

**Santa Cruz Adult Education Consortium (SCAEC)  
Board Meeting**

February 6 2017, 12:30 to 2:00 PM

Sesnon House, Boardroom

**SCAEC Board Members**

Michael Watkins  
Laurel Jones  
Michelle Rodriguez  
Lysa Tabachnick (for Kris Munro)  
Carrie Mulcaire, Interim AEBG Point of Contact

**Guests**

Leila Jamoosian  
Nancy Bilicich  
Todd Livingstone  
Elisa Lepine  
Buff McKinley (note taker)

Terrence Willett, Facilitator

**A. Opening Items**

**1. Call to Order 12:31 pm**

**2. Public Comments (10 minutes)**

WASCAE Assistant Director, Todd Livingstone presented additional Student Success Stories and the 2015-16 Watsonville Aptos Santa Cruz Adult Education (WASCAE) Report Card. This was the first year when the focus was on college readiness. Fee based classes are not associated with AEBG.

Consortium staff requested that report card documents be relayed electronically for inclusion in the BoardDocs 2/6/17 board meeting agenda and SCAEC website. It was also noted that the discussion of this document will be continued (the discussion will be continued during the appropriate agenda item below).

**3. Approval of Agenda**

Consortium staff requested that the report card document that was submitted for public comment be included in this board meeting. *Motion to approve with amendments: Michelle. Second: Michael. Unanimous approval.*

**4. Approval of Minutes**

*Motion to approve: Laurel. Second: Michelle. Unanimous approval.*

**B. Action Items**

*There were no formal action items on the agenda.*

**C. Information Items**

**1. Update on Prior Meeting's Action Items, Upcoming Plans and Deadlines**

- Bay Region Adult Ed Consortia meeting will be held this week at Laney College. SCAEC contributed approximately \$5,000 to Bay Area Community College Consortium (BACCC) for regional data gathering and compliance/regulation matters. WestEd will also be reporting.
- The Data and Accountability workplan was submitted and approved by the state on 1/24/17 (before the Feb. 20, 2017 deadline). The contract is currently being reviewed by Cabrillo's Director of Purchasing, Contracts & Risk Management and will be sent shortly to PVUSD.
- Consortia Fiscal Administration Declaration (CFAD) is due May 2, 2017. We will have discussions and decisions about CFAD at board meetings in March or April. In April, the TopsPro data will be entered.
- Cabrillo board member requested information from BACCC for county data resources of CTE pathways and possible employable fields for next year. We can utilize the CTE data to learn about possible paths for next year. PVUSD board member stated that next year PVUSD will have CTE pathways at two high schools, but funding is an issue for classrooms that have both adults and students under the age of 18.  
**Recommended Action: Request for copy of BACCC data resources of CTE pathways and Terrence to report back to the board.**
- SCCOE board member wants to see countywide data to better understand how to create additional pathways beyond the high school. Interested in articulation with ROP or Cabrillo. We need to reconsider dual pathways.

**2. Professional Development (PD) Needs Assessment Update**

- A survey has been created by Cabrillo's PRO office to be administered to adult ed instructors, Cabrillo faculty and SCCOE reps. We are looking for a list of useful conferences already attended, as well as what skills and needs are not being met. We hope to leverage multiple funding sources and promote collaboration between faculty at various campuses to make sure skills and knowledge are kept up-to-date.
- SCCOE and PVUSD board members asked if overall PD goals have been identified. The bifurcated answer is that faculty are mandated to attend some events which apply, but we have to identify additional initiatives that support AEBG goals. It was suggested that we: 1) create an Adult Ed learning theory cohort; 2) use data for gap analysis to identify areas of need and 3) identify and focus on capacity building and application of that training. It would help to learn more about our audience of students.  
**Recommended Action: PD survey results to be presented at next board meeting.**

### **3. Work Plan Update**

- Our initial set of work plans were 'aspirational' and were created in the context of what we knew at the time. We know a lot more now and need to rework that plans to show current status and correlate it to reporting. Todd Livingstone has taken the lead on this initiative, using existing reporting. We will have a progress report in February and a final in March. The goal is to have smoother reporting.
- If there are additional funds not previously declared, we can spend on new ideas. **Recommended Action: Staff will present what funds might be possibly available for reallocation.**

