



AEBG Advisory Committee Meeting Minutes

DATE: DECEMBER 7, 2016

TIME 2:00 – 4:00 PM

LOCATION: SWC ROOM L246

NOTE TAKER	Melissa Torres			
CO-CHAIRS	Mia McClellan			
ATTENDEES:	Tiffany Bouchard	Virginia Mendoza	Crystal Robinson	Phyllis Sensenig
	Kevin McClelland	Mary Murphy	Shane Schmeichel	
HANDOUT(S)	November 16, 2016 Meeting Minutes AEBG Submission of Quarterly and Annual Performance Report Letter SBAEC Governance Rules and Procedures			
DISCUSSION / INFORMATION	<ul style="list-style-type: none"> • Welcome and Introductions – Mia • Approval of Minutes – Crystal called for the review of minutes. Adoption of Minutes: December 7, 2016 – APPROVED with no correction. • Agenda item 1 – Marketing Update: Funding Postcards/Brochure Printing – tabled. New RFP: has to go out to public bid. Moved deadline to December 31, 2017. Have a separate deadline for a review of the materials, could be June 30, 2017. • Agenda item 2 – Consortium Activities: SWC NC90 Retraining Readiness Course will take place 12/9/16 at NCA, CUSD students will attend. Pathways to Equity Conference Debrief: Launchboard is a Dashboard –Right now it's at pilot stage. Community Colleges are heading it up. Pathways to Equity Workshop - February 9, 2017. Identify gaps in 15-16 data. For example, are we being equitable with all demographics? Workshop is for leadership of each member districts. • Agenda item 3 – Super Region Update: need representation from each member district. • Agenda item 4 – Deliverables: MOU's are going to Board for approval: SWC 12/14/16 & CUSD 12/15/16. SUHSD board approved MOU's on 11/14/16. Expenditure Report for both Fiscal Agents due 1/31/17. SWC – 15-16 carryover & SUHSD – 1st period of 16-17 funds. Governance Rules and Procedures: Changes were made and included: adding public comment to each agenda item. Advisory Committee member is expected to disseminate information about issues discussed in the Advisory Committee meeting to their colleagues in their district. Each Consortium member shall replace any Advisory Committee member who is not present at four or more meetings in a semester. The CDC shall review the composition of the Advisory Committee annually to ensure that faculty and administrators are represented from each Member and that advisory Committee representatives represent similar functions across the members to facilitate collaboration and coordination of services. 			

- **Agenda item 5** – Data & Accountability:

Plan & Budget Update: Crystal submitted plan to AEBG office and it's been approved. Budget has been set up, waiting for Tim Flood to certify it. Mia will follow up with him.

Demographic Trends: Tabled

16-17 Performance Measures: Letter from AEBG office regarding Submission of Quarterly and Annual Performance Reports. Required Action: 1) Management Information System Requirements. A consortia receiving AEBG funding must have a performance data collection system by 12/30/16 capable of collecting and reporting: a. How many adults served by members of the consortium b) How many adults served by members of the consortium have demonstrated the following: I) Improved literacy skills gains in ABE, ASE and ESL II) Completion of high school diplomas or their equivalents III) Completion of secondary and postsecondary certificates, degrees or training programs. 2) Align AEBG Measures: a) Consortia must track only students funded by AEBG for instruction and services b) Consortia must be able to report all data in the CASAS TOPS system. In 15-16 state gave requirements for each program area. Now we have the same criteria but as long as those programs are funded by AEBG we have to track them. Statewide training for CASAS and TOPS for Non-WIOA funded members in January, February and March. WIOA funded have to use CASAS. c) Consortia must use the National Reporting System approved instruments for measurable skill gains in AEBG funded instructions (12hours or more) in ABE, ASE ad ESL. d) All AEBG funded students, including students with less than 12 hours of instruction or services, must report any of the following: enrollment in post-secondary, completion of secondary and postsecondary certificates, degrees or training programs. e) Students that are absent for 90 days must be exited from the program.

Pre and post-test needed. Have to upload CTE, Workforce entry/re-entry courses into TOPS. Crystal will contact Jay Wright to see how much it will cost each member. They will be holding regional trainings in early 2017.

- **Agenda item 6** – CDC Items: Workgroup Recommendations Timeline: Tabled.
- **Agenda item 7** – Other: None.

Meeting adjourned at 3:37 p.m.

