



AEBG CDC Quarterly Meeting Minutes

DATE OCTOBER 28, 2015

TIME 9-11AM

LOCATION: SWC ROOM L238 NORTH

NOTE TAKER	Donna Nebo
HANDOUT(S)	
DISCUSSION / INFORMATION	<ul style="list-style-type: none"> • Welcome and Introductions – Mink Stavenga • Agenda item 2 – PowerPoint Presentation of Overview of the Adult Education Block Grant – Ramon Leyba • Agenda item 3 – Selection of CDC Chair: Mink Stavenga has turned meeting over to the CDC members for chair selection; Kathy Tyner, SWC; Kevin Nicolls, CUSD and Kevin McClelland, as alternate for SUHSD. SWC nominated CUSD; CUSD nominated SWC and SUHSD seconded the nomination of SWC as chair of the CDC. SWC, Kathy Tyner is chair of the CDC • Agenda item 4 – Review and approval of Governance Rules, Procedures and Template responses – Phyllis Sensenig to present: discussion regarding AB104 governance vs. Brown Act. CUSD favors AB104 stating that Brown Act is isolating and restrictive; SUHSD does not favor Brown Act stating that the CDC needs to move quickly and that AB104 allows for quick action where Brown Act is more of a hinderance; SWC counters in favor of Brown Act for transparency regarding decision making. Discussion followed regarding these plans are a starting point, that they are fluid and can change from year to year. Phyllis Sensenig stated that 10 consortia had submitted their plans and all but 1 are using the AB104 method, only 1 following Brown Act. SUHSD stated that voting is majority vs. consensus. SWC countered with disclosing at the CDC quarterly meeting any discussion that transpired between CDC members between meeting dates, to be set forth as an agenda item at the beginning of each meeting. Also, that this be added to the governance plan and that the CDC be invited to advisory committee meetings. CUSD motioned for approval as amended, SUHSD seconded – no discussion – all approved governance template as well as rules and procedures. Signatures were obtained. • Agenda item 5 – Public Comments: Diane Edwards thanked the CDC, that this is an exciting time for AEBG. • Agenda item 6 – Review and Approval of Three-Year Plan Update: SUHSD motioned for approval; CUSD seconded, SWC stated all in favor, none opposed – signatures obtained. • Agenda item 7 – Review and Approval of Consortium Annual Plan for 2015-16: Phyllis Sensenig presented overview of all areas including organizational chart, annual budget and performance measures. SUHSD motioned for approval, CUSD seconded – discussion – Thank you to Phyllis Sensenig and Consortium for good work completing items. Kathy Tyner: discussion regarding process of hiring Project Director, making sure that there is an external search, recommending that the process include all 3 consortium entities on the hiring committee. Ramon Leyba stated the process that SUHSD would be using in their selection process. Kathy Tyner inquired about employment duration and funding source. Ramon Leyba stated that position was through end of '15-'16 fiscal year but is an ongoing position without need to rehire or repost for the position year to year. Position funded through Consortium funds. Kathy Tyner recommended that the project director have evaluation year to year. Project Director to be housed at SUHSD 3 days a week and at SWC 2 days a week. Job posting link to be forwarded to consortium entities for posting within their workplaces together with interview rubric that will be used. Consortium recommended interviewers from each member to be provided to SUHSD by 11.6.15. SWC to post job posting on their HR site and recommend that CUSD do the same. SUHSD motioned to approve, CUSD seconded – all approved motion as discussed. Signatures were obtained. CDC Chair recommended that meetings be properly noticed with 72 hour notice – posting agenda with any documents to be reviewed. Per AB104 no specified timeframe, but consortia members agree to post. SUHSD did notice this CDC meeting; CUSD and SWC did not. With the procedures approved at this meeting, proper notice regarding public meetings will occur going forward. <ul style="list-style-type: none"> • Agenda item 8 – Quarterly Meeting calendar: It was established that meetings will be held as follows: February 11, 4-6pm hosted by CUSD and May 12, 4-6 pm hosted by SUHSD. • Agenda item 9 – Announcements: none • Agenda item 10 - Meeting adjourned

**Meeting Schedule: CDC to meet quarterly –
 CUSD to host February 11, 2016 at the Palm Academy 4-6pm
 SUHSD to host May 12, 2016 at the District Office Board Room 4-6pm**