

**Salinas Valley Adult Education Consortium
Steering Meeting Minutes
March 9, 2016, 3:00-5:00 p.m.
Hartnell College Alisal Campus, Salinas, CA**

These Minutes will be approved at the 4/13/16 Steering Meeting.

Member Designees Present:

Emily Tsai Brownfield, North Monterey
Antonio Garcia, Soledad
Kathy Mendelsohn, Hartnell
Chandalee Wood, MCOE (had to leave around 4pm)
(See sign-in sheet for a list of other attendees)

Guests/Newcomers:

Kalah Bumba, Salinas Senior Center
Amy Lehman, Hartnell College DSPS
Bronwyn Moreno, Hartnell College Special Programs
Adriana Magallanes, new SVAEC Program Assistant

Meeting called to order at 3:05pm by Kristen Arps, Director of SVAEC

I. Attendance & Participation

- No quorum established, so no voting possible
- Those present expressed concerns over the lack of attendance and participation of Members. This meeting is the second of three Steering Meetings held so far in 2016 where there has not been quorum.
- A suggestion was made of having consequences for members who are not represented at a Steering Meeting by a board-approved designee more than 3 times in a fiscal year, such as reducing funds or sending a letter to the district superintendent or board informing them of the lack of representation/participation in meetings.
- Other suggestions made: members could have more than 2 designees, or allow proxies; quorum could be changed to 4 out of 7 rather than 5.
- Kristen said that these matters will be discussed and decided upon as we revise and finalize the Consortium Bylaws this month and at the next Steering Meeting, which will focus on Governance.

II. 15-16 Plan Implementation

- Review of current 15-16 budget after electronic voting on budget adjustments (all proposed changes were approved unanimously) (see PPT)
- No Member spending reported to the fiscal agent yet; difficult to get an accurate picture of the Consortium's progress
- All present Members provided an update on their district activities, including adjustments they have had to make to their original plan

- The hiring process for new staff has been much slower than anticipated, and finding qualified instructors is still a barrier; the following comments and suggestions were made.
 - o Contact interested CSUMB and MIIS students? Kristen has established contact with a couple of Education faculty at CSUMB and expressed the Consortium's need, will continue to pursue potential partnerships with them. Jaimee DePompeo has been communicating the need for ESL instructors to the MIIS MA TESOL program.
 - o Not many people are aware that by passing the CBEST exam employment can be given. Further education is still needed on instructor minimum qualifications and credentialing. Kristen noted that Member Designees from Gonzales, MCOE, and Salinas have begun working on finding solutions for this.
 - o Draft a Q&A sheet for the region to help answer related questions?
- North Monterey and other Members who are purchasing laptops and Chromebooks are having to make sure they have a secure space to store them where they won't be used by non-AE programs; this is a challenge due to limited space.
- Kristen communicated some concerns that one Member had expressed about Hartnell's Building Trades pre-apprenticeship course, and the adjustments that were made to the pilot to improve access and success. There was no further discussion about this matter (neither party was present).

III. 15-16 Fund Disbursement and Reporting

- Kristen reviewed the new requirements for invoicing, fund disbursements, and quarterly reports: the State is now requiring that Member spending is reported by Major Object Code/Expenditure Type, in addition to Program Area. And although it was thought that reporting by AB104 Objective (3-7) was going to be eliminated, it is not. Accordingly, revised invoice and report templates will be distributed to Members for the Q3 reports due April 15.
- The State is also now requiring that Member MOE-funded activities in 15-16 must be included in the Consortium's 15-16 Annual Plan; should add in the form of a Plan Amendment. 15-16 Annual Plan Amendments are due to the State by May 15.
- Quarter 3 invoices, budget updates/adjustments, expenditure reports, and progress reports are due from Members to the Fiscal Agent and Director by April 15.
- The new invoice template will also include a way to distinguish between member allocation spending and Consortium "general fund" spending (which is for professional development, PLC stipends, and refreshments for meetings/trainings).

