

AEBG Steering Meeting DRAFT NOTES – Mon. March 14, 2016

Wi-Fi Access:

Screename AEBG

Password: X3JP3yuw

Present: Jack Carroll, Laurel Jones, Terrence Willet, Carrie Mulcaire, Kris Munro, Michael Watkins, Nancy Bilicich, Todd Livingstone

Note taker: Evie Alloy

A. Opening Items- Public Comments:

a. Jack Carroll's Handout (see for details)

- i. Public Records Request
- ii. By laws Changes – meeting times should be easily accessible and available 3 business days before the meeting; public comment should be organized by agenda item with an opportunity to comment on non-agenda items at the start of the meeting
- iii. Data Spending Plan – The steering committee's approval of this Data spending plan (not allocable) and the joint catalog spending plan (supplanting) recognized the possibility that they are non-compliant with AEBG and may not be reimbursable. This is not mentioned in the board agenda.
- iv. Budget and spending transparency – We are entering a period where there will be multiple block grants existing in layers. Each will deliver their funds in equal monthly installments and have differing amounts. Expenditures will be divided among these grants in undefined and, maybe, arbitrary methods. I suggest that public AEBG financial reports be structured by month showing the multiple components of the revenue but showing only one entry for any one expense. E.g. Director's salary. This would answer the two questions: Where is our money going? And are we spending too much?
- v. SantaCruzAdultEd.org website- not up-to-date. No meetings are listed Cabrillo website has our meetings listed and all our documents available. I suggest that our URL be directed to the Cabrillo website. The current website is misleading and false and it should not be viewable in its present condition.
- vi. Indirect costs – FAQ#5 on CDE Website
<http://www.cde.ca.gov/fg/ac/ic/icrfaq.asp>

From the CDE website, certain types of costs (activities) require relatively minimal administrative support compared to the amount of dollar spent. These costs would distort the indirect cost process and are excluded from the calculation of the indirect cost rate. There needs to be a distinction between the Consortium

charging indirect costs and the Member Organization charging indirect cost. Whichever group does the work/activity should have the greater claim. If both charge an indirect cost an audit exception could result.

- b. Agenda approval
- c. Minutes approval
 - i. Jack- Ed code requires every member to participate in every decision.
 - ii. Michael- a quorum should suffice.
 - iii. Laurel: we have to move on some things before the next meeting.
 - 1. Go with a quorum? Dorma said she would be here by phone so Kris is going to try to call her.
 - 2. Is someone sitting in for Dorma Baker?
 - 3. Nancy Bilicich for Dorma?

Delegates Clarification:

If a board member is not present for this meeting, the chain of command will follow:

Pajaro Valley Unified School District, Dorma Baker, Secretary, Board of Trustees of PVUSD; Dr. Nancy Bilicich, Director of Watsonville/Aptos Adult Education is first alternate (approved by their board on 10/28/15)

Santa Cruz City Schools, Kris Munro, Secretary of the governing Board of SCCS; Lysa Tabachnick, Adult Education Principal is first alternate (approved by their board on 9-30-15).

Cabrillo College, Laurel Jones, President/Superintendent; Terrence Willet, Director of Planning, Research, and Knowledge Systems is first alternate (approved by Cabrillo board on _____)

County Office of Education, _____

Laurel:

AEBG PRA letter request

It was a very long list requested. My question is: is there a better way to communicate all these pieces. Will we use board docs or AEBG website? The staff time was over 30 hours to put it all together. If there are ways to communicate through the consortia, interested in a better way to communicate that. Have the website for posting items? Board Docs not to put up everything. We will have to figure it out.

Kris: It seems it would be better to have it posted on the website.

Todd: Can't we just link to board docs?

Laurel: We can.

Laurel: There is a difference as a public records request when it is approved and no longer a draft. Part of our transition of our journey. Some of the items were draft documents. We are going to differentiate the two. Draft vs. a document. As we transition we will have problems. I might request draft written on it with a watermark or we will just publish as a draft in the title.

As information changes, because it makes sense that if there is a draft while waiting for final information.

Michael: How frequent are these requests?

Laurel: Only one request so far. It was a lengthy request so part of that was not being able to say the information would be put on a link. We have a little disconnect there. We are the fiscal agent. Not a good use of my employees' time. So trying to figure it out. We will take that back and look into it. If there is a better way to post it, please get that to Holly so we can consider it.

Michael: We could also link through our website. Have a link on our website, too. PRAs, it can take longer than 10 days to get the answer to it.

Laurel: We want to be right by the request and not leave something out. Just want to make sure that the process is transparent (Kris) given that we are always in progress. The state continues to not inform.

Holly: Review of by-laws. There is a print out.

