

**Salinas Valley Adult Education Consortium**

**Meeting Minutes for Regular Steering Committee Meeting**

**September 27, 2017, 3:00 – 5:00 p.m.**

**Location: Hartnell College, Alisal Campus, Room C212, Salinas**

**Attendees**

<b>SVAEC Official Member Designees (board-approved, with voting power)</b>	<b>School/District</b>	<b>Present</b>	<b>Absent</b>
Candice McFarland <i>Director, College &amp; Career Readiness</i>	Gonzales Adult School (GUSD)	X	
Liz Modena <i>Superintendent</i>	Gonzales Unified School District (GUSD)		X
Kathy Mendelsohn <i>Dean, Languages and Learning Support &amp; Resources</i>	Hartnell College		X
Eric Becerra <i>HEP Grant Project Director</i>	Hartnell College	X	
Ana Gonzalez <i>Director, Adult Education</i>	Hartnell College	X	
Christopher Devers <i>Senior Director, Alternative Education</i>	Monterey County Office of Education (MCOE)		X
Joe DeRuosi <i>Coordinator, College &amp; Career Readiness, Alternative Education</i>	Monterey County Office of Education (MCOE)		X
Maricela Cruz <i>Administrative Assistant, Alternative Programs</i>	Monterey County Office of Education (MCOE)	X	
Emily Tsai Brownfield <i>Director, 21<sup>st</sup> Century Learning &amp; Innovation</i>	North Monterey County Adult Education (NMUSD)	X	
Kari Yeater <i>Superintendent</i>	North Monterey Unified School District (NMUSD)		X
Francisco Pinedo <i>Lead Teacher, Adult Education</i>	Soledad Adult School (SUSD)		X
Jeff Lopez <i>Principal, Community Education Center</i>	Soledad Adult School (SUSD)	X	
Steve James <i>Director, Alternative Placement for Student Success</i>	South Monterey County Adult School (SMCJUHS)	X	
Tatiana Roganova <i>Director, Salinas Adult School</i>	Salinas Adult School (SUHSD)	X	
Ana Aguillon	Salinas Union High School		X

## Salinas Valley Adult Education Consortium

CBO / <i>Manager of Business Services</i>	District (SUHSD)		
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<b>Other Consortium &amp; Member District Representatives</b>	<b>District/School</b>	<b>Present</b>
Tom Lawson, <i>ESL Program Specialist</i>	Salinas Adult School	X
Sue Landesman, <i>ABE/ASE/HSE Program Specialist</i>	Salinas Adult School	X
Veronica Munoz, <i>Accountant</i>	Salinas Adult School	X
Margarita Palacios, <i>Assistant Principal, Educational Options</i>	North Monterey County Adult Education; NMCUSD	X
Clint Cowden, <i>Dean, Career Tech Ed &amp; Workforce Dev</i>	Hartnell College	X
Rosie Armstrong, <i>Director, Workforce Development (Ag and Healthcare)</i>	Hartnell College	X
Jennifer Suttie, <i>Data Consultant</i>	SVAEC	X
Aidee Farias, <i>Research Consultant</i>	SVAEC	X
Alicia Gregory, <i>Program Assistant</i>	SVAEC	X
Kristen Arps, <i>Director</i>	SVAEC	X

<b>Community Partners</b>	<b>Organization</b>	<b>Present</b>
Kathleen Slattery, <i>Retired Teacher, Salinas Adult School</i>	Community Member	X
Charles DaSilva, <i>Manager, Corrections Programs</i>	Monterey County Jail	X
Cathy Andrews, <i>Senior Librarian, Adult Services</i>	Salinas Public Library	X
Ernesto Lizaola, <i>Manager, Community Education</i>	Salinas Public Library	X
Melody Burgess, <i>Projects Manager</i>	Monterey County Business Council	X

- **Call to Order**
  - Meeting was called to order by Director Kristen Arps at 3:10 P.M.
    - 4 out of 7 voting Designees present (Steve, Jeff, Ana/Eric, Tatiana)
    - 3:15 P.M. Quorum established 5 out of 7 Designees present (Candice arrived)
    - 3:35 P.M. 6 out of 7 Designees present (Emily arrived)
    - 3:45 P.M. 7 out of 7 Designees present (Maricela arrived)
- **Approval of Agenda and Minutes**
  - Minutes still pending, to be approved at next Regular Steering Committee Meeting
  - No changes to the agenda
- **Introductions**
  - New attendees: Rosie Armstrong (new Director, Workforce Development, Agriculture & Healthcare, Hartnell College); Clint Cowden (new Dean, CTE, Hartnell College); Charles DaSilva (Manager, Corrections Programs, Monterey County Jail); Cathy Andrews (new Senior Librarian for Adult Services, Salinas Public Library)
- **Public Comments**
  - No public comments

## Salinas Valley Adult Education Consortium

- **Program Updates:**
  - Part-time Career Advisor at Salinas Adult School will be posted today
  - Student Equity Funds and AEBG Hartnell Hiring a new Pathways Program Coordinator
  - Hartnell Starting new Non Credit ESL Classes
  
- **Plans**
  - 17-18 Annual Plan that was submitted August 15 was approved by the State.
  - Vote to approve changes to member plans
    - **Action Item:** Vote to approve new classes to be offered by North Monterey: Adult Basic Literacy Class, Food Safety Class, and Basic Computer Literacy Class in partnership with the Castroville Library.
      - **Eric Becerra motioned to approve; Tatiana Roganova seconded; no discussion; 7 out of 7 in favor; motion carried**
    - Action Item: Vote to approve new position at Salinas Adult School: SAS would like to use carryover funds to hire a full-time Database Specialist. Plan to use carryover for first year, and then use new AEBG funds plus other funding sources (LCFF if necessary).
      - **Jeff Lopez motioned to approve; Steve James seconded; no discussion; 6 in favor, 1 against (MCOE); motion carried**
  
