

AV Adult Education Consortium Meeting 9-15-16

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Present: Sharon Dalmage, AVC; Diane Walker, AVUHSD; Steve Radford, AVUHSD; Tiffany Castillejo, AVC; Tom O'Neil, AVC; R. Dwyer, Dean of Literacy and Rhetoric; Sally Dibbini, AVUHSD; Les Uhazy, AVC; Debi Keys, SKUSD (Ed Knudson and Ann Steinberg not able to attend today due to other commitments)

Meeting called to order at 9:03am

Budget Review: Steve distributes a very rough budget, and requests input on several areas. We were funded with \$1.5M as a consortium last year, and AVUHSD got its MOE funding separately, as did SKUSD. This year, all money is going to the consortium, with the caveat that the MOE money will be passed through to the districts so that existing courses can be maintained. On this budget fund, it only shows the consortium pot of \$1,507,885 (not \$3.8M total), which is the amount for each year during the consortium arrangement, with the thought it will be continued indefinitely. At some point, Steve would like to get a real accountant in to look at these. Steve tried, in a very basic spreadsheet, to outline what the group has agreed to, with approval of some fairly substantial dollars. Please make sure that it accurately reflects the agreements and proposal for their category, including different iterations of the same proposal being reconciled. He needs to know what is a one-time cost vs. ongoing costs. Peach is 15-16, and blue is 16-17; it is FIFO, so the first moneys will take care of the expenditures as available; there is a three-year period to expend each year's funding. The expensed year entries should all be 15-16 or 16-17, not sequential years. We went into the second year's budget with 15-16 by \$1497, and it looks like we have about \$819,571 to spend. At some point, there should be an official accounting for each expenditure to show actuals, not only by SACS object code, but also by program area (ESL, ABE, CTE, etc.), which is what the state is requiring in the reporting. Steve was not able to provide that for this year, since the accounting was not set up that way for the first year, and it was just requested one week before the submission. Sally wonders if each of those should be added to the proposal form, e.g., student support, transition to college, etc., so that we can see how each item assisted for each category. That would be a difficult thing to quantify in some areas.

Action item: Bring and review the report categories for the next meeting (Steve Radford)

Sharon says if there is some sort of process where students enroll, do a meeting with Ed Advisor, choose classes, etc., then there might be a way to allocate those items to each category. Sally is not sure how to divide teacher salaries into those categories; looking at the categories might be helpful, and we might be able to allocate percentages or something.

Steve asks the group to consider bringing on an accountant. AVAS is thinking of doing that anyway for the different grants such as WIOA, and perhaps that person could act in that capacity for the consortium, also. Perhaps it could be 80% funded by AVAS, and 20% by the consortium. The person will need to understand how the AEBG requirements work. Otherwise, each institution will have to have a person doing that same work. Sharon likes the idea, however, was thinking 20% for the consortium is too low, and maybe it would be more like 40%. Sally asks about the person doing data, also. Steve would like to see both components, and would need to understand both elements to explain to each institution what needs to be pulled to include in the reports. There is an additional challenge with the three-year roll-over, with funds going through continually.

Sharon asks Steve to change "counselor" to "education advisor."

Steve says there was discussion of creating an acceptance letter for each proposal, and that would be helpful to track what the final decision is. Diane also mentions possibly doing the same number of proposal with 5a, 5b, 5c, etc. Sally wonders about just doing sequential numbers rather than having it divided by program. Diane also mentions that there was discussion at the proposal sub-committee meeting about revising the rubric to cover proposals that cross categories.

Education Advisor: Sharon introduces Tiffany Castillejo. Students come to her, and they receive a roadmap for education plans, one of which is abbreviated (ASEP) which is meant to get students through their first semester, and then they come back for CSEP designed to get them to their goal (certificate, Associates, or transfer) with the big picture, and the steps to get there. Tiffany walks the students through. The idea is to incorporate that into Adult Ed. She used to work with LACOE and Martinez TANF, created a GED program for them, and is familiar with WIOA. She is very happy to work with the consortium, and would be available face-to-face, by phone, online, etc. Counseling is working on Cranium Cafe, which would allow collaborative work on documents synchronously. She is able to support in whatever way is needed. Steve invites Tiffany to come in and meet Irma Flores, the AVAS counselor, and also with Keisha Como who is representing AVC for AVAS. It would be great to forge that connection to bounce off ideas, etc. Sally says the consortium would also like Tiffany to learn more about the districts' CTE programs, and how students can transition, perhaps do a workshop. Tiffany does First Semester Plan workshops, and that could easily be adapted. Sharon says perhaps could look at the pathway plan (program of study), and then use the AVC Ed Plan. The POS is for CTE, but we also need for others and options. Tiffany can put together a Google Form to help monitor meetings and progress for later follow-up. Sharon says AVC has an intake form which could also be modified and used for the consortium as a general process. Tiffany's official start date for the position is October 1st, but feel free to call her in the meantime (business cards distributed). She can explain differences between AVC and adult ed. Sally asks about materials from other colleges, and Tiffany says she can provide that (e.g., Pierce College vet tech template).