Laurel: Part of the bylaws that we looked at the very beginning was to be able to take the initial information and figure out ways in which we would communicate out as a group. The bylaws include having a 10 minute public record opportunity. If we look at a 3- day turnaround is a brown act committee. That takes more staff time. We have to decide as a group if we want to be a brown act committee.

Michael: If we don't have to follow the Brown Act, let's not. It would be more time consuming.

Kris: I concur.

Laurel: We can come back with a feasible idea. The other part of my concern is that I want to be able to get public comments as necessary but I want to make sure that we meet our deadlines. We have a hard time to get people to meetings. Timeline the important deadlines and get enough public comment through electronic communication. My fear is that we would be late this year again like last year. Pre-agenda-ize what we need to be looking at.

Kris: A governance calendar for my board. Is that the equivalent? Is that what you are talking about?

Laurel: board docs has that. At the end of each meeting, it would be good to have the agenda items and due dates announcement.

Michael: I would prefer the public has a chance to address each item as they come up. Even if not brown act, I would still make that recommendation.

Laurel: I agree.

Nancy: At the end of city council meetings we have what do we have next?

Laurel: The other items that Jack mentioned was. Having 3 business days before the meeting to have the agenda, a little more communication on the website.

Jack: I did not ask for brown act...just the 3 days.

Laurel: that is part to why I do the question to do the brown act or not. I'd rather work within the consortia. He is asking for 3 business days before the meeting.

Holly: 24 hours before the meeting the agenda is posted.

The better we can define it.

Laurel: this is the first meeting where we changed it to Monday instead of a Thursday. We want to make sure steering committee.

Holly: The whole point is catching up to a process.

Laurel: I don't want to be held accountable. If I am held accountable, I'd rather follow the brown act. That I already know.

Kris: it is kind of nice if I can do a leadership team 24 hours before.
The earlier I can get the information the better. I also understand that we are not on a regular schedule yet.

Laurel: What we should do is come up for steering group to be agendized and regular as to time and date. You are working really hard. And I totally get that. I want to acknowledge that. If the structure piece is part of being transparent, you should move that up on the agenda.

Kris: So one of the feedback pieces is having some norms for the group and strong facilitation is a need. It is tough for everyone to be heard. This is just my conversations with my representative. How do we support that? Norms for collaboration. Getting to the important agenda items. I don't know who is the designated facilitator? And do we need some structures and support for that?

Michael: How often do you meet and how often do you have to meet?

Holly: We have been meeting once a month since January. As everything starts to work itself out and won't have to meet as often. In the next six months I see it happening once a month and sometimes twice a month. We are doing a lot of catching up. It is a catch up game. Right now it is a lot of meetings. We are moving forward. There will be multiple meetings.

Laurel: You have gotten a lot done so I want to honor that process. We followed a model that Rock promoted originally. Give people the template. Now that we are bigger and more money I am making my own suggestion. I think we need to provide more guidance. So they don't feel that their work is meaningless. We need to prepare templates for people. Our old way was more informal and shoot from the hip; more Santa crucian. It is not helpful to the working group. I think we should spend time to develop the framework. That is my 2 cents. You have work groups and then a steering group. Do you agree with that? As a grant monitor?

Carrie: We have clear roles and responsibilities. The working group is this. The steering group discussions get into minute discussions. It gets very lengthy to have a discussion.

Todd: There are some people who come to steering committee meetings. Cabrillo people.

Kris: Taking turns for agreements. Not being heard.

Nancy: Jim was good.

Kris: My leadership team has some norms we agree to work through conflict, some tools to get through difficult stuff. A lot of people contributing from different areas with passion and vision. You need tools to bring it all together.

Laurel: Every single time we have a grant, again, with large resources, we get to the work group opportunities to meet deadlines. Step back and build a norms building. One of your meetings clarifies the norms building. These are the things we will agree upon before we move forward. Behavioral expectations.

Nancy: 6 or 7 lines. Make it very simple.

Kris and Nancy: Can you live with this or do you need to tweak it?
We have examples we can give you.

Holly: Draft budget; expenses

What we are looking at right now is DATA. Data is requesting an \$11,000 in expenditures.

Laurel: Can you give us any feedback on how the numbers came out. The analyst (Terrence) came out of stock information. Tracking is pretty cheap. They already have a system in place. There is some training. In terms of the training. Todd you have resources out of a different source because you have another pot it comes out of.

TODD: We don't pay for Costs.

Laurel: A clarifying question. Is the intent that casas to be done at Cabrillo as well?

Terrence: Our credit sequence for caspas does not align well. It should align with our noncredit. Compass is coming off the chancellor's list. We are waiting as to whether We may have to switch to some other system. Aquaplacer—sounds like we will not need the caspas test here. The caspas system that adult ed uses has a robust system.