- **New Workgroups and Revised Steering Meeting Schedule**
  - At the September Designee Retreat, it was agreed that the work of the Consortium could be accomplished more efficiently and effectively by forming a new Accountability Workgroup and reinstating the Planning Workgroup, in addition to the active Data Workgroup (PPT showed the tasks of each workgroup). With work being done in small groups, there can be fewer Steering Committee Meetings throughout the year. All formal decisions will continue to be made at the open and public Steering Meetings.
  - **Action Item:** Vote to approve revised Steering Meeting Schedule to only 4-5 meetings per year (unless additional are needed).
    - **New meeting dates:** November 29, 2017, February 28, 2018 and April 25, 2018
    - **Meetings will be from 2:30 – 5:30 P.M. with the following agenda:** 2:30 – 3:00 P.M. public discussion and program updates and announcements; 3:00 – 5:00 P.M. action Items and other business; 5:00 – 5:30 P.M. networking
      - **Emily Tsai-Brownfield motioned to approve; Jeff Lopez seconded; 7 out of 7 in favor; motion carried.**
  
- **Fiscal Administration**
  - Local and State-level updates
    - State is developing a new fiscal system for AEBG; more information to come.
    - Members will be submitting budgets, expenditures, and activities directly to the State with the new system.
    - Just learned that a portion of the 5% admin will now need to be used for oversight activities; more information to come, but could include external auditors or peer review.
  - Shared Funds: Director wants to discourage use of Member allocations for collaborative activities for which Shared Funds are already earmarked, so we can stick to set plans and budgets.

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- Shared Funds for Professional Development
  - We currently have \$15,000 in Shared Funds allotted for professional development. Want to make sure every district has a chance to send at least one person to important conferences like CATESOL and CCAE. Members were encouraged to include PD in their own plans for their own allocations, and most did, however there are shared funds set aside for this, as well.
  - Could vote to approve funding for specific conferences, or divide funds up for Members to use as they wish. Decided to vote to allocate funds for Members to use as they wish, as long as they are allowable uses.
  - **Action Item:** Vote to divide \$15,000 of Shared Consortium Funds for Professional Development activities (including but not exclusively for attendance of CATESOL and CCAE conferences)
    - **Eric Becerra motioned for \$2,000 to be given to Soledad, South Monterey County, MCOE, Hartnell, Gonzalez, and North Monterey County, and \$3,000 to Salinas (Salinas is larger) for professional development, to be revisited at the February meeting to see if funds are being spent or not; Jeff Lopez seconded; no further discussion; 4 out of 7 in favor, 3 out of 7 against (Salinas, MCOE, and South Monterey County); motion did NOT carry.**
    - **Maricela Cruz motioned for \$1,800 to be given to Soledad, South Monterey County, MCOE, Hartnell, Gonzalez, and North Monterey County, and \$4,200 to Salinas for professional development, to be revisited at the February meeting to see if funds are being spent or not; Tatiana Roganova seconded; no further discussion; 7 out of 7 in favor; motion carried.**
- **Data Workgroup**
  - Special Projects updates
    - Jennifer Suttie: October 9<sup>th</sup> and 10<sup>th</sup> there will be a CASAS Assessment and TE training
    - Gonzalez has their eCASAS testing set up and if you would like to send students to be tested. They will start giving eHiSET by the end of the year. MCOE just got approved to be a HiSET testing facility - will be going through that training.
    - Aidee Farias: Community Needs Assessment Survey still in development, should be ready in November. Members and Partners will have an opportunity to review and give feedback.
    - Aidee Farias: Environmental scan coming along, still collecting data.
    - AWD Transitions Research Project: Justin and Debra from MCOE still conducting research; report should be done by December.
    - We should share intake and assessment tools with community partners like libraries; they would like to be part of the process and be aligned with us.
- **Marketing and Outreach**
  - New website overview: Alicia Gregory provided an overview of the website, demonstrating where to find information about programs as well as info about the Consortium and resources for members (like meeting agendas and minutes). Send any suggestions or additions to Alicia. Alicia has also set up an SVAEC Facebook page; will start posting soon – please send her items to post.
  - New Fall Adult Ed Service Directory: It has been updated; please check on our website to ensure that all of your information is correct.

## Salinas Valley Adult Education Consortium

- Collaborative marketing activities: Need to create a plan so that we can work collaboratively on marketing our programs as a consortium.
- **Other**
  - Upcoming Events
    - 10/19/17 – County Jail Job/Resource Fair (11:00 A.M. – 1:00 P.M.) Let Kristen or Charles Da Silva know if you want to table. The SVAEC will have a table there.
    - 10/27/17 – Regional Adult Education Professional Development Day (8:00 A.M. – 5:00 P.M.) in Watsonville – Encourage all teachers and staff to attend!
    - 11/13/17 – Community Partner Event (1:00 – 4:00 P.M.) Still need to plan.
- **Reminders**
  - Updated staff/teacher rosters needed
  - 10/16 – Q1 Invoices and Expenditure Reports Due
  - 10/31 – Student Data Reports due
- **Final questions, comments, announcements**
  - Tatiana Roganova wants to have an iBest Program at Salinas Adult School. Anyone want to work with her? Clint Cowden, new Hartnell CTE Dean, will speak with Tatiana and Kristen about this.