

DRAFT

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

November 7, 2016
12:30 to 2:00 PM
Sesnon House, Boardroom

Attendance

SCAEC Board Members

Faris Sabbah (for Michael Watkins)
Laurel Jones
Michelle Rodriguez
Kris Munro

Carrie Mulcaire, AEBG Temporary Point of
Contact
Buff McKinley (note taker)

Guests

Terrence Willett
Leila Jamoosian
Nancy Bilicich
Joleigh Kambic
Jack Carroll
Todd Livingstone
Maggie Klepp
Wendy Wykcoff

A. Opening Items

- 1. Call to Order 12:38 pm**
- 2. Public Comments**

Jack Carroll, representing Pajaro Valley Federation of Teachers (PVFT), stated that WASCAE has seven (7) teachers who are not being funded by the school system. The AEBG grant had fine print rules and their program didn't fit those rules. Mr. Carroll said that the cost incurred by these teachers would be reduced if the Board elected not to hire an AEBG Program Director or research analyst and redirect the funds.

Todd Livingstone presented five success stories. Michelle acknowledged that WASCAE has been selected as Watsonville non-profit of the year.

- 3. Approval of Agenda**

Motion to Approve – Laurel; Seconded – Kris. Unanimous approval

- 4. Approval of Minutes**

Motion to Approve – Laurel; Seconded – Michelle. Unanimous approval

B. Information Items

- 1. AEBG Summit Report Out**

Carrie reported that the Summit was well attended. SCAEC brought six members. The theme, "Moving the Needle", focused on collaboration between community colleges and adult education as well as

collaboration between state agencies (Chancellor's Office, Workforce Board, CDE). The state WIOA plan has been approved and state leaders noted that they have traveled to DC for a Phase 2 funding request. 2016 AE report primarily focused on ABE/ASE. They are building a state level team and presented examples of aligning AEBG with WIOA performance measures. New classes, new partnerships and curriculum have been added.

There was a finding that a lack of definitions led to questions on how to respond to the data and accountability survey. Noncredit classes skewed the results.

Recommendation: Carrie will send her notes to the Board for review.

The Research Analyst attended a session on tracking student progress using a system called Launchboard. Gathering of data should be started right away. Reports are due in August. For now, use the WIOA criteria.

One Board member asked if there will be a shared database or do we have our own. Also, who makes the decisions at the state level in terms of data reporting? Terrence explained that the state will be slow to adapt and for now we have to start on our own and wait for the State to catch up. Good news, we have good capacity (our Research Analyst). His advice: Don't wait. If we get our information in sooner, we'll be way ahead when the State defines its standards. The WestEd pilot appears to be state sanctioned. Data governance is complex. Locally, agencies are the data owners. We upload to CALPass and they upload to the state.

The state leadership is committed to continuing funding. This is here to stay.

The board asked for clarity – that we are talking about back end data, but we also need to develop intake system – so that a single integrated (web based?) system would direct a student to the services.

We can use CALPass data except for Adult Ed – which isn't tracked.

Recommendation: The Board requested a summary report from the Summit at the next meeting.

2. Data and Accountability Plan Update

Terrence provided background and timeline. The next steering committee meeting will finalize and the next board meeting will vote to approve submittal to the state.

The key issue is reporting for WIOA. This requires a lot of upgrading for WASCAE. Cabrillo's Title V grant provided for most of their needs. COE has a smaller need. The goal is getting a consistent landscape for data integration. The current software used by WASCAE, AIM, is antiquated, unsupported and not web based.

We don't yet have the complete picture but given what is currently being developed, it sounds like we are in alignment.

There was extensive discussion about approving some funds for software in advance of final plan approval.

The Board wants this expedited so that we can have consensus and a vote at the next meeting. Including consideration of the other things associated with new software (training, etc.) Board will vote by email to approve the whole thing on or before Dec 1st. Steering committee meets on 11/28.

Recommendation: That the Steering Committee approves a final plan for dissemination by email to Consortium Board for approval no later than 12/1.

Motion to Recommend – Michelle; Seconded – Kris. Unanimous approval.

3. Interim Coordination and Support Staff Update

Potential interim coordinator has been identified and is being vetted. There will be a mass communication introducing the new person, who will hit the ground running. Cabrillo is hiring a Grants Analyst who will provide approximately one day per week of support work to AEBG.

The Board asked for a document clarifying roles and responsibilities. Also asked for viewing access to AEBG portal, but would appreciate editing as well.

Recommendation: Create a document clarifying roles and responsibilities.

4. AEBG Infrastructure Update

Staff is moving on work plan updates and reporting – making them more understandable. This should be ready by the next board meeting. Website is being updated to include work plans, minutes, Funding and activity adjustments will be reviewed on the work plans soon.

<is this a recommendation?>

C. Meeting Closure

1. Summary and Agenda Building

The data work plan will be approved at the Steering committee meeting on 11/28 and go out to the board by email no later than 12/1.

Recommendation: The January agenda should include a community update for AEBG.

If this were to become a quarterly newsletter, it might help address the concern over perception that Cabrillo isn't doing anything for AEBG.

Recommendation: Create a governance calendar to be referenced throughout the year to review goals and metrics.

Recommendation: As a first step, create an Action Item at the December meeting to identify when we should do which reporting and set the calendar in January. This can also include Budget updates, especially since we have to spend down by 6/30.

2. Plus/Delta Evaluation

Adjourn 1:59.