

## SCAEC Steering Committee Meeting Minutes

May 22, 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 (PVUSD)
2. Santa Cruz City Schools (SCCS)
3. Cabrillo College
4. SC Office of Education (SCCOE)

*Committee Members:* Todd Livingstone, Nancy Bilicich, Leslie DeRose, Rachel Mayo, Lysa Tabachnick,  
*Consortium Staff:* Terrence Willett (Dean); Carrie Mulcaire (Point of Contact); Elisa Lepine; Leila Jamoosian;  
Doreen O'Donovan; Bernadette Cruz; Buff McKinley (note taker)

### A) Opening Items

#### 1) **Call to Order** 12:37

*The committee was advised that the meeting would be recorded for note taking purposes.*

#### 2) **Approval of Agenda**

*Unanimous approval.*

#### 3) **Approval of Minutes**

*Approval with an abstention by Leslie DeRose who was not present at the previous meeting.*

### B) Information Items

#### 1) **Bridge Classes for Allied Health**

Todd Livingstone presented that things are going well. There have been two meetings so far and they have identified two cohorts:

- Adult Secondary Ed (ASE)
- English as a Second Language (ESL)

Under the title "Pathways to Health Careers", classes will meet Monday through Thursday from 6-8:30PM, beginning this fall. The classes will be co-enrolled into the Learning Center with available lab hours from 9:00AM-12noon or 4:00-5:30PM. The classes will address CASAS levels 3, 4 and 5 - referred to as Intermediate, Intermediate High, Advanced in Adult Ed parlance.

The next planning meeting will be June 27, 2017 from 1-4pm at Cabrillo's HW2000. Teachers will discuss next steps including curriculum development and professional development. Rachel asked the need to bring in ESL faculty to the conversation, and Todd indicated that there is currently no need at present because the focus is on Allied Health but we can explore that in the future. As a follow up, Rachel said she will inform Jim Weckler who may be interested in attending a future meeting.

Rachel Mayo informed the group that a brochure promoting non-credit classes is in the works for Fall 2017 courses, and will be distributed during the summer.

#### 2) **Summer School Update**

WASCAE summer school runs June 19 through July 14, 2017 at all three adult ed centers. Todd confirmed that two ESL classes and two parenting courses will be offered at the Santa Cruz Center. There is no class on July 4th. ESL classes will be offered at all three campuses. Adult training will be offered as a 4-week or two (2) one-week classes.

Lysa asked about other outreach to promote summer school to parents before school ends. There was some concern about quickly getting the word out. Cabrillo marketing staff, Bernadette, offered to provide outreach support and Lysa offered to be a resource of what has worked in the past. Todd agreed to send a digital version of the print brochure they are mailing. Bernadette can also help with online promotion, with possible support from Ovidio. It was suggested that next time we should have a table at Guelagueta. We need to be visible in the community

### **3) Update on Regional Marketing**

Bernadette Cruz was introduced as Cabrillo's Marketing Coordinator. The marketing work group has moved forward on branding efforts for the consortium. They have settled on our consortium name as **GOAL - Greater Opportunities Through Adult Learning** with a Spanish and English version of what that anagram means. Currently, the logo concepts are in survey mode.

Bernadette presented several pillars on which the messaging will be built. In each case, the specific marketing will target specific programs and objectives identified by AEBG. We can leverage these messages on website.

Rachel suggested adding language that targets GED and high school equivalency. Other members agreed of the importance of specifically stating these words in the heading as opposed to the body of text. Several suggested phrases included: 'You can complete your diploma', 'It is never too late to finish', 'Help your kids succeed'

### **4) Developing Metrics, Data Dashboard and Reporting Timelines**

Terrence reminded the committee that data updates would be a regular item on future board agendas. The steering committee uses this data to support decision making and to report to the state. TOPSpro has just updated their software and we can use their quarterly reporting as a starting place and embellish from there. Todd reminded everyone that we are judged on the NRS Table 4, 4b and 5.

The board discussed need for continued data reporting at their May 8th retreat. They like graphs, dashboards, and a user-friendly interface. We should plan to present to the board on a regular basis the month following the quarterly reporting due dates. It will be good to compare by year and by quarter. The July/August report is an important reporting date as will influence appropriations.

Cabrillo wants to report on noncredit and basic skills. Over the summer, we should try some test matching between the college and WASCAE. Leila can work on this. We will convene a group to look at standard output in TOPSPro and NRS table. Now that Hermanita has retired, the contacts at WASCAE will likely be Roxanna or Ysela, but Todd & Nancy to confirm. Cabrillo will make tableau reports out of NRS tables to share with WASCAE.

### **5) SCAEC Program Director Recruitment**

Nine applications made it through minimum qualifications. Several were local and many had extensive experience with ESL. The screening committee selected five top candidates for in-person interviews by the board over a two-day period in June. We will need to change the board meeting date to a later one in June, to address issues relating to the annual plan among other things. Once the new hire process is complete, several staff members who have been attending these meetings will no longer be present.

### **6) Submission of FY17-18 Consortium Fiscal Administration Declaration (CFAD)**

Carrie reported that the CFAD was submitted on May 2nd. In the final submission, the allocation infor was changed to reflect that all Santa Cruz City Schools (SCCS) and Pajaro Valley Unified School District (PVUSD) funds are now combined and that PVUSD receives them for WASCAE to manage.

### **7) Identifying Meeting Time & Location for Steering Committee in FY2017-18**

Next steering committee meeting is scheduled for June 26th. This meeting to address two major agenda items:

- AEBG FY17-18 Annual Plan (prior to submission in mid-August)
- The marketing plan /efforts for Fall 2017.

We will skip the July meeting and likely hold a conference call in lieu of a meeting on August 28th, predicated on necessity and the schedule of the new director. Otherwise, we will resume in September 2017.

Once the new AEBG director is hired, and with input from the board, the 2017-18 schedule for the Steering Committee will be set, including the location of future meetings. Gerlinde is flexible on the timing, but requests no Fridays. Travel to Watsonville can be a hardship for those coming from COE and SCCS. Lysa requested a location in the middle for all members.

## **C) Closing Items**

- 1) Agenda Items for Future Meetings - the two agenda items listed above.**
- 2) Community Partners - Steering committee members are encouraged to please review the list and make comments for additions, deletions, and updates.**

**Adjourned 2:00**