

**Santa Cruz Adult Education Steering Committee
Meeting Minutes
September 26, 2016**

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

Facilitators: Terrence Willett, Dean of Research, Planning, and Institutional Effectiveness
and Kate Raymundo

Note Taker: Buff McKinley

A. Opening Items

1. Opening of Meeting.

Attendance: Terrence Willett, Rachel Mayo, Todd Livingstone, Nancy Bilicich, Kate Raymundo, Lysa Tabachnick, Joleigh Kambic, Jim Howes, Jack Carroll

2. Approval of Agenda

ADD the following items

- a) Delivery of \$177,883.16 payment to PVUSD, the first for FY16-17. There will now be routine payments each month.
- b) PVUSD's 2-year contract is fully executed. We're waiting for PVUSD to sign the 1-year contract for PVUSD services by SC City Schools. When this is received at Cabrillo, routine monthly payments can begin approximately 1 month later.
- c) Jim requests discussion on a formal process to get funding assistance for Med/Dental Assistant program students (ROP).
- d) MythMakers Contract

3. Minutes from August 29, 2016

ADD-There was agreement that the meetings would take place from 12:30-2 going forward.

B. Transition of AEBG Program Director

1. Holly's no longer the AEBG Program Director. The Interim Support Team is:

- Carrie Mulcaire – main Point of Contact for all communications
- Kate Raymundo – facilitator of the Steering Committee meeting
- Buff McKinley – administrative support
- Kelly Williams – accounting support

2) Terrence will ask for direction on this position at the next Board meeting on 10/4.

Options –

- a) Upgrade position to 12 months, bump title and pay and get a better pool of applicants.
Additional \$ could come from Research Analyst reallocation and unspent position's salary.
- b) Interim person until a perm hire is achieved.

- c) Consider this person to be from PVUSD (even though typically, the fiscal agent is the one who employs the position)
- d) The new hire needs a management background, with good organization and facilitation skills.
- e) K-12, College and previous involvement with implementing AEBG are desirable. CTE background would be a plus
- f) A local is preferable, who may already have relationships in the community and be familiar with our region's cost of living.
- g) Written work samples and presentation skills should be evaluated during the hiring process.
- h) The Committee requests that they be included in the interview process.

C. Data & Accountability Work Plan

1. Update from Data & Accountability Workgroup for this one-time Funding of approximately \$130K.

Deliverables	Due Date
Budget and Work Plans	December 20, 2016
Upload online Budgets	December 20, 2016 (due in the system by)
Final Expenditure & Progress Report*	January 31, 2018 (system opens Jan. 1st)
Final Report	February 17, 2018

Budget revisions will be allowed prior to the final expenditure report. Revisions must be submitted by **December 20, 2017**. Since there is only one expenditure report and one progress report, only one budget revision may be submitted prior to the final report.

Final Project Deliverables and Release of the 10% Withholding:

A Close-out Report will be due February 17, 2018 and will include a mandatory "Practice with Promise" submission focusing on a data and accountability objective. (Consortia may submit more than one "Practice with Promise").

The AEBG State office will release the final 10% withholding of funds upon receipt of the following:

- A Data and Accountability Project Work Plan
- The Final Expenditure & progress report
- The Close out report
- The "Practice with Promise" submission.

Allowable Uses:

Expenditures for these funds must be aligned with the consortium's Data and Accountability submitted budget and work plan, as well as the online budget, expenditure and progress reports. Consortia Data and Accountability work plans must also align with their 3-year plan, and annual plans. For additional information and/or to determine allowability of specific purchases, Consortia should continue to refer to the AEBG Allowable Uses Guidance.

The State has asked for systems upgrade for WEOA reporting. We're awaiting further clarification in November. We have a basic idea of how to proceed and to allow for some prior discussion among board and steering committee before the December submission date of December 20. NB: There's also going to be a statewide research person.

Todd provided an update that AIM is currently used at both schools. It's outdated and unsupported. They're looking at ASAP (web-based). Preliminary estimate of costs ~\$142K total. Jim suggests contacting himself, Joel or Sharon Wright Miller to incorporate COE which already uses ASAP for HS students. There is more data going back over a decade. Discussion about equipment needs for desktops and a few laptops, printers, for ~\$57,100K. resulted in the suggestion that this cost might be reduced by getting Chromebooks instead of desktops and laptops, which should be fine for web-based work.

RECOMMENDATION: This should be a standing item for the next few agendas. We should have a plan to present at the next meeting and then evaluate once the state gives the feedback

Add this as an information item for the 10/4 Board Meeting.

D. Progress of Work Plan Implementation

1. Implementation of Approved AEBG Work Plans

Six work plans are currently underway for ESL, Marketing, Data/Research, ABE/ASE, Parents and CTE Apprenticeship. A Binder created with hard copies. No work plan has been created yet for Professional Development. Todd requested this be addressed, no documentation has been located (yet)

RECOMMENDATION: Ask leader of each Work plan group to give a 1 paragraph exec summary. Include fiscal year references since the grant crosses several years. Prioritize spending, since funding is limited.

Marketing work plan. Nancy is concerned with what transpired regarding contracting with Mythmakers for Marketing, and it's lack of transparency. The Marketing workgroup needs to convene, make a plan and then report back to the Steering Committee. It is possible that the plan wasn't actually approved in total. George Dymesich, Kristin, Todd and Rachel will meet and report back to Steering Committee on 10/24. Buff and Kristin will facilitate.

E. AEBG Website

1. Updating AEBG Website, <http://www.santacruzadulthood.org>

Terrence points out this is underutilized so far. This would be a good place to put workgroup info, plans, etc. Ultimately, this will be the Program Director's responsibility. For now, we should add links to class info. We will report back on the minimal updating at the next Steering Committee meeting. (This will be on the Marketing Workgroup agenda)

F. Steering Committee Information Items

1. Reviewing proposed list of Steering Committee Advisors and Community Partners
2. Steering Committee Norms
3. 2016/2017 Meeting Dates and Times

The next meeting is 10/24 at 12:30 – 2. Update and review the dates and times tab in Board Docs for future meetings.

G. Meeting Closure

1. Plus/ DELTA Evaluation

For ADA related meeting accommodations, contact the Executive Assistant to the President at (831) 4796306 at least 24 hours in advance of the meeting.