

OPENING ITEMS

12:36 opening

Any public comments? None.

Approval of Agenda. **Approved.**

Approval of Minutes – name spelling correction – **Approved.**

ACTION: Annual Plan Final

Keep similar to 15/16 due to time limitations. Google Drive

Maintenance of Capacity – looking at capacity needs for students for budget purposes.

Changes from last year plan Pajaro and Santa Cruz City. Money is currently going to Santa Cruz city schools until we receive letter from Pajaro. There is a fiscal impact of getting done on quarterly basis. Michael Roberts helped working on quarterly. Allotment from state comes quarterly. Michael Roberts to return on Aug 8 to continue these discussions.

Side letter on contract allows Pajaro to supervise and evaluate employees rather than make switch. We are waiting for contract document to be amended.

Laurel: May be able to send money directly to Pajaro.

Government plan is same one we worked on – will look at governance plan for changes, maintenance of capacity to government plan. As of now no changes. Will need to look at governance plan for future meetings to discuss future changes. Org chart will be submitted into the annual plan. Includes restructure approved at last board meeting for new steering committee. Changes in steering committee – cabinet of advisors reduced. Talks of adding in literacy center. Governance plan links need to be cleaned up and approved by board. Some not relevant any more.

Laurel – Board docs should have a list of what will be changed. Cleaning up as opposed to changing current items.

AGENDA Item: Reformatting Governance Plan.

Fiscal Management

Contracts all signed – although not a pass-through model since no wording from state regarding pass-through model.

No changes from consortium to Fiscal Management Report.

Consortium Allocation Schedules – Includes MOE (now Maintenance of Capacity).

Entity receives same amount from previous year. Caveats regarding some non-credit classes, unused materials money may be returned. One time money will not be returned.

Accountability – goals need to be met and will affect future monies. Consortium held accountable to manage money and goal achievement. Monitor amounts of money needed and spent. One time funding may continue – Marketing (start up) is one time, but ongoing marketing moneys and material development should be ongoing. Some money should be allocated as “on-going” (Mayo)

Executive Summary

Updates in Yellow.

Research direct funding for 17/18 school year (changed)
Fiscal or Direct? We will look this year to determine what to do in 17/18.

Change structure of meetings notes for readability – lose the “ing’s”

Stakeholder Engagement

MOU Santa Cruz Volunteer center signed.

How to get lists of who we could partner with? **(Laurel)** Outreach? Santa Cruz Volunteer center came to Cabrillo to partner with us in order to receive future funding.

Laurel – steering committee should brainstorm possible list of partners. Bring those notes back for team to consider partners. Rachel has previous list and could bring this to build on. Bring partners list to consortium – steering committee looks at it first and brings to consortium/board.

Laurel – Also add in report for partnerships – are they looking at partnerships to help achieve Cabrillo goals? What are the criteria being considered when looking at partners. Stakeholders should help with goals as well as program areas.

After brainstorm put partners with entities who would benefit. Evaluate the criteria to see where partners fall.

Report – Does report need to be completed for each partner? No, can be bulleted list but can expand and add partners.

Definitions: Promise of practice = commitment

Promising practice = makes a difference in program – collaboration allowing for multiple testing sites, etc. Able to customize program for special needs of adult ed.

LEVELS AND TYPES OF SERVICES is ADDED SECTION

Expand upon the Successes section – as “better understanding of needs of programs and services”.

Comment: How many students participate? How many successes? Add WEOA information to the successes section.

Laurel: Predicts that it will begin with narrative, goes to transitional report. Narrative style of report limits to 200 words but may need to be supported with background data and information to show detail. Should add challenge – “Getting to Know Each Other” is a challenge and is important to open communication and establishing norms for collaboration. This should be added.

Pajaro will be hiring outreach coordinator.

Comment: It’s not a “success” to “look at” working plans. Need to be *clear* on a success – *Looking at* a plan is not considered a plan. Classes were added, need for additional services, identified and action plan implemented by adding classes and summer courses. *These* are the successes. Non-credit classes were identified as a gap and were added. These are the types of needs (and successes) addressed by the consortium. Professional assessment and development are needs addressed for Adult Ed. Assessment of entrance and exit skills added.

Suggestion **Laurel:** Add paragraph of successes.

Challenge – not able to finish professional development.

Suggestion of additional verbiage: “As we work through development and refine other components, we were unable to finalize a professional development plan for 15/16 School Year”

Laurel: There was only one person allocated to this and budget issues so we fell short.

Professional Development funds moved to Pajaro. Santa Cruz will be included for next year. Ability to teach adults vs. college age kids. Is there a way to include training on **Adult Learning Theory**? Already approved at previous board meeting.

More people teaching adults require more Adult Learning Theory training.

Laurel: Even though a challenge, if there is an opportunity to get everyone together in one room, it is beneficial for them to learn from their counterparts.

Who will receive this training? Who does the training?

Certificate program? **Laurel** happy to do a regional 2-day adult ed learning training.

A lot of interest would be for the Adult Learning Theory since lots of faculty members do not have adult ed. teaching experience.

INTEGRATION AND SEAMLESS TRANSITION:

Gaps in Services:

Adding in Maintenance of Capacity.

Definition of Maintenance of Capacity: Funding to maintain capacity with option to add funding if/when needed. Replaces MOE. Keeps current funding secure.

Leveraging Resources (OBJ 7)

Does it have to be resources with specific partnerships or only consortium partners? If we do basic skills program (bridge building) would that be considered leveraged resources? Yes.

Mapping of resources is needed. Add to action items for next meeting.

Outreach to regional partners refers to outreach to agencies that are not current partners. These activities review potential partners and possible areas of matches with AEBG criteria for partners.

Request to update and read through the document for language, hyphenation, etc. prior to publication. Should be routed for team input.

What are existing regional resources? Literacy Center.

Laurel – Need to be more specific. Pick a couple partners we've worked with and get brainstorming to refine document so it is not too generic.

Holly to edit verbiage and prepare for final review on Aug 15.

Suggestion – leave room for suggestions but be specific enough to show goals and action items.

Motion to move forward with edits.....YES

Action: AEBG Statewide Dashboard

Extended deadline to Aug 5 Subcommittee for research analyst still active.

Asking for commitment letter from Bay Area – need a reliable system to track students who utilize services of one or more consortium. Need to pool data across consortia

Option 1: Hire resources – webinars - \$100K position

Terrence: Should be tracking outcomes as well as employment.

Concern: Money to be used to analyze other data from other consortium? How will this benefit us? It will support our own research and goals as well as others. We contribute our data and it will be rolled up to regional and state level along with other

input from outside consortium. We could pool resources with Bay area regional for someone to work on our behalf;

Option 2: utilize dash board . We have unspent dollars to do this.

Who will house this person? Where will they work from? Will data go with the person who is hired? San Joaquin Delta College currently, but data can be housed elsewhere.

Terrence

CLOSING NOTES:

- Updated signature block Needed
- Meeting time change to 1:30 – **add to next agenda.**
- September next meeting is Monday (9/12).