



AEBG Advisory Committee Meeting Minutes

DATE: JANUARY 18, 2017

TIME 2:00 – 4:00 PM

LOCATION: SWC ROOM L246

NOTE TAKER	Melissa Torres			
CO-CHAIRS	Mia McClellan	Ryan Burke		
ATTENDEES:	Diane Edwards	Alicia Hernandez	Virginia Mendoza	Phyllis Sensenig
	Sara Garcia-Salgado	Kevin McClelland	Crystal Robinson	Michelle Sturm-Gonzalez
HANDOUT(S)	December 7, 2016 Meeting Minutes Workgroup Recommendation Progress SBAEC 2016-17 Governance Rules and Procedures Young Professional Sponsorship Letter Young Professional Sponsorship Application Annual Adult CTE Industry Advisory Meeting Flyer TOPS Pricing			
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: <p style="margin-left: 20px;">Funding Postcards/Brochure Printing – the design of the postcard is complete. Use last of marketing funds for postcards from 15-16 from SWC. Use 16-17 funds from SUHSD to pay for printing brochures? Crystal will give estimates to Mia.</p> <p style="margin-left: 20px;">Press Release – coming out soon, it will announce the consortium. It will be released to Union Tribune, San Diego Business Journal, STAR news, Coronado Eagle, El Latino, El Sol and La Prensa.</p> <p style="margin-left: 20px;">New RFP: Crystal has been working on a new marketing RFP. She submitted RFP draft to SUHSD Purchasing Department. Once purchasing reviews RFP draft, Crystal will share it with Advisory Committee. Year 1 of marketing was to rebrand the consortium, still not done. Website is almost complete, waiting on 508 compliances.</p> <p style="margin-left: 20px;">South County Economic Development Council Meeting – February 22, 2017: Consortium being represented at this event. Crystal will give a short presentation. Dr. Burke and Mia will also attend.</p> • Agenda item 2 – Consortium Activities: Workgroup Recommendations Timeline. <p style="margin-left: 20px;">ESL Workgroup: SWC created more robust ESL curriculum which is currently at the state office. Plan to start offering them by summer 2017.</p> <p style="margin-left: 20px;">Math Basic Skills Workgroup: SUHSD to create prep class teaching “self-advocacy” and computational math skills for students transitioning to SWC, is in discussion with Dr. Burke. SWC can take a non-credit course to SUHSD campus. SWC can send students to SUHSD if they are struggling.</p> 			

Reading/Writing Basic Skills Workgroup: SWC will look at their non-credit curriculum this May and will hopefully make boot camp courses available to students transferring from adult education by Spring 2018.

Assessment & Accountability Workgroup: SUHSD added tabs to TOPS to allow for TABE, HiSET & GED scores.

- **Agenda item 3** – Super Region Update: Next Meeting February 7, 2017 at Poway Adult School.

Partner Conference – as a Super Region we are inviting the WIOA MOU Partners. It will be held at Poway Unified School District on March 14, 2017.

- **Agenda item 4** – Deliverables:

MOU Updates: SUHSD & SWC AEBG MOU has been signed by both parties. Still waiting for Data & Accountability MOU's to be signed by SWC and CUSD. Need signatures before we can disburse funds.

Expenditure Report from both Fiscal Agents due 1/31/17. SWC – 15-16 carryover & SUHSD – 1st period of 16-17 funds.

Governance Rules and Procedures – Tabled.

Third Quarter Student Data, TOPSpro Enterprise Due April 30, 2017. We are not submitting data for first and second quarter. There will be CASAS/TOPS training sometime in February/March. Each member needs to submit their data through TOPS.

Third Quarter Data Integrity Report Due April 30, 2017.

CFAD 2017-18 Due May 2, 2017. A CDC meeting will need to be held mid-April. Action Items will be 17-18 CFAD and revisions to Governance Template.

Annual Plan, Governance Template, 3 Year Amendments or Revisions Due May 15, 2017 – Tabled.

- **Agenda item 5** – Data & Accountability: TOPS Pricing – Tabled.
- **Agenda item 7** – Other: SUHSD is hosting their annual Adult CTE Industry Advisory meeting on January 27, 2017, everyone is invited.

South County Economic Development Council is having a Young Professional Sponsorship. They are looking for young professionals to be members of the South County Development Council.

Meeting adjourned at 4:03 p.m.

