

AEBG Steering Committee Meeting 4-20-16 DRAFT NOTES

Present: Rachel Perez, Holly Chase, Terrence Willett, Todd Livingstone, Nancy Bilicich, Joleigh Kambic, Annette Nartates, Marina Candor, Rachel Mayo, Cynthia Stark, Lysa Tabachnick.,

Note taker: Evie Alloy

Meeting began 1:37 pm

Holly: Review the Norms for AEBG Steering Committee. Made a Guidelines list. If you have any questions. Sheet handed out in the meeting.

Todd: We usually create norms as a group. We have a question about confidentiality. Are these open meetings? "We will keep confidential."

Holly: When I say we will keep confidential it is more of an option to keep it closed for the Steering committee or open.

Todd: I think keeping it transparent is important.

Terrence: It is a starting point for us.

Todd: Every meeting on how to get onto the network so everyone will be on task and not be scrambling to catch up.

Holly: Anything to take off or add to this list?

Rachel P. What if someone violates a norm? What happens?

Holly: A gentle reminder if someone goes off topic or does not adhere to the norms? You can look through this later on tonight and email me if you want to take off or put on anything.

Rachel Mayo: Humor is weird.

Holly: Omit keep confidential. Add information link to board docs. If you go off the norms, a gentle reminder, remember number 5 or 6. If there is anything else you see, I will email the rest of the group and ask if we want to make that change.

May 2 is the Consortium Fiscal Administration Declaration. You will not be able to find this online. This is what we will be submitting on May 2nd. It is in the portal of the AEBG Website. The Consortia is discussing this packet. They will provide direction. If they are going to stick with Cabrillo as the fiscal agent, then we can go forward. It is important as a group what we want to submit.

Where it talks about fiscal management, they will be deciding on the funding channel and the rationale. The question is provide details. When they discuss the meeting on Monday. How did you arrive at the decision? This is what they will be discussing at the meeting. There is a part on management and reporting. A direct funding model. These are the answers I need in order to fill out the consortia.

Rachel P: Do you have an inkling on the way it is going to go?

Holly: The Steering Committee would like Cabrillo. The Consortia so far is saying Cabrillo will be the fiscal agent.

Nancy: Are you listing all of us on the membership?

Holly: Member Contacts are Board Members only.
We've already gone over the second page.

Todd: There has been confusion. One time we are being told we cannot fund teachers? But there is community college. Something to be cleared up about expansion for community college, but not for adult ed. Other consortias are looking at maintenance and capacity. All the adult ed students who were not being supported. Leapfrog over that to expansion over the community college. We need to get a better understanding. We have been trusting and you have taken the lead. There have been some blunders. I think we need to have a discussion about maintenance and capacity. The rules that apply to community college are different than adult ed. This is what has been happening around the state at other consortiums.

Rachel Mayo: Can we get some clarification?

Todd: Bob Harper, Carmen Martinez would be good to talk to.

Rachel M: Just want to be sure this is what it is.

Todd: We are behind in this. It has been happening in other consortiums. We are behind the 8-ball.

Rachel M: I could have missed it.

Nancy: Maintenance of effort and capacity, in the adult ed world.

Terrence: It is helpful as an exchange of terms and to have a common understanding.

Todd: There are innovations going on.

Rachel M: Expansion is about community college, not adult ed.

Todd: Not supplanting. That is a community college thing.

Rachel P: The chancellor's office wants to work with adult ed to build bridges. We haven't discussed maintenance of capacity. What can we do to support adult learners in the community? We do need to have that discussion. How are we going to do this?

Rachel M: It would be good to invite someone from over the hill to talk about some of this stuff so we have an idea? I was asking about Bob.

Todd: We will see Bob at the conference.

Rachel P.: San Mateo have done a lot with....facilitating AB86 consortiums.
Paul Downs.

Terrence had to leave to go to another meeting at 2 pm.

Rachel M: Maybe someone from San Mateo...Bob Harper is the Campbell Adult Ed.

Holly: Is there anything else in terms of the Declaration that we want to bring up to the consortia? Shelley West will be removed and so will Raj B. who are not part of the group. It has been noted to remove them.

So it is important that we finish the working plans today. When I turn them in, you will see the allocations with the remainder of the budget. I have the draft budget. We will go over it so if you have questions I can answer them. Some of you may already have this, some may not. Nothing has been spent yet. It has been voted upon. There have been new rules and regulations put in.

Nancy: Last time I asked for a break out of positions of where the totals were. We were talking about the different positions, what the final cost is of each position.

Rachel M.: You can just add it up.

Nancy: I asked for this at the last meeting.

