



# Leadership Council Meeting

Oregon Coast STEM Hub

September 13, 2017 | 11am – 3pm

Oregon Coast Aquarium - Gleason Rm, 2820 SE Ferry Slip Rd, Newport

## NOTES

Attending: Shelby Walker\*, Tracy Crews, Ruth McDonald, Dawn Granger, Josh Jannusch, Dan Lara\*\*, Birgitte Ryslinge\*, SueAnn Bottoms\*, Renee O’Neill\*\*, Sara Shaw Roberts\*\*, Tenneal Wetherell\*, Kristi Foster\*\*, Maryann Bozza\*\*, Shamus Gamache\*, Kara Allan, Kama Almasi, Cait Goodwin, Macy Yates

\* = LC member, \*\* LC alternate

### Welcome and Overview of Agenda

Review of the April Leadership Council notes

Motion: Shamus motions to approve the notes, Tenneal seconds – All in favor; **motion passes**

### STEM Hub Funding Outlook

Tracy shared information about the status of ODE STEM Hub funding. OCSH was rated “Tier 1”, which means our Hub is eligible for \$400K for the biennium. This is a decrease from previous grant cycles, but the top available this biennium. Tier 1 requires 50% match. The new cycle begins October 1, 2017 and end June 30, 2019.

*Handouts: Draft report to address ODE’s RFP, and proposed budgets.*

Review and discussion of the 4 Prioritized Goals Narrative (p. 5 of ODE doc, excerpted below) for our Hub.

- Items listed in #4 were identified by needs assessment of Hub in surveys and at community meetings.
- Remember, these are process goals; OCSH will need to address outcomes.

### **Prioritized Goals Narrative**

- 1. Increase the diversity of our Leadership Council to include additional leaders from business/industry, underrepresented groups, and to better represent the large geographic region we serve.*
- 2. Launch regional work groups to increase participation and buy-in on a local level and better serve the unique needs of our coastal communities.*
- 3. Increase opportunities around Career Connected Learning, duplicating or expanding successful programs where appropriate and work with CTE and industry leaders to develop additional programs to serve coastal students.*
- 4. Continue to develop and offer high quality professional development for educators with an emphasis on: Culturally Responsive Teaching, NGSS Implementation, Project-Based Learning, and Integration of STEM in Elementary Education.*

Review the timeline for the next 6 months (p. 9-10)

- Change to read “*Begin increasing diversity of LC...*”

Review justification for the backbone/programming split (p. 11)

Review budget that shows our match.

*Handout: OCF RFP CTE-STEM Career Connected Learning*

OCF proposal is due November 1<sup>st</sup>. This P-20 grant also requires match, and it can't be ODE funds. If the match is not made, the funds will be taken away. These funds match with our Prioritized Goal #3. We have many programs that would fit with this RFP. Discussion brought up the following connections:

- HS and Community College peer to peer learning projects, technical schools, Angel Job Corps, CLPUD interns, marine sector industry, renewable energy industry, aquarium, aquarium science, ODFW interns, Allied Health, university students with family on the coast who can live at home for summer internships

- As we move forward, let's work together rather than having a bunch of different, disjointed projects

- Tracy to create a doodle poll to be sent out to LC for those interested in participating in crafting the proposal

- Tenneal shared info about CTE Revitalization Grant for ESD or school districts to submit; short timeline: due Oct 15. If this is of interest, schools/ESDs could apply this or next year.

### **Fiscal Agent Change**

Shelby described current situation (which has been previously described in emails to LC). Lincoln County School District (LCSD) has been the fiscal agent for the Hub, but the workload has been great and our needs will likely increase as we continue to write additional grants to sustain us. LCSD does not have the capacity to support managing multiple STEM Hub grants.

Proposal: Shift fiscal agent to OSU (specifically OSG) to make life easier. Procurement is easier, staff is available to support, funds would all be in one place so new Director could see all funds available.

Change would reduce FTE for Fiscal from 0.3 to 0.2 (0.1 out of backbone, 0.1 out of programming funds). Overhead is 5%.

**Motion:** Tenneal motions to change fiscal agent to OSU. Shamus seconds. All in favor; **motion passes**

### **Director Search**

At this time, 24 applications (20 complete) have been received. Search committee members are Shelby, Maryann, Lisa, Ruth, and Tenneal. The committee has reviewed criteria and are processing applications similar to the way the search was done last time.

In person interviews will ideally be conducted in October. Start date is ASAP.

