

Minutes for Special Steering Committee Meeting – APPROVED 9/12/18

August 8, 2018, 1:00 – 5:00 p.m.

Location: Hartnell College, East Alisal Campus

**Attendees**

<b>SVAEC Official Member Designees (board-approved, with voting power)</b>	<b>School/District</b>	<b>Present</b>	<b>Absent</b>
Candice McFarland <i>Director, College &amp; Career Readiness</i>	Gonzales Adult School (GUSD)	X	
Eric Becerra <i>HEP Grant Project Director</i>	Hartnell College		X
Ana Gonzalez <i>Director, Adult Education</i>	Hartnell College	X	
Kathy Mendelsohn <i>Dean, Languages and Learning Support</i>	Hartnell College		X
Joe DeRuosi <i>Coordinator, College &amp; Career Readiness, Alt. Ed.</i>	Monterey County Office of Education (MCOE)	X*via phone	
Christopher Devers <i>Senior Director, Alternative Education</i>	Monterey County Office of Education (MCOE)		X
Margarita Palacios <i>Assistant Principal, Educational Options</i>	North Monterey County Unified School District (NMCUSD)	X	
Emily Tsai Brownfield <i>Director, 21<sup>st</sup> Century Learning &amp; Innovation</i>	North Monterey County Adult Education (NMCUSD)	X	
Kari Yeater <i>Superintendent</i>	North Monterey County Unified School District (NMCUSD)		X
Ana Aguillon <i>CBO / Manager of Business Services</i>	Salinas Union High School District (SUHSD)		X
Graciela Hidalgo <i>Manager of Fiscal Services</i>	Salinas Union High School District (SUHSD)		X
Tatiana Roganova <i>Director</i>	Salinas Union High School District (SUHSD)	X	
Jeff Lopez <i>Principal, Community Education Center</i>	Soledad Adult School (SUSD)		X
Francisco Pinedo <i>Lead Teacher, Adult Education</i>	Soledad Adult School (SUSD)	X	
Paige Leebrick <i>Coordinator Alternative Education</i>	South Monterey County Adult School (SMCJUHS)	X* via conferzoom	
Dr. Jonathan Sison <i>Director of Educational Services</i>	South Monterey County Adult School (SMCJUHS)		X

<b>Other SVAEC &amp; Member District Representatives</b>	<b>District/School</b>	<b>Present</b>
Ana Mendoza, <i>Instructor</i>	Gonzales Adult School	X
Dawn Tovey, <i>Director/Controller Internal Business Services</i>	MCOE	X
Greg Ludwa, <i>Instructor</i>	MCOE	X
Jocelyn Rios, <i>Educational Liaison</i>	MCOE	X

Sue Landesman, <i>Program Specialist</i>	Salinas Adult School	X
Alicia Gregory, <i>Program Assistant</i>	SVAEC	X
Kristen Arps, <i>Director</i>	SVAEC	X

Meeting was called to order at 1:13 p.m. by Kristen Arps, SVAEC Director

- I. Formal committee proceedings commenced and quorum was established at 1:13 p.m. with 6 out of the 7 Member Districts with Designees present. By 1:20 p.m. 7 out of 7 Member Districts had Designees present. Note that Paige Leebrick (South Monterey County) and Joe DeRuosi (MCOE) attended virtually.
  
- II. Agenda and Prior Meeting Minutes
  - a. Tatiana Roganova (Salinas) moved to approve the agenda without changes; Ana Gonzalez (Hartnell) seconded the motion; no discussion; VOTE: 6 out of 6 in favor; motion carried and agenda was approved.
  - b. The Director tabled the approval of meeting minutes from the 6.13.18 and 7.25.18 meetings to the next Regular Steering Committee Meeting on 8.22.18.
  - c. The Director modified the agenda order due to the availability of Designees for voting. The COLA allocation and Carryover policy action items were addressed first, followed by the Annual Plan review and vote.
  