Rachel M: Carrie is working at making those changes. It is on her to-do list.

Holly: The very last page, shows the total remainder. \$457,000. ESL have had some plans approved. I have a meeting today with the Parents Working Group to discuss with them their working plans. However what they are asking for, I sent out an email to them.

Todd: Yesterday we had a meeting between the two adult schools and the union was there. Teachers union would like us to start raising funds. The demographics have changed drastically. It is a lot different now. People need to donate money there. Today I would like to go

to the Parent Ed meeting after this meeting. \$115,000-- \$400,000 to get back to capacity as before.

To support student success.

Rachel M: If there is not enough funding for that, what happens?

Todd: We have to identify the need.

Rachel M.: Maintenance of capacity.

Todd: There are \$250 million coming down from the state. If there is additional funding we should ask for it, not say we are good with the funding.

Holly: The only increase we are seeing is \$30,000.

Rachel M.: One of the first things they fund is growth. We can demonstrate that is a need. Once they announce it, it is too late to apply. You have to already demonstrate capacity.

Todd: \$30 million came out. Is the \$30K from the \$25 Million?

Holly: Hopes of a 50% increase. However the \$30k is just the increase.

Todd: What are we getting from the \$30 million?

Holly: I have not gotten that information yet.

Todd: Why don't we just put all our money in one pot?

Rachel M.: The \$30K is .0122% of the \$25 million.

Rachel P.: How many consortiums are there in our region? 16.

Cynthia Stark: Does that include a data system regionally?

Todd: Yes.

Holly: That was brought to you at the meeting last week.

Cynthia: Noncredit is the problem and we could not find out that information.

Todd: So we are asking for more money than there already is? What percentage is going to students directly? Based on the webinar. The spirit is we are getting this money to students, classrooms. There is a wait list at Santa Cruz Adult School. We are trying to be proactive.

Holly: \$106,000 going to ESL obligated. It includes the indirect charges as well. There is currently right now \$66,000 obligated to AB ASE.

Todd: It would be great to see a percentage of what is going to students? Or classes?

Holly: Could you explain that to me better?

Todd: I want someone to do the math and put it on this document.

Rachel M.: You want a breakdown of instruction cost? You want to know what percentage is going to the actual classes, instruction and materials. But not publications or advertisements. So don't say for students, it is too broad. Teaching and instructional materials.

Rachel P.: All of this touches students. I feel some of this is premature. We are putting this into place and we are trying to fix a broken system.

Lysa: So we should spend more money on systems than money going to classes?

Rachel P.: No. Some of this stuff we never had a data system to track students or build a bridge. Instructors on both sides. I think there is some money you have to put in to invest in the system to make it better for adult learners. There are a heck of a lot of students we are not serving.

Todd: This is in the context of the webinar. The spirit of this is how many students are in the classroom, materials and instruction.

Nancy: We are talking about maintenance of capacity. That has to be a priority.

Cynthia: Are they going to have this discussion after the decision is made? That is what I am not sure of.

Holly: That is a good question. When we are told that we have to turn in the allocations by May 2. But there is a caveat that we want to go back and look at the funding. Do we still need to fund for this program?

Rachel M.: Maintenance of capacity. There is an understanding there will not be enough money. Some of the money is over and above and we are indicating a funding gap and we already identified the need.

Nancy: That is one way to look at it. How much is into admin how much is into classrooms, instructional? This budget is broken down by categories. That is why I think that someone should have this position, it costs this much money, this program costs this much money, these summer classes cost this much. Not that we have to add up every little piece of it. When can we get that budget? Terrence was there at the last meeting. He talked to Carrie. This is the same

thing we had before. How do we get the documents we need to make decisions? These meetings are fast with a fast turnaround. If we do not have clear information it is hard.

Rachel M.: So the percentage of instruction. Last meeting, what is by category?

Rachel P.: Carrie was supposed to take responsibility of the budget.

Nancy: Maybe it was Carrie:

Holly: This was given out at the Monday consortia meeting. We handed it out at the consortia meeting.

Rachel M.: This was prepared for the meeting.

Nancy: We tweaked the budget at the last meeting.

Rachel M.: Since Terrence is not here, I will follow up with Carrie and let her know that this came up. This document further clarification was requested and we are still waiting on this.

Todd: Let's go back to norms because Lysa did not see that, being late. Could we put some sort of agreement as to time and location so we are not running all over campus?

Lysa: All the email says is the TLC room which I was not here for that. I did not know where it was. I need more information than that. I have a tight schedule. It would be great if there was a little bit more information. Is the agenda in that email, too?

