

AV Regional Adult Ed Consortium Meeting 10-20-16, AVC HS194
Meeting Recording Replay: 888-203-1112 (Expires on 11/20/16)
Replay Passcode: 331699242

Present: Diane Walker, AVUHSD; Sally Dibbini, AVAS; Kimberly Carlson, LACOE; David Managaramas, LACOE; Sharon Dalmage, AVC; Tiffany Castillejo, AVC (remote); LaQuenta Reynolds, AVC (remote); Patty Galindo, SKUSD; Harold Roney, SKUSD; Steve Radford, AVUHSD (remote) (Ann Steinberg and Tom O'Neil not able to join us today, and Mr. Knudson has a visitor from the Chancellor's Office).

On-Going and One-Time Expenses: Steve Radford provided an abbreviated list of expenses last time, and went through his notes. There are multiple iterations of the original proposals, and he can't find them, so he needs to have them in one place. Please provide them to Steve so that he can correct the spreadsheet. Sharon Dalmage says they live on the Google Drive, and he apparently doesn't have access, so she will share it with him. Steve says we may want to address how we name them, without duplicating the number. Sharon says we discussed that at the fiscal meeting in July, so they have all been re-numbered to take care of that issue; she will re-send all of the revised proposals to the consortium. They come up as a spreadsheet, and it is more difficult to read than in the proposal format.

Review of Proposals: There are two new proposals which were considered, so Steve asks someone to go through them. Sharon makes copies of the proposals to distribute since the screen won't display for projection. Steve sent a couple of other documents to Sharon for discussion. Both proposals were approved by the fiscal subcommittee, and Steve sent an email to address the questions which Ann raised. Proposal 7 is to work with the GAIN office to teach an HSE class two days a week, 3 hours at a time. LACOE provides the location and technology and AVAS provides a teacher; that frees up another classroom for AVAS. Harold Roney says that SKUSD approves both proposals 7 and 8. Steve asks for a formal vote of the consortium for both proposals, both Harold and Steve vote yes. Mr. Knudson provided his vote of "approved" electronically on 10/24/16 for both proposals.

Award Letter: Per Steve, Sharon provided a perfect example yesterday, which will go to everyone for use with proposals. Steve attended an adult ed update in the last couple of weeks, where there was a concern expressed about adult charter schools, and we will need to be ready for that, with everything spelled out in case we are asked to fund an institution which is not a current member of the consortium. In the event the program closes, we need to address property being returned to the consortium. Harold said that they found out that their updated building proposal was submitted this morning, and they have been getting donations for equipment (\$54k approved last night), but the soils tests required additional work on the foundation - no additional funding required over the total amount approved. Sharon asks that everyone review the letter and advise of any revisions which may be needed; funding contingent upon continued allocations through the Chancellor's Office or if funding needs to be pulled or interrupted by the consortium because conditions not met (e.g., not reporting), and equipment owned by

the consortium, so would need to be returned. Steve provides an example of equipment, which could be used in another consortium program in the event the original program is closed.

Suggestions for changes to the letter: Equipment owned by consortium, not AVUHSD; interim reports, etc. are required, not requested. Add "Fiscal Agent for AV Adult Ed Consortium" to Steve's title; amount approved not to exceed (in case it comes in lower or amount re-allocated by category or code). Sally Dibbini asks if the award letter is a blanket, or if it's for each proposal - Harold and Steve agree it should be for each proposal.

Harold asks if the letter for their building proposal should be held - it will need to be revised.

The second template document provided is the "MOU", which is what AVC's Business Office requires to process the award documents. It would include all of the approved proposals submitted. That can be submitted from SKUSD at this point, per Sharon. Steve wonders whether there should be a separate MOU for each project. Sharon explains that it's difficult for AVC to process separate MOU's, so it would be easier to put them all submitted within one month period of time, and do a separate one for each month. It includes a brief description about each proposal on the MOU. Sally thinks it might be easier for the business department to have the SACS code on the award letter for each proposal. Diane Walker feels that the MOU just outlines the general relationship, and award letters are separate. You could have the MOU in place for 3-4 years, or whatever period of time, and then the award letter has the specifics. The invoice could include the back-up rather than putting all of that detail in the award letter.

Sharon asks Keina Young to join the call regarding the MOU process for AVC, and reviews what the issues and requirements are to get the budget created and operating. Keina says they need the MOU and the expenses. She says the MOU can be general, and the invoices require detail to submit for reimbursement. Sharon asks about increasing when a new proposal is approved - that was not required. Everyone agrees that the MOU can be general, and award letter more specific. Dave Managaramas provided an MOU, and Steve shares it with the group for display - it's very simple with a couple of sections regarding each party's obligations. Sharon says that when a proposal goes to their board for approval, they create an MOU - they have a different procedure. Discussion ensues about having a separate MOU for each member agency with the consortium, with AVUHSD as the fiscal agent for the consortium.