- III. Public Comments
  - a. Ana Gonzalez (Hartnell) announced the upcoming regional funding opportunity with the Workforce Development Board to create and/or or enhance career pathways programming for the inmate and reentry populations.
  - b. Candice McFarland (Gonzales) shared about a meeting she had with Signal Vine. Signal Vine is a texting service where you can have two-way conversations with your students without using your personal phone. She will send info to the Consortium.
  - c. Kristen Arps (SVAEC) announced that a demo of CommunityPro will be held at Hartnell College campus on August 16.
  
- IV. Action Items
  - a. **Vote on the allocation of Additional Funding (COLA)**
    - i. Members discussed the Additional Funding (COLA) and reviewed the budget supporting documents found in the [SVAEC Public Folder](#) (click to view document). Reminder that any motion must have consensus to pass.
    - ii. Ana Gonzalez (Hartnell) made a motion to set aside \$30,000 of the \$152,502 for an Incentive Fund for new projects and/or a shared expense such as a new Outreach/Transition person for the Consortium, then equal division of the remaining \$122,502 between all districts (\$17,500 per district); Candice McFarland seconded; no further discussion was held; VOTE: 6 out of the 7 Members voted in favor (Gonzales, Hartnell, MCOE, North Monterey County, Soledad, and South Monterey County), 1 out of the 7 Members voted against (Salinas); motion did not carry.
    - iii. Tatiana Roganova (Salinas) motioned to allocate the original COLA amount (\$143,096) proportionate to the current 18-19 allocation schedule and then give South Monterey County the extra \$7,406 that was added to the Consortium’s COLA allocation in July. This motion was not seconded.

- iv. Tatiana Roganova (Salinas) motioned to increase each Member's current 18-19 allocation by 3.9% (totaling \$123,854) and allocate the remaining \$26,648 the Shared Consortium Fund (use will be decided at a later date); Francisco Pinedo (Soledad) seconded the motion; no further discussion was held; VOTE: 7 out of 7 Members voted in favor; motion carried.

**b. Vote on Carryover Policy for 17-18 Carryover**

- i. Tatiana Roganova (Salinas) made a motion to establish a new policy that if any Member District has not spent its allocation within 18 months of July 1 of the fiscal year in which the funds were issued, then the remaining unspent funds will be automatically reallocated to the Consortium for a competitive incentive or innovation fund;
  1. Francisco Pinedo (Soledad) seconded the motion
  2. Discussion: Emily Tsai Brownfield (North Monterey County) expressed that due to their business office policies she has had challenges with spending carryover within the first 2 quarters of the new year, Paige Leebrick (South Monterey County) expressed concern over spending carryover due to her being new to the position and figuring out their program and budget, Candice McFarland said that the district's spending history should be considered to ensure that it does not repeatedly carryover funds year after year
  3. The motion was modified to include: Member Districts will have the option to petition for an extension of the unspent funds; that petition will need to include a budget and timeline for expenditure of the funds and a review of the Member's spending history; the Consortium will consider the petition and decide whether or not to grant an extension
  4. VOTE: 7 out of 7 Members voted in favor; motion carried

**c. Review and Vote on Annual Plan**

- i. The group reviewed the final draft of the SVAEC 18-19 Annual Plan. They reviewed Member Districts' 17-18 Accomplishments, the Consortium 18-19 primary goals, the action plan for developing a new 3-year regional plan (due in June 2019), reviewed current regional gaps and needs and strategies to address those needs in 18-19.
- ii. Tatiana Roganova (Salinas) moved to approve the SVAEC 18-19 Annual Plan with the revisions discussed at the meeting; Ana Gonzalez (Hartnell) seconded the motion; no discussion; VOTE: 7 out of 7 Members in favor; motion carried.
- iii. The approved Annual Plan will be entered into NOVA by the Director and then Members will certify it in NOVA by August 15.

Meeting was adjourned by the Director at 4:48 p.m.

Minutes were produced by Alicia Gregory and Kristen Arps