



Adult Education Consortium

Minutes of the AB 104 Consortium

Friday, April 1 1:00-3:00 PM

Location: VCOE, Career Education Center, 465 Horizon Circle, Camarillo 93010

Present: Michele Arso, Becky Beckett, Pamela Castleman, Frida Friend, Tim Harrison, Teresa Johnson, Inajane Nicklas, Alan Penner, Greg Hill

Luis Gonzalez was present via conference call

Absent: Diana Batista, Stevan Cvijanovich, Mike Sanders

Recorder: Kathy Walker

| Topic | Summary of Discussion | Action (If Required) |
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| <p>Roll Call and Announcement:</p> <p>Minutes</p> <p>MOU/Finance Status Reports.</p> <p>Perkins Grant Update</p> <p>Foster Care</p> | <p>Meeting was called to order by Greg Hill Jr. at 1:20 PM. Due to time limits Greg asked that the agenda items be prioritized.</p> <p><u>Motions: 1</u></p> <p>Motion by Michele Arso and Seconded by Pamela Castleman to approved the minutes from 1/21/16 and 3/4/16 meetings. All present approved – Motion passed</p> <ul style="list-style-type: none"> • Tim Harrison recommended that if members have concerns regarding status of funds they should contact Maureen Jacobs at VCCCD. • Pamela Castleman reported that there was not a lot of interest from members to apply as a consortium for Perkins Grant. Pamela would like us to take a look at this for next year. She recommended that the members interested in Perkins funds for this year should apply individually. • Rodrigo Cardenas, spoke about needs of youth-at-risk which includes, youth in Foster-Care, Homeless Living Situations, Migrant Youth, Special Education and ELD. He shared how the consortium might be able to connect with these populations. Youth in foster-care now has extended care which is for youth ages 18-21 years of age. Course certification programs can help fill the gap for this population. These youth could be taking a non-credit class at Community College at the same time they are taking a certification program at Adult Ed. High School counselors can promote a warm hand-off by setting up visitations to both the Community College and Adult Ed programs. It was noted that VCOE can help with transportation to help students be able to view programs available within the County. It was recommended that Rodrigo also connect with Workforce Development Agency for additional services. | |
| <p>Status Update: AWD Group Charter</p> | <ul style="list-style-type: none"> • Draft of the AWD Group Charter was distributed to members for discussion. Greg Hill Jr. and Frida Friend are asking all to look at proposal and give feedback. This group would be the Consortium’s Advisory Committee for AWD. These folks would | <ul style="list-style-type: none"> • Frida will coordinate with regional stakeholders to obtain recommendations |

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| | <p>carry the message to those involved and be a channel for communication between Consortium and AWD representatives.</p> <ul style="list-style-type: none"> • Frida Friend would lead this committee as the Executive Sponsor; she then could be the spokesperson when issues would be raised to consortium. • Frida will coordinate with preliminary member list to obtain recommendations. It was noted that the representative should be someone that can take information back to their prospective groups. • Consensus that Pat Forgey and Steve Turner would be the co-leads on the Advisory Committee for AWD was noted. • The Charter needs to add how long committee members serve and how many committee members will be represented on the Advisory Committee. Tentative approval to move forward was given by VCAEC members present. | <p>AWD group membership</p> |
| <p>Governance / Operations</p> | <p>Discussion of applicability of Brown Act rules on Consortium activities. In the spirit of ensuring transparency and effectiveness, emendations to the existing Governance plan regarding this issue are likely necessary.</p> <p><u>Motions: 1</u></p> <p>Motion by Pamela Castleman and Seconded by Teresa Johnson to allow recommendations to be made regarding the existing Governance plan. All present – Yes; Opposed – none; Motion passed.</p> | <ul style="list-style-type: none"> • Greg and Kathy to recommend edits to governance plan and present at next regular meeting. |
| <p>Year 2 Reporting</p> | <p>Discussion of Year 2 Reporting. Key Dates:</p> <ul style="list-style-type: none"> • May 2: Consortium Fiscal Administration Declaration Due. Requires consortia to identify allocations by member to ensure timely dispensation of funds. • May 15: Revisions to Y1 Plan due. • Mid-July: Y2 Annual Report Due <p>Topics of note include a discussion of funding allocations for Year 2 and mechanism for distributing remaining AEBG funds held by VCCCD. After much discussion it was decided that a Special Meeting was needed to discuss this further prior to the May 2nd deadline.</p> <p><u>Motions: 1</u></p> <p>Motion by Frida Friend and Seconded by Becky Beckett, that we have a Special Session on Friday, April 15, 2016 at 12:00 PM to look at allocations and decide if members need more, less or the same allocation as 15/16. The meeting will be held at VCOE, Career Education Center, in Camarillo.</p> <p>All members present – Yes; Opposed – No; Motion passed.</p> | |
| <p>WestEd Proposal 3/1/16-2/28/17</p> | <p><u>Motions: 1</u></p> <p>Motion by <u>Michele Arso</u> and Seconded by <u>Frida Friend</u> to approve WestEd Proposal for Greg Hill Jr. and Kathy Walker as stated in “Scope of Work” proposal that was presented; it was noted that the cost would not exceed \$187,659.00 for services provided 3/1/16 to 2/28/17.</p> <p>All members present and on conference call – Yes; Opposed – No; Motion passed</p> | |

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| | Note: Inajane Nicklas and Tim Harrison had left meeting prior to vote. | |
| Website / Communications | <p>Discussion regarding Marketing Plan was held. Pamela passed out a Proposal for Marketing that she developed.</p> <ul style="list-style-type: none"> • Pamela said she will continue to work on putting a marketing booklet together. The purpose of the booklet will be to make adult education popular. • Money needs to be set aside for marketing. • It was noted that during the AB86 planning a matrix was established; however, Fillmore, Moorpark, Ojai and Santa Paula will need to be added to the matrix. Greg will get matrix information to Pamela. | <ul style="list-style-type: none"> • Greg to send Pamela AB86 plan containing program matrix. |
| Topics for next meeting | <ul style="list-style-type: none"> • Marketing • AWD Advisory Committee Charter – update • Governance changes | |

Motion was made by Frida Friend and Seconded by Pamela Castleman, to adjourn the meeting. All present – Yes; Opposed – No; Motion passed – meeting adjourned at 3:29 PM

Next meeting: Special Session, April 15, 2016 at 12:00 PM; Location: VCOE, Career Education center. Regular meeting will be held Friday, May 6, 2016; Webinar at 12:00 PM; Meeting beginning at 1:00 PM; Location: VCOE, Career Education Center.