

Minutes for Regular Steering Committee Meeting – **APPROVED 9/12/18**

August 22, 2018; 2:30 – 5:30 p.m.

Location: Hartnell College, East Alisal Campus

Meeting documents can be found in these 2 locations:

Shared Google Drive folder – <https://tinyurl.com/yd9gyhk7>

SVAEC website – <https://svaec.org/steering-committee/>

Attendees

SVAEC Official Member Designees (board-approved, with voting power)	School/District	Present	Absent
Candice McFarland <i>Director, College & Career Readiness</i>	Gonzales Adult School (GUSD)	X	
Ana Gonzalez <i>Director, Adult Education</i>	Hartnell College	X	
Kathy Mendelsohn <i>Dean, Languages and Learning Support</i>	Hartnell College	X	
Joe DeRuosi <i>Coordinator, College & Career Readiness, Alt. Ed.</i>	Monterey County Office of Education (MCOE)	X	
Christopher Devers <i>Senior Director, Alternative Education</i>	Monterey County Office of Education (MCOE)		X
Margarita Palacios <i>Assistant Principal, Educational Options</i>	North Monterey County Unified School District (NMCUSD)	X	
Emily Tsai Brownfield <i>Director, 21st Century Learning & Innovation</i>	North Monterey County Adult Education (NMCUSD)		X
Kari Yeater <i>Superintendent</i>	North Monterey County Unified School District (NMCUSD)		X
Ana Aguillon <i>CBO / Manager of Business Services</i>	Salinas Union High School District (SUHSD)		X
Graciela Hidalgo <i>Manager of Fiscal Services</i>	Salinas Union High School District (SUHSD)		X
Tatiana Roganova <i>Director</i>	Salinas Union High School District (SUHSD)	X	
Jeff Lopez <i>Principal, Community Education Center</i>	Soledad Adult School (SUSD)	X	
Francisco Pinedo <i>Lead Teacher, Adult Education</i>	Soledad Adult School (SUSD)		X
Paige Leebrick <i>Coordinator, Alternative Education</i>	South Monterey County Adult School (SMCJUHS)		X
Dr. Jonathan Sison <i>Director, Educational Services</i>	South Monterey County Adult School (SMCJUHS)	X	

Other SVAEC & Member District Representatives	District/School	Present
Ana Mendoza, <i>Instructor</i>	Gonzales Adult School (GUSD)	X
Mostafa Ghous, <i>Dean, South Monterey County</i>	Hartnell College	X
Greg Ludwa, <i>Instructor</i>	MCOE	X
Dawn Tovey, <i>Director/Controller Internal Business Services</i>	MCOE	X

Sue Landesman, <i>Program Specialist</i>	Salinas Adult School (SUHSD)	X
Kristen Arps, <i>Director</i>	SVAEC	X
Alicia Gregory, <i>Program Assistant</i>	SVAEC	X

Community Members	Organization	Present
Ashley Gauer, <i>Workforce Development Assistant</i>	Monterey Bay Economic Partnership	X
Susan Marscellas, <i>Regional Healthcare WDB Coordinator</i>	Monterey County Workforce Development Board	X
Amanda McCann, <i>Sales Manager</i>	Strivven Media LLC – VirtualJobShadow	X*

*Attended virtually

Meeting called to order at 2:35 p.m. by Kristen Arps, SVAEC Director.

- I. Members and Partners provided updates and announcements
 - a. Salinas Adult School: Tatiana Roganova shared that their College & Career Advisor position will likely be approved as a full-time position (it was previously part-time). That advisor will be an asset for the entire consortium.
 - b. Hartnell College: Mostafa Ghous announced that a Hartnell College Community Forum will be held on September 12, 5-7PM at the King City Campus.
 - c. Hartnell College: Ana Gonzalez informed the group of a new collaboration with Matsui. Matsui is encouraging employees to take ESL classes, so Hartnell provided an orientation and assessment of approximately 90 employees. Some are enrolling in Hartnell ESL classes, others are being referred to adult schools.

- II. Partner/Vendor presentations
 - a. Monterey Bay Career Connect is a free online tool which provides tools for career exploration and job and internship placement. For further information visit their website: <http://mbcareerconnect.org/>.
 - b. Virtual JobShadow is a web-based career exploration and workforce readiness program for youth and adult learners; it features job shadow videos for hundreds of occupations and also has a job search feature. For further information visit their website: <https://www.virtualjobshadow.com/>.

- III. Quorum, Agenda, Minutes
 - a. Formal committee proceedings commenced and quorum was established with 6 out of 7 districts represented by Designees at the beginning of the meeting (later all 7 districts were represented when the Gonzales Adult School Designee arrived).
 - b. Agenda was approved. Vote: Joe DeRuosi motioned to approve the agenda; Ana Gonzalez seconded; no discussion; 6 out of 6 voted in favor; motion approved.
 - c. Approval of prior meeting minutes were tabled for the next Special Steering Committee Meeting on 9/12.

- IV. Proposed FY18-19 budgets
 - a. Budgets for each Member District and the Shared Consortium Funds were reviewed and discussed. The vote to formally approve the budgets will occur at the 9/12 meeting.

- b. Soledad Unified School District and South Monterey County Joint Union High School District said they have some changes to make to their budgets and will resubmit them in time to be approved at the next meeting.
 - c. One significant new activity proposed in the Shared Consortium Fund budget is a new full-time Outreach & Transition Support position for the Consortium, ideally to be based in south county (likely in King City).
 - d. Proposed changes re: the 5% Admin Funds were also made which effect the Shared Consortium Fund budget:
 - i. The 5% Admin will be used to cover the salaries/benefits of Consortium staff plus a \$8,750 Fiscal Agent Admin Fee (\$1,250 per Member District, which is 5% of the first \$25,000 of each Member's allocation)
- V. \$100,000 carryover from Shared Consortium Funds to be reallocated
- a. Due to carryover from the 17-18 Shared Funds and 5% Admin Funds, the Director proposed the reallocation of \$100,000.
 - b. The group discussed potential uses of these funds, which could be used for shared activities and/or for distribution to Members through a competitive proposal process. Ideas discussed were additional data support for Members and increased local/onsite professional development.
 - c. Members will vote on use of these carryover funds at the 9/12 Special Steering Committee meeting (assuming there is 100% participation of Member Districts; this vote will require consensus).
- VI. Other information can be found in the Budget Items and Non-budget Items documents and other supporting documents posted in the meeting folder.
- VII. Final Reminders
- a. Friday 8/24: Oaxacan Cross-Cultural Training at Our Lady of Solitude, Soledad
 - b. Friday 8/31: 17-18 Q4/EOY expenditure reports due in NOVA (do budget revisions first)
 - c. Wednesday 9/6: Final draft 18-19 budgets due in SmartSheets for Consortium approval
 - d. Friday 9/28: Member 18-19 workplans (budgets + activities) due in NOVA
 - e. Monday 10/15: 18-19 Q1 expenditure reports due in SmartSheets
 - f. Monday 10/15: 18-19 Q1 invoices due (for reimbursement from Shared Consortium Funds for approved activities)
 - g. Wednesday 10/31: 18-19 Q1 Student Data due in TE
- VIII. Members agreed to change the meeting time and location of the next Special Steering Committee meeting to 1:00-4:00 p.m. on September 12 at Gonzales Adult School.

Meeting officially adjourned at 5:13 p.m.

Minutes were produced by Alicia Gregory and Kristen Arps