Sharon will re-do the award letters and get them out by the end of the day. Harold says by the end of the day tomorrow would be fine.

GAVEA Partnership: Steve sent a matrix to Sharon regarding a GAVEA workforce development draft spreadsheet (not opening on the computer). At the last GAVEA Stakeholder Meeting, there was a discussion with businesses on what is available in workforce development in the region. They decided they want to create a matrix, with

industry sectors on one side with links to other places, or education providers in the greater AV, so people could find where training is offered. This would be on the website. It could even drill down into jobs in the area. Steve thought it was a good idea, and perhaps we could partner with GAVEA, and link to it through the consortium website as a resource for both students and businesses, and could be a huge benefit. It would take someone who knows websites to put together, but the price should be fairly minimal (under \$4,000, probably). GAVEA works primarily with business and industry partners, and it should be linked to a wide variety of websites for students to access. Diane agrees, but wonders who would keep up the information. Steve says this is just food for thought, and once we know more about what they are planning, we can see where it would connect for both education and business. Steve feels it would be good for us to do it, regardless of whether GAVEA proceeds (he has not had this conversation with GAVEA). We might partner with other local consortia, as well, so that community members have complete information. David says that the other goal to accomplish was to provide a resource to employers on the training that is offered throughout the county, which LACOE already has together. Sharon feels it would also be a good idea to house on the consortium website, however, it would require lots of input from people to get the information for the site. One challenge in gathering the information is that they need to seek out a specific contact person, because not every organization's website is robust with information about their programs. Sharon also feels it should be contracted out for the web design (she will get input from AVC's ITS Director), and AVC to maintain once it's posted. Consider this for future discussion, and Steve will get GAVEA's input.

Advising Tool: Sharon takes the group to the webinar screen so we can see what Tiffany Castillejo has displayed. Tiffany explains her role in creating education plans, one part of which is an intake form. They created a Google Doc - AV Adult Ed Intake Form (perhaps call it an Advisement Form). They are open to feedback and comments on the form at any time. Tiffany walks through the contents of the form. Diane and Sally provide choices regarding upskilling, CTE, citizenship, and Kim suggests HSE instead of GED. David asks if it would be helpful to find out if students are getting GAIN/GROW, are veterans, etc., to categorize supplemental services. Sally asks if this will only be used for people to whom she provides advisement services, because lots of this information is already collected. Tiffany says that this information would be very helpful for her in advising. Sharon says it would be important for her to get information, and that they envisioned having it on the website for students and site counselors to access. When it's filled out, it will go to Tiffany's inbox. Sally says that there is already an intake form for registration, and she doesn't anticipate it would be needed for reporting. Upon exit from the program, it would be good to see if they met their goals discussed during advisement, also. They might need to correlate advisement with registration for other categories of info. They possibly could provide more than one option for several questions. Provide any comments to Tiffany, as well as the contact person for each site who will liaise regarding appointments or workshops (career assessment, first semester appointment, going through the process and how to get there, time management, organizational or study skills, etc.) - she can take suggestions on what workshops each site needs, also. Sally suggests giving some examples in the forms so that students know (transition to AVC, certificate programs, etc.). They can also be posted with dates on the

website. Tiffany can review the workshops with the site counselors so they are aware of what can be offered. Sally asks if a class could fill out the survey as a group when she meets there so that it could be tracked (e.g., medical assisting grads) and she could meet with them individually afterwards. Tiffany says generally she gives a group of 10-12 students some individual time at the end, and if they need more time, she can meet with them later. The follow-up appointments could be in person, by phone, or virtual, as needed.

Steve reminds the group about Irma Flores and Keisha Como who are AVAS counselors which also work with AVC. Tiffany will connect with them.

Open Discussion/Announcements:

- Diane provides info on the Santa Ana College inter-segmental data sharing agreement which might be something we could use as a reference for our consortium (<http://www.careerladdersproject.org/wp-content/uploads/2016/05/Santa-Ana-Unified-School-District-FE-MOU-Data-Sharing.pdf>). They also use a common student scorecard (<http://www.careerladdersproject.org/wp-content/uploads/2016/05/SAP-RET-SCORECARD-Version-8-SK-82015.pdf>)
- Steve provides info on trailer bill reporting dates - some changes to legislation - section 20 on determining effectiveness of consortia due in January, so this is something we need to be aware of, including number of students served, etc.
- Last Friday, Steve got a letter saying that this year's (16-17) budget has to be turned in by October 31st. The last time it was submitted, it was fairly generic with respect to the SACS codes, and unless someone has more particular ideas and wants to get together in the meantime, he plans to put that type of information in, with revisions related to the two buildings and spread the remainder through the other areas.
- Sharon announces that Keina Young's duties are changing, so LaQuenta (Kwin) Reynolds will be providing clerical assistance.
- Walker exits the meeting.