Holly: The CTE work plan I did not print out enough copies. You will have to share. Annual Work Plan. It is also online on the board docs. This is the total amount requested. \$259,000 is being proposed by CTE.

Nancy: One concern I have is that we have encumbered \$553,000. I am concerned that some of it needs to go into instructional. We are way over. Let's say it totals \$1mill. We do not have it.

Holly: We have money marked for professional development. There is not going to be an increase for budgets. Teachers getting a raise will not be included. We have to take a look at it in the future. What will be the step increases next year?

Nancy: Every group is asking for \$250,000. Just give the amount to the district and then have them distribute it. We will be here forever to figure it out.

Holly: I never received anything to update just the ESL from Cabrillo.

Nancy: I think we need to look at this into better categories. What else can we tweak in the budget? We could make a proposal to them.

Holly: I would agree that it would be beneficial.

Nancy: Looking at all these budgets. It is not enough money. What I said was we are going to have to figure it out at the site level. Just give it to the site. One by one, we will be here forever. We haven't gotten too much into the agenda. It is not a bad thing. We could be here until 6 pm and still not finish.

Holly: ESL is asking for \$20,000 for this semester- a one time for supplies. It is considered expansion. It is a one-time thing. It was not put into the budget. I did not get an updated work plan. They have to have their students in there first before they can get funding.

Lysa: So what about approving part of the CTE plan for a lesser amount and take out the things that we feel are most important and get it going? Then look at the other plans. There is \$400,000. I have classes with 40 or more people in a class. We need to get some of this money out there for things that are happening now. At least make some ball-park recommendations for Monday.

Holly: Would you want to break it down?

Todd: Okay working plan for ESL. You will get \$200,000 and go through your proposal and prioritize.

Holly: ESL has \$167K already been approved. CTE is asking for \$259K. ABE has been approved for \$67K and spent on Aztecs needed immediately. They are asking for \$253K additional.

Nancy: If you allocate the money to the site, we will figure out what departments get what.

Holly: Do we want it spread out evenly? Would it be okay for the \$20K goes back into the pot and reallocated? \$437K is left to distribute. Then we can look at another meeting.

Nancy: Try to meet more needs.

Holly: \$57 K is ongoing. My concern is that we may not see an increase for salaries. If the increase in benefits go up and we do not have any more money that we still have \$58K that has not been touched that we could use. The Professional Dev. money.

Rachel M.: How about the \$58K we pass along for a one time basis to allocate? For summer class or whatever.

Holly: 2015-16 is this year.

Rachel M.: 2015-16 professional dev add to their pot so that would be a one-time cost.

Holly: If we do not need it? We will ask the consortia.

Lysa: \$60K from PD to move to pay for instructional costs allocated as the adult schools see fit. Less the \$20K start up. There is a little money we can still allocate.

Holly: We have \$457K and \$58K sitting on the side. For Prof. Dev. \$515K. One time only. May need to use for raises.

Lysa: What has to happen next we will need to look at it? This percentage should go to this or that. How much people cost. For all of the positions. Then we will know how much we can put to each working plan. A caveat that admin is going to decide what goes to what working group. Some have more demand than others immediately.

Todd: Prioritize between the equity between the 2 schools.

Lysa: If this goes to the consortia Monday, what is the time line to get the funds? In K12-land you get an estimate and you can make a ball park plan but do not get that money until Oct. Then you may need to readjust.

Nancy: Do you have the money right now?

Holly: Yes. Cabrillo has the money now. There is another group coming in here at 3 pm.

Lysa: If we wanted to change this process. Does the consortia change the process? When you want information, we have to have a working group meeting, then it comes to this group. The purpose of the working groups were to fade away. This is what we need. Summer classes. But then the following it should not be needed as much. Steering committee to look at the working plans and evaluate. We should have some data already. We have to report for our federal grant. So that should also help us moving forward, too. We are going to have to balance it out.

Holly: We have five minutes. Do we want to come up with the number we allocate now?

No was the answer.

Rachel M.: What cannot be funded out of this could be put on the capacity as a marker for the funding gap.

Holly: A recap for the consortia meeting on Monday. Fiscal Declaration is talking about maintenance of capacity rationale. Clarification talk to Bob Harper. Carmen Martinez for the actual grant. And then as well we are going to move forward with the \$515K to give that money to Pajaro and Santa Cruz and have them allocate it as they see fit. With the caveat that the

\$60K is a one-time use. That will then go to the consortia of where it will go to each working group.

Nancy: We have to look at the work plans and see where it goes.

Holly: The AEBG Consortia Meeting is Monday 4/25/16, 12 to 2 pm in Sesnon 1804.

Meeting Adjourned 3 pm.