



Minutes of the AB 86 Consortium

Friday, March 4 1:00-3:00 PM

Location: Ventura Adult and Continuing Education, Ventura 93003

Present: Michele Arso, Diana Batista, Becky Beckett, Pamela Castleman, Frida Friend, Tim Harrison, Teresa Johnson, Mike Sanders, Norma Sinclair from Fillmore was representing Stefan Cvijanovich, Greg Hill

Alan Penner was present via conference call

Absent: Stefan Cvijanovich, Luis Gonzalez, Inajane Nicklas

Recorder: Kathy Walker

Minutes:

Topic	Summary of Discussion	Next Steps
Roll Call and Announcements	Meeting was called to order by Teresa Johnson at 1:15 PM. She welcomed everyone and said that Greg Hill would be joining us as soon as he finished with AB104 Webinar. Teresa Johnson announced that she had retired from VUSD; however, she would still be representing VUSD Adult Ed at the table.	
Approval of Minutes from Previous Meeting	Note: Minutes were not presented for approval during this meeting.	
AB86 Close-out Update	Greg reported that Teresa Johnson submitted Promising Practices thus qualifying the consortium for additional funding. AB86 final report of expenditures were submitted and certified by VCCCD.	
Fiscal Agency Update / Funding Reimbursement Procedures	<ul style="list-style-type: none"> • Kathy presented spreadsheets that are being used by VACE for tracking expenditures. She will be sending electronic copies to all members next week. Greg will create the spreadsheets on Smartsheet that can be used as a master list. This should be up on Smartsheet in a few weeks. • Members will not need to submit an invoice to VCCCD until they have expended the first 50% of allotment received. After first 50% has been spent, member will submit invoice for additional reimbursement, again using the reimbursement invoice that is in the MOU from VCCCD. They may use the same invoice template to show how this was spent. 	<ul style="list-style-type: none"> <input type="checkbox"/> Kathy will send Excel Spreadsheets to all members. <input type="checkbox"/> Greg will create spreadsheets on SmartSheet that can be used as a master list. This should be up on SmartSheet within a few weeks. <input type="checkbox"/> Kathy will contact Maureen Jacobs at VCCCD for copies of member MOU's submitted.

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	<ul style="list-style-type: none"> • Greg would like copies of MOU's from each member. Tim mentioned that Maureen Jacobs at VCCCD has copies of all MOU's that have been submitted. Kathy can contact her for copies. • Members can check with Maureen Jacobs to see if their checks have been sent. Emily Day is extremely busy so it is best to contact Maureen. 	
Intent to Participate Documentation	<ul style="list-style-type: none"> • Members were asked to provide their Intent to Participate form and approval documentation to Kathy Walker if they have not yet done so. 	
Consortium Marketing / Communications / CTE catalog for all Adult School classes/programs in the County	<ul style="list-style-type: none"> • Discussion of booklet highlighting programs that Michele Arso received at a conference for Counselors that was held at VCOE. General consensus that there could be value in developing similar communication assets for VCAEC, though clarity regarding scale and scope would be needed in order to move forward effectively. Website hosting and maintenance were also discussed. • Pamela tapped to inquire after costs to develop ROP catalog and report back to board at next meeting. All others will bring market assets (theirs or otherwise) to help identify the types of materials to potentially have developed as part of a larger coordinated VCAEC marketing initiative. Marketing topic will be agendized for next meeting. 	<ul style="list-style-type: none"> <input type="checkbox"/> Pamela Castleman will look into Cost for ROP Catalog and how distribution was handled. <input type="checkbox"/> Members asked to bring Marketing ideas to next meeting. <input type="checkbox"/> Marketing / communications will be agendized for next meeting
Year 2 Annual Plan – Timelines & Expectations	<p>Discussion of upcoming AEBG reporting requirements and timelines. By no later than May 2, each consortium must indicate whether they intend to have a Fiscal Agent or choose Direct Funding, as well as describe their approach to managing block grant funds. Likewise, decision to have a fiscal agent or not for year 2 of the grant was discussed.</p> <p>Motions: 1</p> <hr/> <p>Motion by Mike Sanders and Second by Teresa Johnson that the Consortium opt out of Fiscal Agent for year two.</p> <ul style="list-style-type: none"> • In Favor: All members present* • Opposed: None • Abstained: None <p><i>*Alan Penner not present via phone at this time</i></p>	
Consortium Operations	<ul style="list-style-type: none"> • Meetings. Discussion of meeting days / times / and location. Members expressed an interest in starting consortium meetings at 12:00 PM so that all could listen to AEBG Webinar together; actual meeting would begin at 1:00 PM. Greg indicated that requested Agenda items will be placed on a 	

