



AEBG Advisory Committee Meeting Minutes

DATE: SEPTEMBER 7, 2016

TIME 2:00 – 4:00 PM

LOCATION: CVA ROOM 101

NOTE TAKER	Melissa Torres			
CO-CHAIRS	Mia McClellan	Rudy Kastelic		
ATTENDEES:	Tiffany Bouchard	Michelle Gonzalez-Sturm	Mark Meadows	Crystal Robinson
ATTENDEES:	Michelle Dullea	Alicia Hernandez	Virginia Mendoza	
ATTENDEES:	Diane Edwards	Kevin McClelland	Jenny Nominni	
HANDOUT(S)	August 17, 2016 Meeting Minutes Potential Components of Data and Accountability Plan AEBG Data & Accountability 16-17 CUSD-SWC MOU AEBG Data & Accountability 16-17 SUHSD-SWC MOU			
DISCUSSION / INFORMATION	<ul style="list-style-type: none"> • Welcome and Introductions – Rudy Kastelic • Approval of Minutes – Crystal called for the review of minutes. Adoption of Minutes: August 17, 2016 – Approved with no corrections. • Agenda item 1 – Report on Consortium Activities: The Student Support Services Workgroup convened in August. They decided to form a subgroup to coordinate field trips. Joy from SWC is coordinating a bus for the second week of October. They will get students in a classroom or create a mock classroom for students to see what a lecture is like but their main emphasis is orientation to get them to register for spring semester. SWC is looking into bringing some non-credit classes to be taught SUHSD and CUSD for Spring Semester. To make it more accessible to students. Individual meetings can be held to discuss which classes. <p>Super Region meeting will be held September 13 at SUHSD’s Parent Center. This is a good opportunity to discuss issues that are happening in our county. At the August 9th meeting there was discussion about supporting COLA and access funds for AEBG. Kathleen Porter and Rudy Kastelic provided input on the why’s and the need for COLA. They haven’t heard back anything but are expecting a position statement to come out.</p> <p>The Professional Development Workgroup recommended to focus on one theme in the consortium which is Adults with Disabilities. The first Adults with Disabilities Workshop will be held September 16, 2016 at Montgomery Adult School. Subsequent workshops will be held at the PDC. The topics are executive functions associated with learning disabilities, visual and audio processing, attention deficient hyperactivity disorder, teacher process and counselor process.</p> <p>The marketing team is working on the consortium website; our URL is southbayadulthood.org They are working on a search feature for students to find their class by location.</p> <ul style="list-style-type: none"> • Agenda item 2 – Data & Accountability Work Plan: There are four categories Staff Time, Travel/Professional Development/Conferences, Contractual and Supplies/Equipment. Staff Time: a part-time data software analyst will be hired for all three districts. SWC will hire a person and half their salary will be funded through data and accountability. For SUHSD Alicia Hernandez, Project Specialist will do the work and half her salary will be funded from data and accountability. CUSD would like to subcontract Alicia Hernandez from SUHSD to go over to Coronado to help build their capacity for data and accountability a couple of hours a week until December 2017. SWC is hiring a consultant to look at what was required last year and to begin to anticipate what would be required this year in terms of reporting and to be aware of the AEBG multiple initiatives. After Dec 2017 Alicia’s salary goes back to 50% WIOA and 50% AEBG, for Coronado these tasks would go to an existing employee there, for SWC they will hire someone to support their research department. SUHSD identified a need for student workers to help during peak registration times. SWC will hire an hourly to do inputting and helping students with CCC Apply. CUSD will do outside workday training and will pay their staff from data and accountability fund. <p>Travel/Professional Development/Conferences: The AEBG Summit is November 1 & 2, 2016 in Sacramento and the Implementation Team will attend. Crystal’s travel will be paid through consortium funding and the others from data and accountability. The JSPAC Conference, November 30 – December 2, 2016. Discussion took place to see if SWC can pay for the</p>			

	<p>registration of SUHSD and CUSD members attending this conference since they were the 15-16 fiscal agent. The CASAS/TOPS summer institute is June 13-15, 2017 in Orange County.</p> <p>Contractual: for SUHSD they will pay for two years of ASAP to take adult education through the period of migrating to "Infinite Campus". Consultant Phyllis Sensenig's contract for evaluation and planning.</p> <p>Supplies/Equipment: SWC will buy scanners and licenses, SUHSD will purchase two computers and CUSD will purchase a scanner. SWC and CUSD will also purchase student-use computers for online application/registration.</p> <ul style="list-style-type: none"> • Agenda item 3 – Draft Data & Accountability MOU: Crystal put together an MOU draft to along with the data and accountability, one for SUHSD and one for CUSD. The agreement will commence on the date the funds were received by SWC. Mia asked to add that SWC was the fiscal agent for 15-16 and SUHSD for 16-17. The three CFO's will have to meet again to approve and to discuss the 16-17 MOU. We have one progress report and expenditure report which is due to the state on January 31, 2018. All activities end December 31, 2017 and member districts have one month to get the expenditures to the fiscal agent. • Agenda item 4 – Other: The workgroups will most likely start up again after fall break. Discussion took place regarding a common registration form among all three districts. SWC non-credit registration will be moving to CCC Apply therefore at this time having a common registration form doesn't seem possible.
	<p>Meeting adjourned at 3:37 p.m.</p>

SUHSD to host October 5, 2016.