**Los Angeles Community College District**

**CalWORKs Directors’ Meeting**

**Friday, February 27, 2015 \* 9:15 a.m. – 12:00 p.m.**

Attendees: Claudia Velasco (Pierce), Angela Aghajanian (LAMC), Gina Chelstrom (ELAC), Ellie Rabani (LAVC), Mercy Yanez (LAHC), Blanca Barajas (LASC), Sorangel Hernandez (LACCD), Rey Garcia (LACC)

Guests: Dr. Felicito Cajayon, Vice Chancellor (DO)

Host: Pierce College

**MINUTES**

**WELCOME**

Blanca called the meeting to order at 9:20 a.m. and thanked everyone for their attendance and timely arrival. She informed everyone that Cece Schumake will not be attending the February 2015 and March 2015 meetings due to her participation in a leadership program that’s held on the same Fridays as our meetings.

**APPROVAL OF MINUTES**

Approval of minutes for the December 2014 and January 30th CalWORKs Winter Strategic Planning Session is tabled until the March 27th meeting.

**CONTINUING BUSINESS**

**Accreditation 2016**

Dr. Chito Cajayon spoke regarding the March 2016 accreditation visit to all nine LACCD colleges including the District Office. He also reiterated the importance of knowing the status of the process at each of the campuses. A CalWORKs webpage in the Vice Chancellor’s EWD site has been crafted and will include all meeting agendas and minutes. A copy of the homepage was distributed.

**Budget Report**

Sorangel reviewed the following:

* Improve on tracking individual expenses better
* Capture amounts from the SDDs on a monthly basis
* Consider the manual adjustments not reflected on the HRFI postings
* When inputting position for employee, be conscientious about what you’re putting in that position

**SWIB Report**

Sorangel apprised everyone that the SBWIB invoices for July through December 2014, have been paid. Sorangel is working with David Nelms from the SBWIB to change the current contract’s end date.

**NEW BUSINESS**

**Update on Inclusion of CalWORKs Question on CCCApply**

The directors discussed the inclusion of the CalWORKs question on CCCApply. Blanca stated that Olivia Alvarado, DO Business Analyst, stated that the OpenCCC Project Manager will put our request before the Steering Committee when they meet on April 16, 2015. She will keep me posted regarding the outcome.

**Status of Integrating GCCs CalWORKs Electronic Student Support System with LACCDs PeopleSoft**

Regarding the status of integrating GCCs CalWORKs Electronic Student Support System with LACCDs PeopleSoft, Betsy informed Blanca that the LACCD received the PeopleSoft code for the CalWORKs MIS from Glendale College. It is currently being reviewed by the LACCD technical team. Chris Nersisyan, IT Project Manager for SIS, will provide a status update after he has discussed the various options with the Ciber consultants. Betsy also added that their biggest challenge is that the Glendale bolt-on is not part of the SIS Scope of Work and we might not be able to implement it until after go-live with PeopleSoft Campus Solutions. Chris and his team are looking into the technical requirement now. Information will be forthcoming.

**DPSS Contract Negotiations Update**

Rey reported that the DPSS contract negotiations are going well and that they seem to be going in our favor.

**Review of CalWORKs Directors Survey**

Sorangel reviewed the results of the *CalWORKs Directors Survey* as it pertains to the directors’ meetings, district involvement at the colleges, professional development activities, district coordination, CalWORKs and Workforce Development and annual goals. The results were distributed and reviewed by Sorangel.

**LACCD DPSS Budget Allocation Process for New 3-Year Contract**

A new contract is accompanied by new budget allocations. There was discussion regarding which process will be followed for the dissemination of funds. Sorangel distributed spreadsheets with two scenarios as follows:

* Scenario #1 – Based on 2013-2014 MIS Data (CCCCO DataMart)
* Scenario #2 – Based on 3-year average of MIS Data from 2011-12, 2012-13, and 2013-14 (CCCCO DataMart)

Upon discussion and review of the scenarios, the majority of the directors voted to follow Scenario #2 –based on the average MIS Data for the last three years. The allocation will be adjusted for years two and three of the contract.

**Continued Planning of Spring LACCD CalWORKs Conference**

Discussion was tabled for future meeting.

**Craft LACCD CalWORKs Vision and Mission Statements**

Blanca shared the need for us to have vision and mission statements for LACCD CalWORKs. Although our college programs have them, we must also ensure that we craft both as a District. All agreed and that will be done in a future meeting.

**REPORTS/UPDATES**

**CCC CWA:** Block of hotel rooms will be reserved at a carry-over hotel, Town & Country, for those who have not reserved a room for the April training.

**State Advisory:** No report.

**LAC-5:** The next meeting will be held on March 18, 2015 at ELAC.

**CWETEP:** No report.

Next meeting: Friday, March 27, 2015

Meeting adjourned at 12:00 p.m. by Blanca Barajas.

Minutes respectfully submitted by Blanca Barajas, CalWORKs Directors Chair.