

## Coast Adult Education Consortium Executive Committee Public Meeting

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### Meeting Summary

Thursday, January 28, 2016

8:00 a.m. – 9:00 a.m.

Coast Community College District Office - Conference Room E  
1370 Adams Avenue, Costa Mesa, CA

**Attendees:** Dejah Swingle Dana Emerson Dr. Andreea Serban  
Steve Curiel Dr. Vince Rodriguez Kevin Ballinger  
Dr. Omid Pourzanjani Connie Van Luit  
Mary Lou Vachet

**Public:** Wendy Weeks (Youth Employment Services)

#### 1. Roll call

- **Dr. Serban** called the meeting to order at 8:03AM.

#### 2. Public comment

- There were no requests for public for comment.

#### 3. Adult Education Block Grant (AEBG) consortium allocation payments 2015-16 through January 2016 (attachment)

- **Dr. Serban** began the meeting by reminding the consortium members about Barbara Nater from OC Read. She explained that OC Read is a program that was included as a partner in the AB86 consortium. **Dr. Serban** stated that they find volunteers in the community to tutor in English, Math and assist with resume preparation and job and college applications. OC Read has several sessions per year when they train tutors. As discussed during the AB86 planning phase, we could coordinate with Barbara to have representatives from our consortium attend one or more of the training sessions every year to inform the tutors about our programs which the tutors could then provide to the individuals in the community who take advantage of the services provided by OC Read. The members of the Executive Committee expressed interest in developing the relationship with OC Read as noted.
- **Dr. Serban** referenced the handout “Coast Adult Ed Consortium Allocation Payments 2015-16”, stating that the apportionment for the Adult Education Block Grant could be found here. This apportionment would be given in monthly allocations totaling \$2,283,398 to be used through December 2017.
- **Dr. Pourzanjani** clarified that none of these funds have been spent to date. **Dr. Serban** agreed, stating that in the AEBG Report to the State, expenditures to date would be zero given the timing of preparing required documents to submit to the State (which were submitted per deadline on Nov 2, 2015) and of receiving approval from the State which came in January 2016.

4. **AEBG report to the State due January 31, 2016 (handout at the meeting)**
- **Dr. Serban** referenced the handout entitled, “AEBG Report to the State” which is due on January 31, 2016. She reiterated that the report she was completing informed the state that, to date, none of the funds had been spent as the time from July through October was used for drafting and approving the documents required by the State.
  - **Dr. Serban** then asked the group if they felt that any additional items needed to be added to this quarterly report for the State. All agreed that the narrative was complete. **Kevin Ballinger moved for approval, Dr. Pourzanjani seconded the motion and all voting members approved the current report for submission to the State.**
5. **AEBG Spring 2016 activities**
- **Member subcontracts**
    - **Dr. Serban** stated that it was her understanding that the hiring of positions for each consortium member was being handled by each of the members. However, once hired, each member should submit an invoice with the compensation for the respective positions through June 30, 2016 such that funds can be disbursed to each member in advance to pay for the compensation.
    - **ACTION: Dejah Swingle to begin the process of creating the Purchase Orders for the salaries and benefits of the new positions to be invoiced by the consortium members.**
  - **Job descriptions and hiring of positions to support the AEBG plan and activities**
    - All members stated that they were working on going through the process to begin the hiring of the positions for supporting the AEBG plan and activities.
  - **College readiness pilot Golden West College and Huntington Beach Adult School high school diploma students**
    - **Steve Curiel** stated that ALEKS, the math software, had been downloaded for the college readiness pilot, they are going through the student recruitment process. He said that he was working with his faculty for clarification on the types of classes being taught and the testing parameters to be put in place.
    - **ACTION: Steve Curiel to speak with Dr. Kameryn Denaro from Golden West about participating in one of next committee meetings to provide an update on the College Readiness Pilot.**
  - **ENG 99 course taught by Coastline Community College for adult education students at Garden Grove Adult Education School and Huntington Beach Adult School high school diploma students**
    - **Connie Van Luit** stated that this course was scheduled to start next week and there was much anticipation and excitement leading up to this start date.
  - **Exploratory work with WestEd to determine needs to data tracking and reporting related to AEBG grant performance indicators**
    - This item was tabled in the interest of time
  - **Outreach activities**

- **Dr. Serban** explained that the ESL workgroup had decided to organize a College Bridge Day event to be held at GWC on March 10, 2016. This is being organized by Nancy Boyer and Christina Kubes.
- **Dr. Serban** stated that there was money in the budget for outreach activities which brought Adult Education students to the colleges. She felt that the previous event held at Orange Coast in October 2015 was very successful and positive and the continued organization of these events would be in the best interest of these students.
- **ACTION: Dr. Pourzanjani to review the campus calendar to make sure that this proposed date for this outreach activity at Golden West College will work.**
- **Wendy Weeks** stated that she could provide aid in some outreach areas as Y.E.S has partnered with many non-profits in the area. These non-profits often work very closely with the community. She also stated that CIELO was a non-profit organization in Huntington Beach that is working with Adult Education students towards entrepreneurship.
- **ACTION: Dr. Pourzanjani to work with CILO to have that organization participate in one of the upcoming Executive Committee meetings.**
- **Other**
  - **Mary Lou Vachet** explained that they are working on an event for the population of adults that drop out of High School, Adult Education Programs or Non Credit Community College Courses. This College and Career Preparatory Academy (CCPA) would be a program for these students to earn their high school diploma.
  - **Dr. Pourzanjani** clarified that this mechanism is a charter through the state. **Steve Curiel** stated that it was ADA funded.

#### 6. AEBG Grant reporting to the State (attachments)

- **Dr. Serban** then referenced the handout “AEBG Reporting to the State” which detailed the reporting requirements. She informed the group that an annual report was due to the State in July and that each quarter required reporting expenses and a narrative describing the activities undertaken during the reporting period. The information provided by the State says that a new portal was being created where these expenses are to be reported by program.
- **Dr. Serban** noted that the reporting requirements also stated that student summary information and the performance indicators would be due with the July report. As far as enrollments, these numbers would be easy to report but some of the other performance indicators such as placement into jobs and improved wages are more challenging to report accurately.
- **Steve Curiel** stated that there was software available to aid in these reporting requirements, but it was costly. He expressed interest in potentially splitting the cost with other consortia.
- **Wendy Weeks** stated that the Youth Employment Services (YES) was working on some of these reporting requirements through the use of funding they had received from grants. She thought that may be something YES could aid the consortia with information on job placement. She also stated that

offering incentives was another tactic to get graduates to respond to survey requests for job placement information.

- **Dr. Pourzanjani** identified that there are a set of standards that are set regarding the types of students that can put through a program for tracking through job placement.
- **Dr. Serban** also stated that there would be some other Federal Reporting requirements that had yet to be announced. The only information that was received stated that the reporting would be in conjunction with WIOA Title II and Perkins.

**7. Governor's proposed budget for 2016-17 (attachments)**

- **Dr. Serban** referenced the handout entitled, "Governor's Proposed Budget for 2016-17" while also speaking to the effects of this on the State reporting that had to be completed.

**8. Adjournment**

- The meeting was adjourned at 9:25AM

**Next public meeting Tuesday April 26, 2016 8am-9am Coast Community College District Office - Conference Room E**