soft Skills – Carman and Regina, Special Populations - Coordinator, Better Together – Freda, STEM – Regina.
	Freda Walker, <i>Member</i>	Freda reported on Marketing and an Ambassador Survey will be emailed to the committee members on advocating for JSPAC. It was recommended the website be updated to accommodate payment by credit card for next year's conference to ease the registration and processing payments. Sue will look into the possibility of Event Brite. Maureen suggested having a presence on the Doing What Matters website, maybe a link on their website and California Career Café. Perhaps add a best practice on how to recruit women in STEM, and post positive success stories on the JSPAC website.
	Julie Pehkonen, <i>Member</i>	Julie and the partnership subcommittee reported the outcome of their meeting held a couple of weeks ago, with respect to partnering with employers. The JSPAC could collaborate with industry to identify concerns with students from special populations and soft skills, recruitment, and how to better prepare the students for employment. We should create a survey and send to the sector navigators, since they work with business and industry, and share what we do, ask them their outcomes for special populations students challenges in the workforce and how they are recruiting students from special populations into their workforce. We must be very clear how we will utilize the information found, and our action plan for professional development for the teachers and counselors who work directly with students. We can present the outcomes at the conference and include the training in the soft skills webinar. The committee was tasked with advocating for JSPAC at their meetings. We should market to the student equity list serve and ask they disseminate JSPAC information on their list serve.
Announcements/ Informational Items	Jan Swinton, <i>Co-Chair</i>	Announcements/Informational Items 15-16 Committee Meetings: <ul style="list-style-type: none"> o Friday, April 1, 2016 (Holiday Inn Capitol Plaza, Sacramento 9:30 am-3:30 pm) Travel reimbursement claims should be sent to the coordinator within thirty days of meeting.
Adjourned		Jan Swinton moved to adjourn the meeting at 3:56 p.m.