

Santa Cruz Adult Education Consortium (SCAEC)
Board Meeting
April 10, 2017, 12:30 to 2:00 PM
Sesnon House, Boardroom

SCAEC Board Members

Michael Watkins
Laurel Jones
Michelle Rodriguez
Kris Munro

Staff

Carrie Mulcaire
Elisa Lepine
Leila Jamoosian
Buff McKinley (note taker)

Facilitator

Terrence Willett

Guests

Faris Sabbah
Corey Keyes
Nancy Bilicich
Todd Livingstone
Kristin Fabos
Bernadette Cruz
Doreen O'Donovan

- A. **Opening Items**
 - 1. **Call to Order 12:35**
 - 2. **Adjourn to Closed Session**

- B. **CLOSED SESSION**
 - 1. **Board Discussion**

- C. **Reconvene Open Session 1:21**
 - 1. **Report Out of Closed Session**

Laurel reported that, in reviewing the last year, they have decided to hold a visioning session in order to create a new governance structure. This has been under discussion for several months and will enable the board to formalize next year's agenda and identify which data metrics will be required to help drive plans and decision making going forward. This will also inform employee evaluations as the new director is recruited. The goal is to move forward with a more structured package.

4/10/17 Recommendation: convene a visioning session before the end of the year.

- 2. **Approval of Agenda**

Motion to approve: Michelle Rodriguez. Second: Michael Watkins. Unanimous Approval

- 3. **Approval of Minutes**

One board member noted that previous requests for data did not include expected delivery dates. Formally, the recent request should be delivered by the end of June.

Furthermore, going forward, any request or recommendations should be recorded with a date of the request or recommendation and an expected delivery date.

*Motion to approve with a spelling correction: Kris Munro. Second: Michael Watkins.
Unanimous Approval as amended.*

4. Public Comments (10 minutes)

In lieu of a written presentation of student success, student Corey Keyes addressed the board with the story of how he turned his life around despite extremely harsh circumstances. He is in the process of acquiring his GED with the assistance and encouragement of WASCAE, and hopes to attend Fire Tech program at Cabrillo with the goal of becoming a firefighter.

D. Action Items

1. Consortium Fiscal Administration Declaration (CFAD) FY 2017-18

Following the SWOT analysis presented at the March 27, 2017 board meeting, each of the board members stated their preferences for moving to a direct funded model. Staff presented the board with the language of the CFAD application that includes a rationale section describing how the board arrived at the funding model decision, how grant expenditures would be rolled up, how reports would be certified and reported, any member allocation changes, and a description of how the board arrived at consensus and approval.

A vote to approve means:

- The decision to change to a direct funded model
- Accepting all BOARD REVIEW DRAFT LANGUAGE presented on the form.

Motion to approve: Michael Watkins. Second: Kris Munro. Unanimous Approval

Cabrillo and WASCAE staff will finalized the online form which will be submitted by the May 2, 2017 deadline.

1. Reallocation of Cabrillo's remaining \$40,375

The board decided to hold off on allocating funds for reconvening work groups until after the visioning session which will be in lieu of the May meeting. They agrees to move forward with the allocation for creating the Allied Health bridge classes.

*Motion to approve reallocation of \$20,500 for Allied Health bridge class creation: Kris Munro.
Second: Michael Watkins. Unanimous Approval*

E. Information Items

1. Status update of AEBG Program Director Recruitment

Terrence reported that recruitment is open and underway. We will be happy to provide a link to the site. So far, four applications have been received and assessed as complete thus far. Recruitment closes early May with anticipated hire over the summer. The board requested creation of a flyer with a link to the application for consortium members could give to potential applicants.

Once recruitment closes, the board will be asked to participate in an electronic 'paper screening' process before the in person interviews. Staff will work with board members' assistants to arrange the schedule for in-person interviews.

Terrance introduced the new Grants Analyst, Doreen O'Donovan, who will be working 20% on AEBG providing technical support for the consortium.

2. Governance Study Session - 2017-18 Calendar setting

Mandatory reporting dates drive much of the calendar. Other dates will be developed during the governance/visioning session.

The board agreed to use the next scheduled meeting on May 8th, as their governance/visioning session. A facilitator will be brought in to insure that the process is completed in one meeting. The extended meeting time will be 12pm - 3pm and lunch will be provided.

The focus of the visioning session will be the clear definition of consortium goals and the metrics to measure those goals. Staff will provide information on best practices gathered from interviews with other consortia. Also suggested doing the Theory of Action as presented for S4C. Board members can forward any other suggestions for process or topic to staff.

The board agreed that the facilitator's fee could be covered as part of Cabrillo's re-allocation money.

3. Data Update

In addition to the regular, standard reporting, which is done at the end of the year, the board has requested a schedule of reporting dates with a standard set of operational metrics as a basis to be used for enrollment enhancement. The data team will be reconvening soon and setting up a regular calendar to commit to and produce metrics for internal use and to support planning. There are some standard reports out of the system, but we may have an opportunity to do additional, more detailed reports for customized data. We will have a report at the next session. Some plans will need to be revisited after May 8th.

The board requested that a week or so before May 8th, they be provided with some information that was brought up during the closed session - including statewide practices. A board member suggested we should also be considering the state's required measurements. The NRS should be our number one priority at a minimum, but since our aspirational goals are to innovate and evolve, we want to shoot higher than the minimum.

4. Regional Marketing Update

Kristin Fabos, Cabrillo's marketing director, presented an update on the marketing task force. Before the marketing workgroup could dive into the tactical plan, we first we need work on positioning and branding. Mythmakers is working on an umbrella initiative for adult education countywide. Something that will speak to the people in the community who will use this resource.

The very large list of possible naming options has been narrowed to the top 4. We decided to do a naming survey at a number of locations throughout the county. The final choice will then be developed into a visual representation. Finally, they will develop a messaging platform as well as documentation and other collateral.

GOAL, Greater Opportunities through Adult Learning seems to be the most popular choice so far in the community survey. Several board members agreed that it is a good fit for AEBG. Staff will present a brief update at the visioning meeting in May.

F. Closing Items

- 1. Summary and Agenda Building**
 - Visioning session with Facilitator
 - CFAD submission
 - Cabrillo's allocation of bridge classes.
- 2. 2:02 adjournment**