

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

March 13, 2017, 12:30 to 2:00 PM  
Sesnon House, Boardroom

**SCAEC Board Members**

Michael Watkins  
Terrence Willett for Laurel Jones  
Michelle Rodriguez  
Kris Munro

**Facilitator**

Carrie Mulcaire, Interim AEBG Point of Contact,

**Guests**

Faris Sabbah  
Raeid Farhat  
Nancy Bilicich  
Todd Livingstone

**Staff**

Elisa Lepine  
Leila Jamoosian  
Buff McKinley (note taker)

**A. Opening Items**

**1. Call to Order 12:38 pm**

**2. Public Comments (10 minutes)**

Nancy Bilicich introduced Raeid Farhat from WASCAE's Community Advisory Council (CAC) reading Rhea DeHart's message. Mr. Farhat read the prepared statement (attached below) based on the CAC's Feb 15, 2017 meeting in which they were invited to submit letter of support for direct funding for SCAEC in the upcoming year. Ms. DeHart underlined the symbiotic relationship between WASCAE and the business community. Further, "Better collaboration for our adult learners creates more pathways and career opportunities for our students, some of who [sic] may be marginalized members of our community."

Todd Livingstone presented another installment of Adult Education Student Successes. Abridged versions of these stories will be included in the next update of santacruzadulthood.org. A board member suggested that the presentation of Student Successes be added as an ongoing agenda item.

**Recommended action:** Develop a governance calendar for the 2017/2018 school year by June 2017. We will begin planning a ½ day retreat day to map out priorities. Will set a date on the calendar after June 2017, to include the permanent hire of the new Program Director.

**3. Approval of Agenda**

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

**4. Approval of Minutes**

*Motion to approve: Michelle Rodriguez Second: Michael Watkins Abstain: Kris Munro. Approved*

**B. Action Items**

**1. Re-Allocation of FY 2015-16 Approved Funding (PVUSD and Cabrillo)**

Staff explained that fund amounts for consideration are approximately \$52,000 from PVUSD and an additional \$40,000 from Cabrillo, beyond the already reallocated \$43,000 (for a total reallocation of \$83,000).

Proposed uses for the PVUSD reallocation are:

- Bridge classes between PVUSD and Cabrillo
- Professional Development for teachers
- Compensation for some of Christina Koda's time spent beyond her regular hourly compensation

- Stipends for work group participants in work plan updates.

Board members were especially appreciative of potentially impactful benefit of bridge classes as well as the possibility to offset Ms. Koda's overtime. Christina's comp time keeps growing but she has no opportunity to spend it. This would help supplement funding.

*Motion to approve reallocation of PVUSD's \$52,000: Michael Watkins Second: Kris Munro Unanimous Approval*

**Recommended action:** SCAEC staff will present a recommendation for how to reallocate Cabrillo's remaining \$40,000 from the 15/16 allocation at the April meeting.

It is important to note that Cabrillo faculty - not Managers - are eligible for stipends for work group participation. Cabrillo can also contribute to honoraria for work plans and some of the fiscal support for PVUSD. COE's fee-based program for dental assistance may be able to be subsidized - even if one time.

### **C. Information Items**

#### **1. Consortium Fiscal Administration Declaration (CFAD) Form and Process**

The CFAD form is due May 2, 2017 and will be an action item on next month's board agenda.

We will need to agree on allocations for next fiscal year and adjust prior years. The form specifically asks that we declare if we want to change our funding model and requires a rationale for our fiscal approach. One board member asked if we could also set specific mechanisms to measure outcomes.

**Recommended action:** Create a task force to oversee CFAD next year. We will add this item to our governance calendar and stay in front of it.

#### **2. Research of Direct Funded vs Fiscal Agent Models & SWOT**

As requested at the previous meeting, staff interviewed nine other consortia representing various funding models. Staff presented one SWOT (Strength, Weakness, Opportunity, Threats) chart for each of the possible funding models. Board members reviewed the SWOT analysis, noting that smaller consortia tend toward the fiscal agent model. SCAEC is somewhere between the large and small consortia.

One weakness highlighted was that using different accounting methodology per member could cause confusion. This is of less consequence for SCAEC as the majority of the budget goes to one member.

One board member wondered if we could really still be considered a consortium once Cabrillo is 'squeezed out'. Carrie explained that even with direct funding models, a percentage (often 5%) is set aside in reserve for additional requests and Cabrillo would remain engaged in consortium wide activities such as marketing, professional development, and research. Funding for regional marketing, professional development, and collaboration would continue to go to Cabrillo.

One board member commented that it seems we mostly talk about money and not as much about programming and outcomes. Perhaps in going to direct funding, we can spend more time discussing outcomes, oversight, and issues that benefits the education.

One board member commented that the fiscal agent model forces us to do some internal controls much akin to pre-auditing. The narrowing of the entity providing services tends to marginalize some of the smaller participants. Our goal is to broaden the number of offers for Adult Ed in the county.