### **4. Conference Report Out Template**

- A sample template was presented for anyone who uses AEBG funds to attend a conference.
- Board member requested that whatever we do for documentation should demonstrate how participation relates to our metrics and work plans.
- Staff will create an online (SurveyMonkey) version and include checkboxes describing which of the objectives and or program areas are addressed at the event. **Recommended Action: This template will be edited and come back as an agenda item. The Feb 8, 2017 meeting can be a test pilot.**
- SCCOE board member will provide their form.

### **5. Governance Structures of Other Consortia**

- Staff presented a report of how a sample AEBG consortia are structured, including which funding model they use. The difference between fiscal agent and direct funding was explained. All accountability metrics and fiduciary responsibility are the same. Centralized reporting means that there's only one set of reportings of member activity by the fiscal agent. **Recommended Action: The board requested a list of PROS AND CONS for funding models and oversight at the next board meeting. It was further requested that staff research include phone calls to other participants using SWOT (Strength, Weakness, Opportunity, Threat) Analysis.**
- The board will also do their own pros and cons for all funding models with consideration that the school district or SCCOE be considered as possible fiscal agent.
- The SCCS Board member who originally requested this presentation was absent from the meeting, so we need to make sure she sees this information on governance. She was interested in working on policy. AEBG website has some policy text (i.e. reallocation of funds). We still need to discern what works and does not work.

### **6. AEBG Director Position / Staff Roles and Responsibilities**

#### *Organization Chart*

- As background, staff presented a organization chart for the fiscal agent detailing who to engage at Cabrillo for various information. The loss of director meant more people taking a pieces of responsibility on a temporary basis until permanent director is hired. Changes should be made to reflect Kate and Kelly are paid with administrative funds.
- Cabrillo board member requested that the organizational chart indicate percentages of our allocation expenditures as well as dollar amounts for Cabrillo staff. She noted that the new plan should also reflect the additional work Christina Koda at PVUSD will need to do on WASCAE budget reporting beyond the work of Cabrillo's administrative staff. She suggested that it may be possible for some of Cabrillo's administrative funds could cover part of Christina's salary. SCCS report that they've mentioned the

need for extra help in the front office. **Recommended Action: Bring a revised org chart reflecting the new director hire.**

*Job Description*

- An edited job description was offered by PVUSD, which defined the position as more staff support than manager. This intersects with the discussion of fiscal agent versus direct funding as it was noted that if there's a change in the model, there could be a change to where the person is hired. PVUSD board rep said the changes in verbiage were offered to reflect a desire for the position to be more collaborative than directive. They also noted this person wouldn't be doing the day to day work. It was noted by several board members that the new director would needs to help members come to consensus on decision making and move the consortium forward- it is more than support. This person would report to board. They need to address to the public about what's working and what's not. **Recommended Action: Board members recommended use of the word "leadership", add "under the direction of the board" and that the board should be the evaluator. Laurel will take this feedback from the board and have another pass at editing and will send out.**

**7. Enrollment Updates**

- Staff again thanked WASCAE for presenting the report card. Non credit on the college side has an uptick. We'll continue to monitor. Terrence noted that our consortium is heavier on emphasizing ESL, and similar to the state on expenditures for professional development. **Recommended Action: SCCOE board member requests a breakdown of these data in other consortia and whether we are within parameters. Board also asked for further information on how the tracks lead to actual employment. Requested the data from the region. What jobs are out there and how do we address employability?**

**8. Consortia Fiscal Administration Declaration (CFAD) due May 2, 2017**

Elements of the issues were discussed and this board item will be coming back to the March meeting.

**D. Additional Information**

**E. Closing Items**

**1. Summary and Agenda Building** - staff will create an agenda based on questions and actions brought up in the various discussion topics.

**2. Plus / Delta Evaluation**

**Adjourned 2:05 pm**