Action Item: Sally and Debi to bring their programs of study, and Tiffany to bring the abbreviated plan and intake forms, to the next meeting.

Marketing Materials Quote: Sharon shares formal quotes on the marketing materials discussed last time, from Four Star Printing, which AVC typically uses. The prices are similar to what Sharon estimated last time. These are base amounts, with that to change based upon different quantities ordered. The second item was the single-page double-side, with the first the multiple page. AVC would do the graphics, and then Four Star would do the printing. Sharon needs specific content for each of the collateral pieces, and will send out a detailed e-mail to everyone to get the information. Steve would like to see this done ASAP, as they have been going out to job fairs and need materials. It would be nice to have something ready for the Summit in November, at the latest. Sharon says she can take some info from websites, but Sally would like to provide specifics. Why is the cover more expensive than the book, if it is smaller? Sharon will confirm which is which. Steve made up a one-pager to use in the meantime for events he's been going to in the interim, which he shows. Steve said he saw something at one of the job fairs where there is a "cheaper" one-pager for general interest, and for someone who signs up, they get the more expensive full packet.

AEBG Summit: Steve announces that the Summit is November 1 and 2. Each consortium is only allowed to take 4 people, however, we can request that others be put on the waiting list. WIOA alignment, performance and data collection, consortium vision, and long-term effectiveness are the topics to be covered. There should be one person from each institution, and then decide who the fourth person will be. Debi will be the person to go to SKUSD, although Harold may want to go. Steve needs to sign up the whole group. The only thing that is covered is the registration, and the consortium pays for everything else. Sharon and Ann want to go for AVC (make Ann the person on the waiting list). Steve would like to go, but feels it would be better for Sally to go. Steve will touch base with everyone on travel arrangements. Since AVUHSD has to use a travel agent, the district will pay for everyone, and then get reimbursement.

Open Forum/Announcements: Steve put in a couple of small fiscal proposals for next month. AVAS has waiting lists for all of their programs, and since the PCC building is now used for additional classrooms, there are items for new classes. As soon as Maria Branch gets back from vacation after College Information Night, she will work full-time on getting the ITrain application done. A legislative report is due, but AEBG is taking that from information already provided. The next report is not due until the end of the semester.

Steve will re-visit the proposal acceptance letter and see if any additional modifications need to be done. Sharon thought it was fine, but will send him the one that was reviewed by the AVC Business Office and modified. Should the full acceptance letter be in a Google Drive accessible by the members, and just the name, program and amount on the website? That is the general consensus. Debi will have a folder created for "Award Letters" on the Google Drive.

Steve hopes to get an accountant/data tech job description drafted. Sally requests that everyone collect as much data as possible so that it's available for the next report. Sharon agrees that this was problematic for AVC, and she did as well as she could. Hopefully, there will be more answers at the Summit, once everyone complains. Diane renews her suggestion that data folks from each institution get together to come up with common data points and issues. Perhaps they could be invited to the October meeting, and then they could assist in coming up with questions to raise at the Summit, and be ready to jump into the process after the Summit.

Les asks about how many students are involved. AVAS has done 2200 registrations so far this year (5300 for 15-16), SKUSD had about 120 students for 15-16, and ballpark 60 in place so far this year - still getting programs in place. They have submitted their application and pictures to PearsonVue, but haven't heard back on it yet. They have a waiting list. Les wonders how many students are going on to AVC, and how many are going back to adult ed from AVC who may not have been successful at AVC. Sally says that later there will be a look at that from a completer aspect, so they need to know how to count and code. Sharon feels that Tiffany will be able to assist with that on students with whom she meets. Steve wonders if we should make that a priority, depending upon what the student's goal is (job, certificate, etc.), if they don't "complete" but met their goal. Tiffany says the intake form may be helpful with that initially, but students change their minds as they go along.

Debi asks for contact information for Neil Kelly so she can get further information on their building approval process. Steve will send it out – he did not send a big paragraph regarding approval, just a "move forward" statement in the email.

The next meeting is scheduled for October 20th from 10am-noon in HS194.