

SCAEC Steering Committee Meeting Minutes February 27, 2017

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

Place: Cabrillo College Watsonville Center Room: C103

AEBG Steering Committee Members comprised of:

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

In attendance: Faris Sabbah, Todd Livingstone, Nancy Bilicich, Gerlinde Brady, Rachel Mayo, Lysa Tabachnick

Facilitator: Elisa Lepine

Consortium Staff: Carrie Mulcaire (Point of Contact), Terrence Willett, Leila Jamoosian,

Note Taker: Buff McKinley

Guests: Bob Harper, Helen Bellonzi (Finance Director, PVUSD), Christina Koda

A. Opening Items

1. **Call to Order: 12:40** – *The committee was advised that the meeting would be recorded for note taking purposes.*
2. **Approval of Agenda:**
An item was added to the agenda after posting. Members were notified by email of the addition.
Motion to Approve: Todd. Seconded: Rachel. Unanimous approval.
3. **Approval of Minutes**
Motion to Approve minutes from both 11/28/2016 and 1/30/2017: Lysa. Seconded: Rachel. Unanimous approval.

B. Information Items

1. **Upcoming Deadlines & Other Info**
 - The committee was informed that upcoming internal and state required deadlines are on BoardDocs and our SCAEC website.
 - Todd, Elisa and Leila will be attending the training on 3/1/17 and will report back using the new Conference Report Form on SurveyMonkey.
 - There was clarification point that the consortium has a copy of CASAS through WASCAE and that other consortium members can use it if necessary.
2. **AEBG Website Resources**

The new Conference Attendance Report form was presented (it is in Survey Monkey). Per board approval, a link to the form will be added to the SantaCruzAdutEd.org. Todd stated that PVUSD already requires a Preauthorization form as well as a Post Conference form that are completed manually. Helen Belonzi, PVUSD Finance Director stated that this new survey form can be printed and submitted to PVUSD Finance in order to satisfy their Post Conference Report.

Recommended Action: Steering committee members asked that the committee roster be posted on BoardDocs agenda as a reference for the next meeting.

3. BACCC Regional Meeting Report Out

Terrence Willett and Elisa Lepine attended the meeting on February 8th and have filled out the new Conference Report Form. Main topics discussed were: 1) data integration; 2) challenge of tracking student progress and outcomes without a common data sets or

student identifier. Research Data Alliance (RDA) facilitated how research data sharing works without barriers. Randy Tillery spoke on Career Pathway Collaboration and how to move forward. Cabrillo is a participant in the Career Pathway Collaboration/ Development, The Adult Education Strong Workforce Joint Venture Collaboration. RDA is doing research and evaluations on consortium practices and developing regional data integration strategies.

4. Work Plan Updates

Work plans as they currently exist are posted on the SCAEC website. Cabrillo staff are working with Kelly and Christina to create newly redesigned templates for 2017-18 that are simple, user friendly, and complete for the upcoming year. The new template is still in draft form and needs updating and feedback from the steering committee.

The Professional Development work plan (created in the old work plan template) was brought back to the committee for feedback on proposed activities. There were further comments by steering committee on updating the work plan template to include the following:

- Adding a column of 'relevance';
- Adding five program objectives to the form;
- Adding measurable outcomes/performance objectives

In terms of activities proposed in the work plan, the only items to include are "d" and "e" (remove a, b, c). The objective should be "seamless transition". It was also suggested that we should schedule a Professional Learning Communities (PLC) about college and career readiness. Think of it as Common Core topic for adults. There was also a suggestion to bring Cabrillo faculty to learn what WASCAE has already implemented in their PLC. Professional Dev would be along the lines of curricular alignment and collaboration.

Furthermore, a steering committee recommended the development of bridge classes between WASCAE and Cabrillo College.

There was a suggestion that it is time to reconvene the working groups. This time around, we should provide guidance and parameters for planning to work group participants. They should have an actual budget to work with and ask them to describe how the plan serves the program objectives.

