

**Santa Cruz Adult Education Consortium (SCAEC)
Board Meeting**

September 12, 2016
12:30 to 2:00 PM
Sesnon House, Room 1824

Attendance

SCAEC Board Members

Michael Watkins
Laurel Jones
Nancy Bilicich (for Dorma Baker/ Michelle
Rodriquez)
Kris Munro

Holly Chase, AEBG Program Director

Guests

Terrence Willett
Rachel Mayo
Kristin Fabos
Jack Carroll
Todd Livingstone
Buff McKinley (notetaker)

A. Opening Items

1. Public Comments

Jack Carroll requests a voting seat on the committee. Feels he's qualified. Appointed to the state work group. Chair of Adult Ed Commission CA Fed of Teachers. Current steering committee has no such members.

Kris M. – It's been previously decided to bring this issue back for review in a year (MAY 2017). Laurel requests a written proposal.

Nancy – Jack has a lot of connections and it would be an asset to add him. Should be considered.

RECOMMENDATION – bring the written proposal to the next AEBG meeting.

Todd Livingston reports concern at the state level that we're paying for a lot of consultants. Would like to invite Bob Harper to a committee meeting. There's concern that the marketing consultant wasn't part of the original plan. We need to work on the collaborative process.

2. Approval of Agenda

Motion to Approve – Laurel, Seconded - Kris
Approval of Agenda.

RECOMMENDATION - Kris asks that agenda is delivered on the Thursday before the next meeting to allow for enough time to review.

3. Approval of 8/1/16 minutes

Jack Carroll requests as a member of the public, not to deliver verbatim transcript of meeting, but a summary. Laurel says this is a decision of the steering committee. Kris says that in the committee minutes, there should be a discussion and a request for abbreviated minutes for future meetings.

Motion to Approve – Michael W., Seconded - Kris
Approval of Minutes.

B. SCAEC 2016-17 Action Items

1. *Maintenance of Capacity (MOC) vs AEBG Funds*

A guest noted that Maintenance of Capacity is new for Adult Ed also and he noted that it refers to the legislature. The issue is how will Adult Ed survive at its current capacity level. There is no provision in the law for the future. Another guest noted that there is need to find a place for Maintenance of Capacity.

Kris requests a comprehensive presentation so we can understand if we are making changes to existing budget. Laurel notes it's an issue of COLA vs. not going under threshold of what we're already providing. The promise of COLA has never part of the AEBG funding. It was noted that no changes will be made to the budget until both programs and outcomes have been evaluated. The dilemma was noted that we're being requested to do the same or more with existing funding levels.

The program director noted that Pajaro Valley said they would be writing a letter in May to the state about concerns about maintenance of their adult education programming. So far, no letter has been sent to the state.

A board member noted we need to decide if the original Maintenance of Effort (MOE) was accurate. Another board member noted that it is the responsibility of PVUSD to figure out their MOE and write a letter. There was a request from a board member to have Consortium staff help draft the letter and PVUSD would finalize and send off.

RECOMMENDATION – Staff to draft a letter; PVUSD to complete letter with numbers and submit to state; Consortium staff to draft a presentation of MOE vs. MOC for future board agenda item.

2. *AEBG: Data Analyst (BACCC) / Regional Data Analysis*

Bay Area Community College Consortium (BACCC) request that each adult education consortium in the Bay Area formally 'sign on' to a regional analysis effort. The total cost for this shared cost of regional data analysis is \$5,037.

Motion to Approve – Kris; Seconded - Michael
Approval of regional data analysis work for BACCC / WestEd.

3. AEBG Summit: Representing Members

The next AEBG Summit, “Moving the Needle Forward”, will be November 1-2, 2016 in Sacramento at the down Sheraton. Two people have been chosen (Holly Chase & Jim Howes). One board member suggested 1 rep from Watsonville, 1 from SC and Holly, as well as someone from COE. We can send a total of four people. Program director suggested using professional development funds to send additional people. Other suggestions included a teacher or the assistant superintendent/

C – Update on AEBG reporting

1. The 2016-17 Annual Report has been submitted (see packet on Board Docs) This packet was also sent to Steering Committee members via Google Drive. It was submitted and approved on August 8th, 2016 but it is not on the website yet.

RECOMMENDATION – Please send a final draft of the 2016/17 Annual Report to Board members (PDF or weblinks are fine).

A board member noted in consideration of the earlier recommendation: We need to act more like a consortium. We need to have an actual structure so we can streamline and have a better understanding about our process. Review our framework and who’s doing what and identify outcomes. There is need for an organization chart. The program director said she will send out.

COE board member noted: there’s no acknowledgement or revenue for COE and they want to know why they are part of this consortium and what’s their role as they feel marginalized.

A board member said that we need to be looking at 1) the money (ie. resources), 2) the outcomes and 3) the timeline. Another board member noted the concern about how to best work through something together and then move on to the next item. There is need to focus on career pathways. This needs to be student-based.

These questions should be addressed upfront. This can work when we implement a governance calendar. Another question that was asked is Terrence working with Pajaro Valley about getting data?

It was suggested to have a short meeting with the new member (Michelle Rodriguez) before the next official Consortium meeting. At that time, we can set timelines, organization charts, and benchmarks for moving forward. Also, maybe we need to take the pulse of the Steering Committee and see what’s working and what’s not.

RECOMMENDATION –Develop an agenda so it looks like programmatic review for the meeting with new PVUSD superintendent.

2. Data Work Plan Due: Dec 2016

The Data work group is working on a plan to spend an additional \$135,000 that was allotted for data and accountability work. This is a separate one-time funding allocation that was given to each consortia to assist with data needs. The work plan is due in December 2016.

RECOMMENDATION – A data work group consisting of Terrence W., Todd L., Martine Watkins should look at providing a recommendation to the Board about how to allocate this additional one-time funding allocation.

It is also recommend that a google document with Data Work group recommendations be created by the October meeting.

3. Discussion: AEBG Regional Marketing.

There is a concern by a steering committee that the regional marketing efforts were not going through proper protocol. It was noted by the program director that the marketing plan noted that “Cabrillo should contract out”.

There was a discussion between guest members about what was discussed at original meetings, and if some marketing dollars could instead be put into programming. It was also noted that a majority of the work would be done by outside contractors. While there was recognition and utility of the new WASC marketing brochure, there is also great need to be marketing/branding this new consortium and all the existing and new programming that is associated with the partnership.

One board member suggest that staff provide a weekly update of activities to keep everyone in the communication loop. Another board member reminded the group that we need to be student-focused and that when the board approves a work plan, we need to trust staff to do the implementation work. Other board members agreed. It was noted that the board is the ‘what’ to decide the nature of the work and then staff is the ‘how’ to focus on implementation.

A board member recapped all of the action items and recommendations noted above.

The meeting was adjourned at 2:20pm.