



## GOAL Board Meeting Minutes

**Date:** December 10, 2018

**Time:** 12:00 PM – 1:30 PM

**Place:** Cabrillo College, SAC West 214

**GOAL Board Members Comprised of the following representatives:**

- Pajaro Valley Unified School District – Michelle Rodriguez (Alternate: Nancy Bilich)
- Santa Cruz Adult City Schools – Kris Munro (Alternate: Dorothy Coito)
- Cabrillo College – Matthew Wetstein (Alternate: Terrence Willet)
- SC Office of Education – Michael Watkins (Alternate: Faris Sabbah)
- SC Workforce Development Board – Andy Stone

### **In Attendance**

#### ***GOAL Board Members:***

Kris Munro

Michelle Rodriguez

Andy Stone

Matthew Wetstein

#### ***GOAL Staff:***

Annabelle Rodriguez

Doreen O'Donovan

Jennifer Hallett

Josue Barajas

### ***Guests & Community Members:***

Nancy Bilich, Watsonville Aptos Santa Cruz Adult Education, Director

Todd Livingstone, Watsonville Aptos Santa Cruz Adult Education, Assistant Director

Terrence Willett, Dean of Research, Planning, and Institutional Effectiveness

Faris Sabbah, Santa Cruz County Office of Education Deputy Superintendent of Schools

Belinda Bar, Business Service Manager, potential alternate for Andy Stone

Jenny Russell, Head Teacher

### **A. Opening Items**

Call to Order: 12:04

1. Approval of Agenda
  - a. Proposed change to agenda: Move F1 to C1
  - b. Call: Andy Stone, Kris Munro seconded
  - c. Agenda unanimously approved
2. Meeting Minutes
  - a. Revisions: none
  - b. Call: Kris Munro, Andy Stone seconded
  - c. Minutes unanimously approved

### **B. Public Comments**

1. None

### **C. Presentations**

1. Career Advancement Chart – SCCOE, Faris Sabbah and Jenny Russell
  - a. 2017-2018 was their first year of operation in which most students were fifth-year senior high school students.

- b. Five current locations within Santa Cruz County including Sequoia High School, Cabrillo College, Encinal Facility, and jail facilities.
- c. Most courses are self-paced study and students may use work hours for elective credits.
- d. Reviewed results of enrollment and completion for 17-18.
- e. Plans for 18-19 year include, Ged testing, Hi-SAT testing, childcare, further coordination with Sueños, high school diploma services, and a new program for parolees.
- f. Leadership site council class meets once a week and have presented to the county board. This group is concerned with student hunger and childcare.

#### **D. Action Items**

1. 3 Year Plan – Strategic Facilitator
  - a. Due June 7, 2019
  - b. Director proposed hiring trained facilitator to keep us on track, since we have such a tight timeline.
  - c. Has a few candidates in line for this position.
  - d. This facilitator would gather materials, conduct surveys, community outreach, and focus the group while we finalize our three-year plan.
  - e. Cabrillo will cover the cost in in-kind services.
  - f. Asking for the director to have free reign in negotiating un to \$20,000
  - g. Call: Andy Stone, and Matthew Wetstein seconded
  - h. Action unanimously approved
  - i. Self-Assessments are due to the director by January 15, 2019. These assessments are to be done individually and preferably through the document that will be sent out to the board before December 21, 2018.
2. Creation of an Ad Hoc Committee
  - a. Support of collaboration for the three-year plan
  - b. Names submitted through email to the director
  - c. Action: approve director to create ad hoc committee
  - d. Call: Michelle Rodriguez, Matthew Wetstein second
  - e. Unanimously approved

#### **E. Member Reports**

1. Cabrillo College
  - a. Meeting between Cabrillo and adult school ESL teachers, ESL department adopting CASAS program
  - b. Outreach has been having success with several interested signups at Watsonville farmers market
  - c. Strategically re-introducing paper-based application for noncredit courses for adult learners whom applying through CCCApply would be a barrier and obstacle for enrollment
2. Watsonville/Aptos/Santa Cruz Adult Education – PVUSD
  - a. 90's anniversary gathering with congressman Panetta
  - b. Community advisory committee, Feb 20, 2019. Public gives feedback that directly impacts program development
3. Director's Report
  - a. State email in delay in payment, PVUSD had to transfer money from another account in order to make payroll for instructors. Delay in schedule creates burden for member institutions.
  - b. 17-18 Expenditure Reports have been submitted and been reviewed by the Consortia Director.

- c. 18-19 Budget Workplans have been submitted and reviewed, NOVA created delays
- d. Casas update,
- e. CommunityPro ratified, but need individual agreements. Will resend agreements with it directors copied on email, would like signed by the end of the month (data sharing agreement)
- f. Review draft marketing plan
- g. Josue and Annabelle met with Cabrillo councilors
- h. Hoping to be invited to WASCAE Counselors meeting next
- i. Ask give Annabelle access to tops pro at the site level
- j. Need MOU/data sharing agreement add working to include those permissions

#### **F. Additional Information**

- 1. Meeting Dates & Times
  - a. January board meeting? Three year plan needs more meeting time. Self-Assessment between now and January, or February review self-assessment.
  - b. No January meeting but a two hour meeting on Feb 4<sup>th</sup>
  - c. Reserve space at Cabrillo for meeting

#### **G. Closing Items**

- 1. Summary and Agenda Building
- 2. Evaluations

Adjourned: 1:30 pm