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	<p>spreadsheet within Smartsheet. Members will be able to see when requested items are added to agenda for discussion.</p> <ul style="list-style-type: none"> • VCAEC Co-Chairs: Continuation of discussion regarding Co-Chairs from previous F2F meeting. <p>Motions: 2</p> <hr/> <p>1) Motion by Tim Harrison and Seconded by Becky Beckett that the VCAEC meetings be held on the First Friday of each month at Ventura County Career Education Center located at Camarillo Airport-if holiday on first Friday, meeting would be on the second Friday on month.</p> <ul style="list-style-type: none"> • In Favor: Michele Arso, Becky Beckett, Pamela Castleman, Frida Friend, Luis Gonzalez, Tim Harrison, Teresa Johnson, Mike Sanders, Norma Sinclair • Opposed: None • Abstained: Diana Batista <p>2) Motion by Diana Batista and Seconded by Michele Arso that Mike Sanders be co-chair of VCAEC.</p> <ul style="list-style-type: none"> • In Favor: Michele Arso, Diana Batista, Becky Beckett, Pamela Castleman, Frida Friend, Luis Gonzalez, Tim Harrison, Mike Sanders, Norma Sinclair • Opposed: None • Abstained: Teresa Johnson 	
<p>Adults With Disabilities Proposal / Working Group</p>	<p>Discussion of proposal assembled by regional AWD advocates as well as continued role of AWD working group. Frida and Greg have agreed to help shepherd group to bring recommendations and activities into alignment with AB104 and the workings of the VCAEC.</p> <p>Motions: 1</p> <hr/> <p>Motion was made by Frida Friend and Seconded by Becky Beckett to re-establish the AWD committee for the purposes of helping to inform Year 2 planning.</p> <ul style="list-style-type: none"> • In Favor: All Members present* • Opposed: none • Abstained: none <p>* Alan Penner was not present via phone at this time.</p>	<ul style="list-style-type: none"> ☐ Frida and Greg will coordinate with Pat and Steve to develop AWD group charter for VCAEC review and approval

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Open Discussion:	<ul style="list-style-type: none"> • Norma from Fillmore reported on progress of Fillmore’s program. While they realize the urgency of (June 30) it is a start-up process and they want to be sure to cover all aspects to longevity. • Pamela announced she is attending her first AE conference the end of April in San Francisco— extended an invitation to Consortium to attend with her. AE Conference scheduled for April 20th • Pamela would like to poll members regarding interest in applying for Perkins Grant. 	<ul style="list-style-type: none"> • Kathy will forward Pamela’s request to member regarding interest in applying for Perkins Grant.
TOPICS FOR NEXT MEETING:	<ul style="list-style-type: none"> • Website: Drupal <ol style="list-style-type: none"> 1. Cost options 2. Domain included? 3. Timeline for purchase • Communication piece • Mentorship (as it relates to students in CASAS) • Public Comment at meeting – Diana 	

Meeting adjourned: 3:03 PM

Next meeting:

April 1, 2016 – 12:00 PM for Webinar – 1:00 PM meeting begins

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