



Amended

Executive Committee Meeting Agenda
December 20, 2017 at 12 Noon
Sunnyvale Room, NOVA, Suite 620

General Information/Charter: The Executive Committee is responsible for overseeing the planning, execution and evaluation of the Strategic Plan goals and actions for the NOVA Workforce Board. This includes identifying work assignments for the committees and shaping the agenda for the general Board meeting. The Executive Committee is also responsible for appointing a nominating committee for election of Board officers to be conducted at the last scheduled Board meeting of the calendar year. The Executive Committee has the authority to act on behalf of the full Board, and the responsibility of reporting those actions to the full Board at its next meeting. Membership on the Executive Committee includes the past Chairperson (1), Chairpersons (2), Vice Chairpersons (2), chairs of the committees, and other Board members appointed by the Chairs to complement the designated seats. A majority of the members represent the private sector, reflective of the full Board.

Action Items: *(Items that require formal Committee action and vote)*

1. Approval of October 18, 2017 Meeting Minutes (enclosure)

Discussion Items: *(Items that need Committee assistance, feedback and help)*

1. Review and Comment on State Draft Directive: WSDD-174 Mandated Use of VOSGreeter Module in CalJOBS
2. New NOVA Job Center Opens at Skyline College
3. Review Draft January 24, 2018 Board Retreat Agenda
4. NOVA Wish List
5. Updates Board Committees and Task Forces: Legislative Committee and Finance Subcommittee

Information Items: *(Items that Committee needs to know about)*

1. Next Executive Committee Meeting: February 21, 2018 at 12 Noon
2. 2018 Calendar of Executive Committee Meetings (enclosure)