Recommended Action: Consortium staff to work on updating the work plan template and to bring back to a future steering committee meeting. Also, Cabrillo staff and WASCAE to follow up on bridge classes. Todd and Gerlinde will reconnect around Allied Health and Office Skills. Rachel will be a conduit to ESL faculty.

5. Preliminary Results of the Professional Development survey

Staff reported that approximately half of the PD survey respondents were from WASCAE and half from Cabrillo instructors. There was not enough time to carefully review so it was suggested to bring a more complete report to the next steering committee

Recommended Action:

6. FY2015-16 Expenditures and Reallocation Proposals:

- Christine identified \$52K in the WASCAE budget that needs to be reallocated and spent before Oct/Nov 2017. Carrie Mulcaire also presented a re-allocation of Consortium funds held by Cabrillo in the amount of \$40K.
- Several ideas suggested included:
 - Three bridge classes from WASCAE to Cabrillo to allow for knowledge sharing about Career and Technical Education (CTE) from Cabrillo College and Basic Skills/ESL.
 - professional development activities.
 - Stipends/honorariums to cover staff time (non managers) for time spent on revising work plans;
 - funds to compensate for Christina's time spent on WASCAE's AEBG budgets.
- Its recommended that Cabrillo College cover costs of Cabrillo expenses and honorariums from their budget instead of doing a contract, and PVUSD cover their expenses from their re-allocation.

Recommendation Actions: Steering committee recommends to the Board for the reallocation of these funds for bridge classes, professional development activities, honorariums for work plan development, and fiscal support from PVUSD (Christina Koda).

WASCAE will review the exact budget numbers with Christina and get back to Cabrillo. There was a request for Cabrillo to follow up on their expenses for bridge classes as well.

7. AEBG Webinar Report Out: Student Data Collection & AEBG 2017 Strategic Plan (draft)

Due to time constraints, this item was not addressed at the meeting beyond information provided on the agenda. Cabrillo reported that our staff continues to benefit from webinars both by participation when available at the time of original presentation or by viewing in the archived webinar at a later date.

8. State Survey on AEBG Implementation from CLASP

Carrie mentioned that we would be submitting the answers to this survey request for information by the state (through CLASP) on time (due today, 2/27/2017). The agenda item was not discussed but it was encouraged to read it to see what type of information that the state is requesting in terms of ideas for how the consortium funds should be used.

9. AEBG Implementation and Reporting – Bob Harper

The committee invited a guest from a neighboring consortium (South Bay), Bob Harper, to our meeting because of his depth of knowledge and experience as a researcher on adult education. He discussed much needed reform, stating that we need to be challenged in our thinking about how adults are served. Currently, the two relevant systems (adult ed and community colleges) speak different languages. The better we understand operational platforms, the easier it will become to catalyze thinking about change in both systems.

Regarding the equity of position, in his consortium there are co-chairs from both systems. He stated that market share is off the radar. There are not enough resources jointly to adequately serve all adults who could possibly be served. He mentioned that duplication is not redundancy, especially if there are unmet needs among the adult population. His consortium employs Navigators and Transition Specialists whose function is to help people figure out what they want to do moving forward. Reporting is guided by people from each

system. He believes that there needs to be strategic 'repurposing' within limited operational funding. There is an assumption that a college needs to have skin in the game (financial resources) in order to stay engaged. There is a perceived fear that college will be competition for adult ed schools.

Some closing thoughts:

- Review all the different sources of funding that we can be leveraged.
- What can we be doing differently to serve students better?
- How much will it cost and how do the costs fit within the funding sources' goals?

C. Closing Items

1. Agenda for items suggested for future meetings:

- Create a glossary of terms of college initiatives.
- Basic skills on-ramps need to be stressed.
- Look at the different things we can be leveraging – what can we be doing to serve students better?
- Need to look at seamless transition and how we deal with unmet needs.

2. Delta sheet was handed out for feedback.

3. Meeting adjourned at 2:06pm.