

**Coast Adult Education Consortium
Executive Committee Public Meeting**

Meeting Summary

Wednesday, October 19, 2016

8:00 - 9:00am

Coast Community College District Office, Conference Room E

Attendees

Coast Adult Education Consortium Executive Committee

Dr. Andreea Serban, Consortium Chair (Coast Community College District)

Steve Curiel, Consortium Vice Chair (Huntington Beach Union High School District)

Mary Lou Vachet (Orange County Department of Education)

Kevin Ballinger (Orange Coast College)

Dr. Omid Pourzanjani (Golden West College)

Connie Van Luit (Garden Grove Unified School District)

Vanessa Galey (Newport-Mesa Unified School District)

Faculty and Staff from Consortium Member Organizations

Dejah Swingle (Coast Community College District)

Phil Villamor (Huntington Beach Union High School District)

Members of the Public

Wendy Weeks (Youth Employment Services)

Barbara Neder (OC Read)

Randy Erickson (LiteracyPro)

Loann To (LiteracyPro)

1. Roll Call

- Dr. Serban called the meeting to order at 8:00am.

2. Public Comment

- Randy Erickson and Loann To of LiteracyPro provided a brief presentation of their data and accountability reporting software. The product offers features to complement services that will be provided by Launch Board. It is a live, active system for tracking referrals and is currently being considered and/or implemented by OC WIB, WIOA and a few AEBG consortiums. Dr. Serban will arrange a future product demonstration for the Executive Committee.

3. Approval of minutes for the August 10, 2016 public meeting

- On a motion by Dr. Omid Pourzanjani, seconded by Connie Van Luit, the minutes were unanimously approved.

4. 2016-17 Annual Plan submitted on August 19, 2016

- The final 2016-17 Annual Plan which was submitted to the state was distributed for information.
- Fulfillment of staff positions will enable work at an accelerated pace in 2016-17. Dr Serban provided an update as follows:
 - Hiring of Project Directors at Coast Community College District is underway. Orange Coast College has selected their hire, Golden West and Coastline are interviewing.

- Hiring of Outreach Specialists for each Coast College is underway. The application period for the positions close on October 24.
- Garden Grove Adult School has completed two hires to support their programs.

5. Workforce Investment and Opportunity Act (WIOA) regional plan for Orange County and AEBG integration – due to OC WIB on Thursday Oct 20, 2016

- Dr. Serban provided a brief overview of the following:
 - the Planning guidance and refer to pages 13 and 14 of handout for information on how AEBG consortia are included the process.
 - The crosswalk between Workforce Investment Board Regional Planning Units to Strong Workforce Regional Consortia Chairs to AEBG Regional Consortia was distributed.
 - AEBG goals in the WIOA plan are the same as the seven AB104 objectives.
 - Draft plan prepared by Jesse Crete (North Orange County Community College District) and Phil Villamor (Huntington Beach Union High School District).
- Dr. Serban noted that the Executive Committee did not have sufficient time to review and provide input for language and content edits, so the first draft will be submitted with the understanding that a second draft will come back for more thorough review.
- Mary Lou Vachet noted that the four AEBG consortia in the region are one component of a large plan and will be represented as one collaborative entity.
- Dr. Serban will schedule a follow up meeting with members of the Executive Committee and support staff to provide additional edits to the draft plan.

6. Integration of AEBG in the Strong Workforce regional plan

- Dejah Swingle, District Director of Grants and Educational Services, will work with the college Vice Presidents to propose the framework to facilitate the process.
- Phil Villamor and Jesse Crete will attend a future Executive Committee meeting to clarify the message and language.

7. Update on the Adult Education Launch Board Pilot

- The Memorandum of Understanding from the State Chancellor’s Office to participate as a pilot consortium for the Launch Board program is pending.
- Data upload guidelines for various partners such as CASAS, ASAP, CommunityPro and Aeries will be available in early November.
- A prototype of the adult education tab will be debuted at the Annual Summit in Sacramento on November 1.

8. Upcoming deliverables and reports to the State

Dr. Serban discussed the upcoming deliverables and the information needed from each member:

- Consortium level 2016-17 budget by object of expenditures needs to be entered and certified by October 31, 2016.
- Data and accountability funding budget, work plan, and online budget are all due December 20, 2016. These need to be submitted by December 16, 2016 due to the holiday break. The ability to collect data for this component is not yet defined, and there is a need for a robust research system to execute this effectively.
- First 2016-17 AEBG expenditure and progress report is due January 31, 2017.

9. Next Public Meeting

- Tuesday, December 13, 2016 at 8:00-9:00am,
Coast Community College District Office, Conference Room E

10. Adjournment at 9:00am