



AEP Advisory Committee Meeting Minutes

DATE: NOVEMBER 7, 2018

TIME 2:30 PM

LOCATION: SUHSD AIC

CO-CHAIRS	Ryan Burke		
	Mary Alvarado	Crystal Robinson	
	Fabiola Epperly	Sheryl Sanchez	
	Oswaldo Mendoza		
HANDOUT(S)	October 17, 2018 Meeting Minutes		
	<ul style="list-style-type: none"> • Welcome and Introductions • Public Comment – None • Approval of Minutes – Crystal called for the review of minutes. October 17, 2018 minutes approved with no corrections. • Agenda Item 1 – AEP NOVA Webinar Program Area Submission for 17-18 Data: <ul style="list-style-type: none"> Requirements Budget Bill requires 17-18 reports: <ul style="list-style-type: none"> • Hours of Instruction by Program Area • Operational Costs by Program Area • All costs – including building, in-kind, overhead, etc. • All funds sources – including fees, donations, grants, contracts, etc. • The state expects AEP members to enter their best estimate given the information/data from their local and state level systems. • All data must be submitted by February 15, 2019 via the NOVA system. Hours of Instruction <ul style="list-style-type: none"> • Instructions issued 11/2/18 to all consortium members, leads, directors, and co-chairs. • Includes memo, background, operational definitions, methodologies, examples, screen shots, process steps in NOVA, and FAQs. • https://caladulthood.org/DownloadFile/652 • The term “hours of instruction” is defined as any reportable individual that has at least one hour of program related services or instruction in our systems. • The time period to report beginning July 1, 2017, and ending June 30, 2018. Operating Costs <ul style="list-style-type: none"> • The term “operational costs” is defined as the true cost of running AEP programs. • This includes space, utilities, custodial, overhead, equipment, as well as the normal day-to-day operational costs (instructional, classified, benefits, supplies, etc.). • Operational costs also include administrative costs, which would include administrators who oversee all areas of adult education/noncredit programs. • In some districts, some of these costs may be difficult to separate or identify specifically to the adult education/noncredit programs. We encourage districts to prorate these costs and use an allocation methodology that would estimate the true cost of running the adult education/noncredit program. Fund Sources <ul style="list-style-type: none"> • Not only will districts enter the true cost of running AEP programs, they will also enter into NOVA the various fund sources that contributed to these operational costs. • Not limited to the six main fund sources from AB104 – ec 84916 (a-f). • Also include fees, contracted services, WIOA I, Strong Workforce, Student Supports, grants, in kind, donations, etc. 		

	<ul style="list-style-type: none">• Agenda Item 3 – Workgroup Report Out: None• Agenda Item 4 – CUSD Curriculum Update: None• Agenda Item 5 – SWC Curriculum Update: None• Agenda Item 6 – SUHSD Curriculum Update: None• Other: None

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