

SCAEC Steering Committee Meeting Minutes January 30, 2017

Time: 12:30 P.M. 2:00 P.M.

Place: Cabrillo College Watsonville Center Room: C103

AEBG Steering Committee Members comprised of:

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|--|-----------------------------|
| 1. Pajaro Valley Unified School District | 4. SC Office of Education   |
| 2. Santa Cruz City Schools               | 5. SC Workforce Development |
| 3. Cabrillo College                      |                             |

Facilitators: Kate Raymundo, Terrence Willett      Note Taker: Buff McKinley

## A. Opening Items

### 1. Call to Order: 12:41

Attendance: Frank Wells, Faris Sabbah, Todd Livingstone, Nancy Bilicich, Gerlinde Brady, Rachel Mayo, Leila Jamoosian, Christina Koda, Elisa Lepine

### 2. Approval of Agenda:

*Motion to Approve: Gerlinde. Seconded: Rachel. Unanimous approval.*

Going forward, **we will send out a call for agenda items 2 weeks ahead of a meeting.** This will be an opportunity for members suggest any topic not already identified at the previous meeting. If something arises after that, please contact the Program Coordinator.

In addition, we will add an agenda item for each meeting in Section C: Closing Items. This topic will be "Upcoming Agenda Requests".

### 3. Approval of Minutes:

Minutes need to reflect the following changes and approval re-sought at the Feb 27, 2017 meeting:

- a) In Section B1, change "Intuition" to "Institution" the Data and Accountability discussion.
- b) In Section C1, need clarification on the \$50K which was allocated and not spent and was returned to the budget for reallocation. Which institution is returning this money? Specify if this money was from Cabrillo or PVUSD.
- c) In Section C1, Todd Livingston indicated that Board approval is not required for an institution to return internal funds ("folding back" was the meeting terminology) for reallocation to the Consortium.

## B. Information Items

### 1. Upcoming Plans and Deadlines

A schedule of important dates has been added to BoardDocs. Elisa is constructing a master calendar including these key items. Items with a \* are consortium deliverables.

Some highlights are:

March 1st – AEBG training. Elisa and Leila will go

April 30th – 3rd Q data are due

May 2nd – Consortium Fiscal Administration Declaration (CFAD) due. This will be on the next SCAEC board meeting agenda.

One very recent addition is Bay Area Regional Adult Ed Consortia Meeting by BACCC on Wednesday, Feb. 8, 2017 in Oakland. Terrence and Elisa will attend and report back. Contact them beforehand if you have a question you would like them to ask on your behalf.

## **2. AEBG website resources**

Consortium documents are on the website. Calendar items are also there.

Todd and Buff will work offline on edits to the Student Success Stories.

The *Resources* page needs to be updated, to reflect that PVUSD and SCCS are both listed as the same program, WASCAE. Need to update the link to the most recent course offerings.

## **3. Work Plan Updates**

Terrence began by presenting the broader framework – work plans are gaining in clarity as we proceed. Previously, work plans were focused on what an ideal program would look like, but did not reflect what we currently do day-to-day. Then, the question is how to fund. When we reported expenditure, the work plans were not helpful in organizing expenses.

The proposal is to view the plans with a different eye, presenting “What the consortium is doing right now.” Connecting to actual activities, allocations, and programs objectives.

A percentage of the work plans could include new initiatives based on data.

Then, take the total AEBG allocation for the county and have the work plan capture what we are already doing. And connect this to measurable outcomes.

Todd says this is Maintenance of Capacity (MOC) and PVUSD has already prepared this information. Increasing COLAs and STRS affect the MOC budget, but is not included in allocations.

Adult Ed has changed in the last few years and is now career focused – but do we have any room for growth? CAEA is asking for increased money to cover COLA and rising cost of benefits at least.

Todd suggested incorporating a two-pronged approach, also considering what can be done that is not related to budget, but might be leveraged from other sources or activities. Terrence explained that currently, the recent grants Cabrillo gets are very specific, but we may be able to leverage activities from other funding sources.

It was suggested we identify the freshmen coming in from GED programs and count them toward completion goals. Cabrillo cannot afford to implement a ‘Ventura Promise’-like program where freshman year in college is completely paid for, but we waive tuition for concurrent students, so it could have similar benefits.

Restructuring the work plans will allow us to focus on what we are doing today - and communicate that to the state. We need to look at data that we have and develop ways to collect even more. Are there any monitoring tools to help make informed decisions? This helps with identifying progress measures.

WASCAE’s MOC is complete, so there is no reason to remake work plans.

Elisa will prepare the templates by replacing the “Allowable Evaluation” column in the existing plans to “7 Program Areas” and “Objectives”.

2016-17 is the last year that Watsonville and Santa Cruz are required to submit separate Federal reporting.

Fiscal reporting should be on a proportional basis.

Todd will be a key player providing existing docs to create new work plans. We still need to know the full budget so we can figure out what the new working groups will have to work with. Before the next Steering Committee in February, WASCAE will share a report. Elisa will work that into the SCAEC format.

Any other committee member with suggestions or examples on how to decide process or evaluation is encouraged to share.

#### **4. Data Plan Enrollment Update Activity**

There have been questions from board about enrollment trends. Examples of where to find that information are listed in BoardDocs.

Where can we get information for Adult Ed?

WASCAE uses CASAS and a school report card. Todd will provide data or links. Cabrillo is not required to have CASAS because teachers are not paid for out of AEBG funding.

### **C. Closing Items**

#### **1. Agenda items for next time**

- Discussion of current expenses. Think of staff as able to expand capacity with program development and reporting.
- In-depth discussion of the duties of the director. Including how the steering committee will interface with the director.
- Bob Harper
- Results of the statewide survey
- Professional development survey results.

**Adjourned 2:05**