IV. 16-17 Allocations & Planning

- The Preliminary 16-17 and 17-18 Allocations were released by the State. Members are to receive no less than the total they received in 15-16 (MOE and Consortium Funds combined), unless all Members agree unanimously to make changes. So the total amount that will likely come to the SVAEC is **\$3,490,139**. See PPT for preliminary SVAEC allocation schedule. There will not be any distinction between MOE and Consortium funds – all coming through the Consortium.

- Kristen reviewed the State planning, funding, and spending guidelines from the State (see PPT).
- Deliverables and Timeline:
 - o May 2 the Consortium Fiscal Administration Declaration and revised Governance Plan are due – must confirm governance structure and procedures, fund distribution model, and 16-17 allocation schedule.
 - o July 15 the 16-17 Annual Plan is due (template not yet released)
- Kristen asked the group if additional Steering Meetings could be scheduled to discuss and make decisions about governance and the 16-17 plan. Those present expressed that they did not feel they had the time for any additional meetings and prefer to do the work electronically (e.g. in Google Drive). Kristen also asked if the Consortium Planning Workgroup should be reconvened for a couple of months to work on these deliverables, but the same concern was expressed that Members did not have time to participate in the Workgroup. It was agreed that for now we would plan on doing the majority of the 16-17 planning work virtually/electronically.
- Members will need to consider whether their preliminary allocation is sufficient or whether they'll need more, and if they have sufficient funds would they be willing to help another Member in need of additional funding. Another consideration is how to handle the case of a member being ineffective in providing the services they committed to in 15-16 – should they receive their full amount for 16-17?
- A preliminary date of May 2 was given for Members to submit their 16-17 plan proposals (at least drafts)

V. Marketing and Outreach

- The State has included new trailer bill language in the legislation about stakeholder involvement. Kristen posed ideas for increasing stakeholder engagement, such as community Meetings and an Advisory Council.
- Kristen will also do more outreach in the community, like doing presentations and handing out brochures at community events.
- Marketing Projects Underway
 - o Member profiles – be sure to submit info for the website if you haven't already
 - o Kristen will meet with Full Steam again on 03/10/16 regarding logo and website and brochure – anyone who is interested is willing to come

VI. Professional Development

- Requests were approved electronically
- All members are asked to update their PD activities in the Google Sheet.
- Out of state travel
 - o New form for State approval must be submitted
 - o Interest in COABE in Texas April 10-13?

VII. Other Reminders, Announcements, and Updates

- Announcements and reminders (see PPT)
 - o Additional funding opportunities posted on AEBG website
 - o Setup ASAP 3.0 accounts and Northstar accounts

- Make CASAS purchases
- Submit Professional Development requests by member district
- PLC participants – start/continue meeting, get Extra Work Agreements done with districts, make recommendations to Consortium for 16-17 plan
- Make sure your district knows to roll over 15-16 funds into next fiscal year
 - It was requested the Director and/or Fiscal Agent send a letter to Member district business offices informing them of this
- Member announcements and updates:
 - Salinas
 - Office and medical career section will be starting. Class is imbedded in HiSET classes. Will also be using Burlington English career module.
 - New assistant director Carvette McCalib has been hired since last meeting. She has lots of adult ed background.
 - MCOE
 - Original location for the new Diesel program ended up not being available due to reconstruction; plan is now to hold it at the Youth Center. Teachers will be sent for training to Sacramento for the month of March. Modules and equipment have been purchased (invoice to come).
 - Soledad
 - Another CNA class is underway
 - Hartnell
 - Intro to Building Trades course will begin April 18 at Soledad High School; Jaimee DePompeo or Zahi Atallah can provide information
 - Spanish Office Technology class (level 1) will begin in late April; Kathy Mendelsohn or Eric Becerra can provide information

➤ Next steering Meeting: Wednesday, April 13, 3-5pm, Soledad High School

Meeting adjourned at 5:00 pm

Notes taken by M. Adriana Magallanes and Kristen Arps

Attachments:

3/09/16 Steering Meeting Agenda

3/09/16 Steering Meeting PowerPoint Presentation