



AEBG Advisory Committee Meeting Minutes

DATE: MARCH 1, 2017

TIME 2:00 – 4:00 PM

LOCATION: CVA ROOM 101

NOTE TAKER	Melissa Torres			
CO-CHAIRS	Mia McClellan	Dr. Ryan Burke		
	Steve Alvarado	Michelle Dullea	Alicia Hernandez	Mary Murphy
	Nancy Bartels	Diane Edwards	Kevin McClelland	Crystal Robinson
	Erica Dibello-Hitta	Sara Garcia-Salgado	Virginia Mendoza	Phyllis Sensenig
HANDOUT(S)	<p>February 15, 2017 Meeting Minutes Consortium Fiscal Administration Declaration SBAEC 2016-17 Governance Rules and Procedures Workforce of the Future Flyer AWD PD March 10, 2017 Flyer</p>			
DISCUSSION / INFORMATION	<ul style="list-style-type: none"> • Welcome and Introductions • Approval of Minutes – Dr. Burke called for the review of minutes. Adoption of Minutes: February 15, 2017 – APPROVED with no correction. • Agenda item 1 – Marketing Update: <p>Facebook Digital Ad – this is the last deliverable from Cook + Schmid. The Ad targets Chula Vista, National City, Coronado and Imperial Beach residents between 18 – 65 years old. 2.7 million ads went out the first week and there were 21,000 clicks on ad. The most popular page was the home page followed by the class schedule. Schools can track the effectiveness of the ad by asking students how did you hear from us? at the time of registration.</p> <p>Year 2 RFP – Year 1 Marketing went through SWC RPF process. Year 2 RFP will go through SUHSD since they are fiscal agent. Tomorrow, March 2 is the deadline to submit proposals. Crystal will know by Friday, March 3 who submitted proposals. At the March 28, 2017 SUHSD Board Meeting the board will approve our year 2 marketing consultant. Marketing company will begin their working in July 2017.</p> <p>RESCHEDULE: South County Economic Development Council Meeting – the February 22, 2017 meeting was cancelled. The SCEDC would still like for the consortium to present at one of their next meetings. Crystal has a power point to present which explains what the consortium is all about. Dr. Burke will present the power point at the April 26th meeting.</p> • Agenda item 2 – Consortium Activities: <p>Mid-Tem Evaluation – tabled to March 15th meeting.</p> <p>Workgroup Update – there will be a Workgroup Kickoff event at SUHSD’s PDC on March 10th. Teachers and Counselors from all three districts will attend. There will be a short presentation from the Project Director and then they will break out into groups.</p> <p>SWC Courses at SUHSD & CUSD – SWC has existing MOU with SUHSD for High Schools. Mia will create a new MOU for adult education to mirror the high school one but will change some guidelines. SUHSD will consult with their legal department and will let SWC know how to proceed.</p> <p>Adults with Disabilities PD #5 – will be held at MOA on March 10, 2017. It will focus on assisted technology.</p> 			

Member Spending Plan – each district shared where they are with their AEBG money. SUHSD is over budget, they've had to cut classes. Dr. Burke wants to make sure money doesn't go back to the state. Mia and Diane will meet with their Fiscal Department in the coming weeks. 15-16 Data hasn't been compiled by the AEBG Office. The state hasn't seen data yet and there is 15-16 unspent money. Leg Day is April 4th in Sacramento. Kevin McClelland along with other SUHSD Adult Ed. Principals will attend and will get to see local representatives and people on the education committee.

- **Agenda item 3** – Super Region Update:

Partner Conference March 14th – all five San Diego Consortia and Imperial County will meet with WIOA partners to discuss how we as a Super Region can support them.

SDWP WIOA Regional & Local Plans Public Comment Due March 8, 2017 - Crystal sent out invite for Super Region meeting to discuss a response as a unified voice. This is our opportunity to comment. Comments must be submitted by 9:00 a.m. on the day of the meeting.

Third Quarter Data, TOPSpro Enterprise due April 30, 2017

Third Quarter Data Integrity Report Due April 30, 2017

17-18 Preliminary Allocations/CFAD – the consortium has designated a fiscal agent. Designating a fiscal agent will allow the consortium to continue to conduct activities in a collaborative manner. The three consortium members have developed a strong working relationship that is supported in part by the collaborative work done through the fiscal agency structure. The three Chief Financial Officers reached consensus on a recommendation that the consortium remain with SUHSD as fiscal agent.

- **Agenda item 4** – Data & Accountability: AEBG Regional Training at Vista Adult School April 17, 2017 – the morning session will be the two webinars presented on February 13. The afternoon session will be hands on training.

- **Agenda item 5** – CDC Items:

CFAD 2017-2018 due May 2, 2017 – once approved by the CDC members, Melissa will submit final product to AEBG OFFICE.

Governance Template due May 15, 2017 – under Advisory Committee section we added that the agenda for each Advisory Committee meeting shall be posted on the consortiums website three days before the meeting, students may attend Advisory Committee meetings and individuals who cannot attend the meeting may submit their comments by email to the Project Director by 9am the morning of the meeting.

Our next CDC Meeting is April 19, 2017

- **Agenda item 6** – Other: SUHSD workforce of the Future Expo will take place on April 27th at San Ysidro Adult School. Guest speakers will discuss upcoming employment trends and job availability. Industries will be available to share what companies are looking for in their employees.

Meeting adjourned at 4:05 p.m.