Todd: Have our group come up with a caspas

Terrence: So some of that the faculty have a big role. The leg work is on the database side. The state solution on adult ed to the colleges I have been pushing for the calpass system and that is moving at a slow pace. It involves us using our sequel data warehouse. Get an extract out of caspas. We already have that infrastructure. We need the analyst to do the work important the data and analysis on it. Our neighbors may want to also do this. Maybe get a statewide system. Hoping the state comes on with their solution. Work with calpass from caspas. The soonest that could happen is next year. If the state long term continues to be slow, and we will do a permit hosting, we may need to revisit some of the infrastructure costs.

Michael: Have you development benchmarks? Or are you just talking about ESL right now.

Terrence: ESL right now.

Because our local ESL—placement testing and change in our curriculum. The timing is nice to dovetail with this project.

Michael: Still looking at other measureable outcomes.

Laurel: Part of the question is where we have been taking smaller bites out of the apple. If we give ourselves too much to do, we won't be successful. We don't have an internal noncredit?

Carrie: We have CABT noncredit classes in the fall. But there will not be a lot.

Laurel: But when you put this together you chose ESL because that is the most complicated.

Jack: It takes longer to print the document out of our printer. Takes me an hour to write it up.

Laurel: You are already doing this in your existing program. The data is already being collected.

Bridging to the next group, as ESL.

Terrence: WIA and not just ESL. The data you have in your system, we can pop it into our system. We have an existing data warehouse in place--don't have to build a new system. Something long term. An ad hoc approach the first year. While waiting for the state to come through. If the state does not come through, we will have to build up our infrastructure. We can serve as a secure repository. CTE is not in a state of flux. Not leaving them out.

Michael: The additional \$11,000 is coming from the \$1.1 Million?

Carrie: There are things the consortium has approved. You will see line items and you will see the board has approved it.

Holly: They are already approved for \$45,000. They are asking for an additional \$11,000.

Kris: The number is unencumbered. Some are encumbered and some are not.

Holly: The funding is in bold and it has been board-approved. The ones that are not, office supplies is \$1200 to vote on today to get approval.

Carrie: The first part is Holly Chase is program director. It would be a step increase on July 1st. unless you acknowledge you get in June 2015 where you supported the adult ed with step increases.

Laurel: It was a 1 year vote.

Carrie: Would need to amend it. It summarized...we can alter the form. We can create this form to speak to your liking.

Michael: Are we approving all these blanks today? Do these coincide?

Holly: Yes.

They match up with this. This is more in depth.

Jack: There are other consortium plans that have step increases in their plan.

Michael: Motion to approve the data working plan. Laurel: Seconds the motion.

Terrence: Our sequel data warehouse was built out of a title 5 grant. Thanks federal government.

All in favor: Yes

Marketing vote:

Holly: they have been approved for \$20,000. They are asking for an additional \$30,500.

Laurel: It is to go through summer.

Holly: Summer flyer and fall catalog. This is an overall approach. Pajaro, Santa Cruz, office of ed, etc.

Laurel: How will we handle that Santa Cruz marketing will not be existing?
What are we marketing for that?

Nancy: In the catalog sent to residents.

Laurel: How are we marketing the change that is happening? How are we telling the community what we are doing with Santa Cruz city schools?

Jack: They may not have to work.

Laurel: Could this include some small communication plan?

Holly: The printed brochure could include something about a merger.

Laurel: A press release and catalog?

Kris: Yes. I have one question of the catalog. Entirely in Spanish and English. Is that budgeted?

Holly: Assuming it was included in the budget.

Kris: We haven't been able to do that.

Nancy: Double the thickness.

Laurel: The weird part is having a paper copy. Can translate it online. If you note that they can go for translation. It does not translate exactly to the nuance of that population.

Carrie: That population may be more included to pick up in writing.

Nancy: We have done parts of the brochure in Spanish.

Laurel: What I would request from the group is that they consider different ways to increase translation opportunities. I want to make sure from an equity perspective is that we are having that conversation as part of what we look for.

Jack: Would the catalog supplant the brochure?

Carrie: I don't see a totally different new product...you are talking about a totally new product and pathways. The information would be organized differently. I would be very surprised if seen as supplanting.

Jack: Just do not want to be surprised.

Nancy: We are going to add classes from Santa Cruz.

Laurel: Whether or not to increase translation would be down the road. It would not be supplanting. I would move to approve:

Michael – I second it.

All in favor: Aye

#5 Reviewing and voting on CTE Work Group

Holly: In April will come back to this to give more time to the CTE working group to look at pathways.

Michael motion to postpone, Laurel seconded.

