

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

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

SCAEC Board Members

Michael Watkins
Laurel Jones
Michelle Rodriguez
Lysa Tabachnick (for Kris Munro)
Carrie Mulcaire, Interim AEBG Point of Contact

Terrence Willett, Facilitator
Buff McKinley (note taker)

Guests

Leila Jamoosian
Nancy Bilicich
Joleigh Kambic
Jack Carroll
Todd Livingstone
Kate Raymundo
Dr. Christine Chopra
Elisa Lepine

A. Opening Items

1. Call to Order 12:41 pm

2. Public Comments (10 minutes)

Todd Livingstone presented an additional installment in Student Success Stories. Watsonville Aptos Santa Cruz Adult Ed (WASCAE) Spring catalog was also presented.

3. Approval of Agenda

A board member asked that the complete and ongoing Student Success Stories be added to the SCAAdultEd.org website. **Recommended Action: Cabrillo staff to follow up with updating website.**

Motion to Approve with amendment –Michael; Seconded – Laurel. Unanimous approval

4. Approval of Minutes

Spelling correction to Board member RODRIGUEZ' name

Motion to Approve with amendment– Laurel; Seconded – Michelle. Abstaining – Michael. Unanimous approval

5. Introduction of Temporary AEBG Program Coordinator

Elisa Lepine is excited to be supporting Adult Ed in the County. She'll be focused on addressing the needs of the consortium particularly with communication; visiting school sites and assisting in the preparation of reports.

Permanent Hire Timeline – Staff will present job description and funding details at the February meeting. Springtime recruitment should help broaden the pool. We're currently watching Hartnell, which just went out for their equivalent position. Staff has been gathering information on how other consortia are handling this position. Reallocation of funds will likely be necessary. Direct funding comes from fiscal agent fee (5%) and identified programmatic funds. The SCAEC board will decide on the allocation. Staffing plan will have to consider sustainability as well. Research Analyst time might be reduced to allow salary savings for the position.

A Board member asks that we share as much data as we can. It will help in planning. County Office of Education (COE) wants deeper data than just enrollment. Perhaps relating to jobs. Pajaro Valley Unified School District (PVUSD) will be considering how to include staffing in their program evaluation as it pertains to Return on Investment (ROI). That information should help with AEBG.

6. Introduction of Santa Cruz County College Commitment (S4C) Director

Dr. Christine Chopra is happy to be part of the adult education process and welcomes upcoming opportunities for collaboration and data sharing. Encouraging Parent Ed will help them support their children's education. Dr. Chopra is also working with WestEd on a variety of projects.

B. Action Items

1. Reporting Calendar and Upcoming Reporting Deadlines

Important dates over the next few months were highlighted.

As the 12/16 deadline approaches, Board member pointed out that PVUSD hasn't been invoiced from Santa Cruz City Schools (SCCS) yet. Lysa with support from Cabrillo staff will each send communication to SCCS. PVUSD needs Invoices based on actuals – Staffing and Utilities in particular.

The 12/20 Data and Accountability deadline has been moved to Feb 20th, 2017, but we're in the final stages of creating our submission and should be able to work on allocation of funding earlier than February.

Recommended action: Approve timeline with the amendment that SCCS is following up on invoicing.

Motion to Approve with amendment – Laurel; Seconded – Michael. Unanimous approval

C. Information Items

4. SCCS / PVUSD Budget

PVUSD is currently deficit spending, so they want confirmation that budget assumptions are correct. The budget is undergoing a high level of scrutiny, so items must be correct. Michelle has publicly stated that as far as fiscal responsibility goes, not \$1 of PVUSD money can be used to compensate SCCS. Adult Ed must live within its means.

PVUSD representative further noted that a significant increase in staff time hadn't been considered when the original contract was drawn up between PVUSD and SCCS. The Memorandum of Understanding (MOU) indicates that PVUSD should be held financially harmless. SCCS representative suggested reevaluating the MOU as it pertains to fees, evaluation, and reporting.

COE representative stated that we should think about how we deliver Adult Ed countywide. There are other schools and districts in the county that need to be considered in the bigger discussion.

1. Update of Data and Accountability Work plan and Budget

On 12/5/16, SCAEC Board approved the work plan and budget that will be submitted to the state shortly. There was concern about adding a contingency item to acquire the Casas TOPSpro software required by the state for tracking students served by AEBG. Only entities that directly serve students using AEBG funds are required have this system as indicated by the AEBG program officer. The program officer had also contacted staff about an incident where a consortium member employee requested technical assistance for the consortium from a California Department of Education (CDE) employee. As neither the consortium member employee nor CDE employee requested authorization from their respective entities, a conflict ensued between California Community College Chancellor's Office (CCCCO) and CDE staff. Our consortium has been asked to have all our employees follow protocol with respect to official requests from the state. The CCCCCO and CDE have also indicated they had no intent to circumvent or undermine local governance and have instructed their staff to all follow protocol.

2. AEBG Summit Report Out

Draft notes were presented. No other participants have added comment. Board members will read on their own.

Recommended Action: - Going forward, each conference attendee should deliver separate notes. We'll review the structure from several reporting templates and create one new template to show the board at the February meeting. After approval, it will be added to our AEBG website.

3. Professional Development (PD) Needs Assessment

Main focus of PD is on faculty. Many initiatives have an Adult Ed component. The research analyst drafted a needs assessment survey capturing:

- a. Past participation in specific professional development.
- b. Identifying ones always wished you could go to.

Leila will work with WASCAE to determine the best way to disseminate the survey to faculty and staff. Board member requested adding an option called BLENDED to question 6 on the survey.

5. Status of Implementing Work Plans

Elisa is working with Steering Committee to update the status for all plans. This should be ready by the next board meeting.

Recommended Action: In the budget column, put which fund the \$ is associated with (FY2015/16, etc.). Also include if it's 'one time' or 'ongoing'.

6. Navigating SCAEC Website, Google Drive, and AEBG Portal

Staff demonstrated the location whereby all the AEBG documentation is available for public and member review – on the Santacruzadulted.org, the AEBG website, and the google drive folder. Cabrillo representative asked that files be labeled DRAFT and FINAL. COE representative suggested adding COUNTY to the name SantaCruzAdultEd.org Staff explained that this requires an official name change with the state – which might happen as part of the regional marketing initiative. Laurel Jones, Cabrillo representative suggested holding a contest to name the countywide adult education initiative. She offered an iPad as a prize. Board member requested that Google docs be set up to send notifications with specifics when docs are updated.

D. Additional Information

1. 2016/17 Meeting Dates & Times

There will be no physical meeting in January. All necessary communications or actions will be conveyed by email and Google docs.

Recommended Actions:

The February meeting date is CHANGED to FEBRUARY 6, 2017. Lysa will advise Kris of the date change and will be able to attend if Kris cannot.

Future agenda item include inviting partners mentioned in our narratives (WIOA etc.) to present at a board meeting.

E. Closing Items

1. Adjourned 2:05 pm

2. Plus / Delta Evaluation