### **Lunch**

### **Leadership Council Composition**

**Goal:** The OCSH seeks to increase the number and diversity of the Leadership Council (Prioritized Goal #1).

To identify potential new LC members, a survey was submitted to LC members last March. While the results are a good starting point, they are now somewhat out of date.

A list of potential groups to be represented in LC composition is on page 6 of the Governance Framework.

Discussion: LC discussed several groups and the degree to which each could help the OCSH meet its goals, including: Native American, Latino, extreme south coast geographic region, elected government, natural resource agency, early childhood education, ELL education, industry representation, maritime workforce, workforce investment/BOLI (Bureau of Labor & Industries).

How can the LC identify new LC members that would not just fill holes or check boxes on a list of diversity characteristics (geographic, sector, ethnic, etc.), but truly *help the OCSH meet its goals*. This is an ongoing process of the LC asking ‘who is missing?’ and ‘are people from our goal areas participating?’ Recognize that some people may be better suited for Work Groups than Leadership Council, and vice versa.

Nomination Process: At the last LC meeting, members worked on a process to recruit new LC members, focusing on providing guidance for an initial phone call, follow up email, and soliciting a submission of interest.

Propose: LC revisit this process in order to recruit the people needed without making the process so arduous that they don’t want to participate.

Nomination Subcommittee: Charged with looking at the Process to streamline nomination of new LC members. The Subcommittee will convey their findings to the LC by the next meeting. Members: Shelby, Shamus, SueAnn and Tracy.

### **Leadership Council Terms**

Motion: Dan Lara motions for all current LC members to extend their term 1 year. For the record, this does not mean the *Chair and Vice Chair positions* would be automatically extended. Maryann seconds. All in favor; **motion passes**.

### **Future Leadership Council Meeting Dates**

The next LC meeting was to be Oct 20, but how about November instead?  
Proposed new date: November 14<sup>th</sup> 11am – 3pm in Lincoln City.

NOTE: Director interviews are a separate process and will likely occur in October.

### **Break**

*Handout: p. 13-15 of the Governance Framework*

### **Work Group Charge and Formation**

Goal: Similar to LC, WG should be representative and diverse. Community meetings garnered names of people who expressed interest in being on a WG. An OCSH Area Coordinator will chair the North and South WGs. Coordinators can share priority lists and reports of activities back to the LC. WGs help the LC prioritize activities in the region and be able to go after well-aligned grant funding to support regional priorities.

WGs need a *charge or assignment*. Look to the Prioritized Goals from our ODE proposal, specifically goals #4 and #3. Recognize that specific priorities may vary regionally.

Charge: for three WGs (north, central, south):

- 1) Educator professional development (goal #4) – Set priorities, identify barriers, etc.
- 2) Connections with CCL and CTE (goal #3) – Student experiences, internships, PD support, etc.

How/when will they meet? Up to the WG and possibly external influences (ie., grant RFPs). Anticipated time commitment: One year term. One hour meetings to start, then as needed.

Deliverable: Write up a summary of priorities, barriers. OCSH to create a template for WGs to fill in. Goal, charge, deliverable, timeline. WGs report accomplishments at the LC meetings.

Composition: Should focus on the people who can achieve OCSH goals. Cait to match volunteers from Community Meetings with the wish list described here, so that LC can see who fits and where there are gaps. Send out list to the LC. When a core group of people are identified, they may have suggestions for others to recruit. Suggestion to include teachers, industry, out of school educators, youth authority, community college personnel, etc.

### **Title IX Guidance**

Tracy explains ODE position: STEM Hubs recently informed Hubs that Title IX may prohibit Hubs' ability to deliver or promote single-gender programming. An ODE Sept 28<sup>th</sup> webinar will provide clarification. If you want to attend, contact Tracy.

*Handouts: OCSH Updates and STEM Hub Network Calendar*

### **Summer Updates and 2017-18 Program Calendar**

- Backbone staff shared recent and upcoming PD, SE, and Community Meetings
- STEM Hub Network calendar produced by ODE. They will do calls and site visits with each STEM Hub in the state.

### **Summary of Next Steps**

- Tracy/Ruth will be writing grant proposals
- Director position interviews to be held in Oct
- Fiscal agent change to proceed
- Nominating Committee to streamline process for LC; All LC members extend their term for one year
- Cait identifies crosswalks between people and Work Group composition for analysis by LC and forward movement to establish WGs
- Next LC meeting will have less paper. Link from Agenda to Google Docs.
- Next meeting TBD, circa November 14, 2017

### **Adjourn**