All in favor: aye

#6 Review and vote ESL work group

Holly: requesting \$82,150 requested. 15 proposed new summer classes between pajarito and Santa Cruz as well as developing new courses and a proposed new staff position for an adult ed advisor.

Laurel: Is that a bridge person?

Holly: Bilingual with adult ed background. Help ESL students. Work with working group. Satellite courses. Additional site facilities and coordinate calendars, bus schedule. Ways to transport students to classes.

Holly: There is no amount for CTE.

Should be taken off. Just \$82,150

Michael If we have child care in Santa Cruz?

Nancy: We cannot take Watsonville money and put it into Santa Cruz.

Michael: Not determined what is north and South County. Equity. Should be thought through carefully.

Jack: Developing, advisor, \$50,000 on student instruction. Over \$80,000 spent on counting what we are doing than doing it.

Nancy: Paying for another advisor.

Jack: money is not going to the students.

Carrie: Thought it was very underrepresented.

Laurel is this adult ed advisor on the k-12 side for the adult ed school?

Whether or not to be held off rather than looking at someone who could do some of these things who could articulate where students would be going. A pathway guide, assistance in taking a course. A pathway guide as an advisor would be better long term for incurred revenue. Transition specialist (Jack).

Carrie: Guiding them not just ESL. proposing couple of positions. Counselor has a master's degree. Student support assistant and then someone an advisor position is in the middle helping. Not doing an ed plan, guiding people. It is an advisor position.

Kris: I was going to make a motion to approve the summer bridge class. The additional summer ESL with the caveat that we come back to the other two when they are flushed out.

Michael seconds it.

All in favor: Aye

Holly: So a total cost of \$53,200. For ESL. With recommendation of coming back in April.

Laurel: If there is already a job description that other consortiums have. Look at their job description.

Carrie: Are you recommending a steering group looks at that?

7. Review ABE/ASE work group. They sent an invoice for \$24,000 to remain on path and pujari asked for the same so it comes to \$49,188. They have also requested to add 5 sections for \$15,000 to be distributed between Santa Cruz and pajaró. GED. Need licensing for the chrome books.

Laurel I would approve with a caveat. Next year they will be supplanting. For us to consider for next year preparing for a centralized service model so we are getting everything we need in one model with one plan. Part of a larger umbrella discussion.

Holly: Notes to look back in a year.

Laurel: I would move to approve.

Michael I will second. Does anyone track how many adults attempt to participate in the Aztec and GED? I want some data. Is that the best bang for your buck? In a year let's find out. Maybe we can find something else?

Jack: This is electronic preparation. You have to have it available if you are going to have a high school equivalency. We are trying not to buy something we do not actually use.

Michael: Return on investment.

Nany: GED is too hard, dropped the score. It is too hard. Just on March 9th. We are stuff with Pearson. Coming back to change it. GED is recognized nationwide.

Michael: Maybe we can use the HS diploma or equivalent.

Holly: All in favor? Aye

#8. Parent working group. Holly: Give them dollars to revise and make their plan. Michael make a motion. Nancy seconds it. All in favor Aye.

#j9 travel expenditures. There is conference that needs CCAOE is main focus is adult ed. Pajaro is going and I have included them in this budget, including Holly to go. Santa Cruz is not going but it was offered.

Carrie: Only 1 from pajaro and Holly.

Holly: 3 conferences. One person from each group.

Michael: I'll make a motion: Kris seconds all in favor aye.

Office supplies expenditures:

Holly: End of this year, \$1200, copy costs, paper, ink, printers. Michael motion second Kris, all in favor? Aye

Laurel: I approve Holly's travel.

Holly: For the marketing, I have to amend to put marketing in the plan. Allowed to amend the plan to put it in.

Laurel: What we put in the original 3 year plan did not have marketing in the plan.

Kris: I recommend it be regional for all the components of the consortium is it is not just targeting one area.

Laurel: That is the way we are supposed to do it that way. Yes, we put marketing in the plan.

Carrie: 3 year plan and annual plan. Otherwise we cannot spend the money.

Michael: Was this agenda-ized?

Laurel: I vote we recommend to approve marketing. Michael seconds. All in favor: Aye.

Next agenda items:

Anything

Anything coming back from all the groups.

Whatever we are coming up with as by laws revisions based on comment and discussions of the table.

Amended plan for marketing.(Laurel – Can we just send out the language by email for approval)?

How is the mou going? Kris- we are in progress. Have it for the next meeting. Have it at the April meeting. Dorma and Kris.

Carrie: May 2 deadline. You have to put your application submitted. Votes on in April.

The name of this group.

Nancy: change name to Watsonville Aptos Santa Cruz Adult Ed Group.

Michael: make sure north county. Mou to spell it out.

Laurel: Anything else for the agenda?

Adjourned about 2 pm.