The question was raised as to whether the board can still reallocate to other partners if we go to direct funding. Terrence answered yes. He also stated that Cabrillo is currently leaning toward direct funding assuming that members will still collaborate and be responsible for their expenditures and reporting.

Especially if we change to direct funding, the Board wants to see year over year comparisons of student data.

**Recommended action:** Move forward with the process/paperwork for direct funding for FY17-18, with final review and approval at the April meeting.

### ***3. Status update of AEBG Program Director Recruitment***

Staff presented a new version of the organizational chart reflecting the new director hire.

Also presented was the proposed final job description. Dr. Jones refined previous drafts based on feedback from last meeting. Board member and staff exchanged comments via email. No additional funds or reallocations are required. The announcement goes out as soon as we approve. We are already hearing interest.

One board member strongly suggested that we give special weight to candidates with a good understanding of the local area and has cultural competence.

The announcement will go out by the end of the week.

Candidates who pass an initial paper screening by Cabrillo's HR department will be asked to complete an Excel exercise of creating a budget. This is followed by a written exercise in Word where they will be asked to explain the budget and finally a practical oral presentation in front of the board. Board members will sit on the interview panel.

The board agreed to move forward, but as this was not an Action Item, it did not require a formal motion and vote.

### ***4. Professional Development Survey Results***

Research analyst staff presented the Professional Development survey results. The intent was to determine what demands teachers might have. The three most often requested activities among survey respondents were:

- Teaching
- Conferences
- Technology

The majority of Adult School staff requested Professional Learning Communities (PLC). One board member suggested bringing in someone to present on Adult Learning Theory instead of sending people out to a conference. Another board member requested heavily leaning toward PLC activities noting collaboration costs money.

### ***5. Conference Report Out template***

#### **Recommended action:**

The newly devised Conference form will be added to the SCAEC website shortly.

### ***6. Discussion of Data Dashboard***

The goal is to create a dashboard or report that has all the key indicators. This should also align with what the state is asking us to report on, addressing issues like:

- What are the important measures?
- Are we on the way to improve literacy skills?
- How are we addressing Gainful Employment?
- How do we support adults with disabilities?
- Time trends - even with a radical change in funding structure, we should look at pre-post comparisons.

**Recommended action:** The board should revisit the dashboard report on a quarterly basis at which point we can make midcourse corrections.

We will need to establish some baseline data. PVUSD uses the NRS table. Terrence confirmed with Todd that implementation of ASAP interfaces with TOPSpro and will have no data loss.

**Recommended action:** Ask the steering committee data group to come up with a template and report back to the Board. Possible dashboard formats are available from WestEd and Looker.

**E. Closing Items**

**1. Summary and Agenda Building**

**Adjourned: 2:01 pm**

# Watsonville/Aptos/Santa Cruz Adult Education Community Advisory Council Rhea DeHart, President

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Good Afternoon,

I am the president of the Community Advisory Council for Watsonville/Aptos/Santa Cruz Adult Education. At our last meeting on February 15, I was directed by the council to officially introduce ourselves and present a letter of support for direct funding to the Santa Cruz Adult Education Consortia Board.

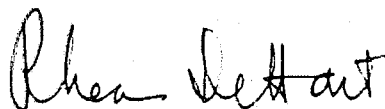
The Community Advisory Council has been in existence for over 30 years. Our membership is composed of a group of business, community and political participants who meet three times a year. We give input to Watsonville/Aptos/Santa Cruz Adult Education about community needs and receive updates regarding school performance and student outcomes. We provide partnership opportunities and have made suggestions for classes that meet community needs – presently we have 55 partnerships. One example of courses that our Community Advisory Council suggested was in Career Technical Education, specifically health. Based on the advice of our Council, the school has created Clinical Medical Assistant (CMA), Pharmacy Technician, and EKG Technician classes that have served over 100 students since inception. We hope that our adult school can prepare our adult learners with the skills students need to enter the work force or advance to Cabrillo to acquire more specific education. Our council continues to focus on health careers as well as other career technical opportunities for students.

As you can see, supporting our community adult students is a symbiotic relationship – a pipeline of communication from local businesses to the school. Our business community suggests classes that give students career skills that will enhance their employability. Supporting our school and students helps our community to thrive. The community feels valued and is a significant partner with Watsonville/Aptos/Santa Cruz Adult Education. The Pajaro Valley Chamber of Commerce and Agriculture recognized the strong relationship and awarded the school with the honor of Organization of the Year, 2016.

That being said, we recognize the great opportunity that Adult Education Block Grant presents. Better collaboration for our adult learners creates more pathways and career opportunities for our students, some who may be marginalized members of our community.

We see that direct funding would better support our students, focusing more resources on classes and less on administrative resources. Direct funding will streamline the process and save hundreds of hours of duplication in reporting. We also recognize direct funding as an opportunity to improve collaboration with all members of the consortia. Direct funding can level the playing field so each member of the consortia has an equal say. This collaboration could become more effective at sharing and leveraging resources which ultimately support our students. Our Community Advisory Council strongly advises the Consortia Board to consider direct funding.

Sincerely,



Rhea DeHart