

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

Meeting Summary

Tuesday, April 18, 2017

8:00 - 9:00am

Coast Community College District Office, Conference Room E

ATTENDEES

Coast Adult Education Consortium Executive Committee

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

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

Mary Lou Vachet (Orange County Department of Education)

Connie Van Luit via phone (Garden Grove Unified School District)

Vanessa Galey (Newport-Mesa Unified School District)

Staff from Consortium Member Organizations

Dana Emerson (Coastline Community College)

Christina Kubes (Garden Grove Unified School District)

Sara Head (Orange Coast College)

Larisa Sergeyeva (Golden West College)

Michael Scott (Coastline Community College)

Members of the Public

Hai Hoang, Program Manager, Boat People SOS (BPSOS)

Everlynn Nguyen, Program Manager, BPSOS

Wendy Weeks (Youth Employment Services)

Jessica Amezcua

1. Roll Call

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

2. Public Comment

- None

3. Approval of minutes for the February 14, 2017 public meeting

- On a motion by Vanessa Galey, seconded by Mary Lou Vachet, the minutes were unanimously approved.

4. Approval of the Consortium Fiscal Administration Declaration (CFAD) for 2017-18

- Dr. Serban discussed the CFAD sections and information needed. Much of the information is the same as for the 2016-17 CFAD.
 - Consortium Information
 - Consortium Membership
 - Representation
 - Organizational chart
 - Fiscal Management
 - Funding channel
 - Rationale

- Fiscal management approach
 - Member Allocations
 - Allocation changes: None
 - Consensus and approval
 - Certification and Submission
- Dr. Serban indicated that for this CFAD submission Consortium Bylaws can no longer be uploaded to the state portal as it was the case last year. However, we should discuss the Bylaws to see if we want to make any revisions. After discussion, the Executive Committee approved unanimously the following revisions:
 - Update grant number to reflect the 2016-17 number
 - Add “Article I” designation
 - Revise Article I, Section 2
 - “The purpose of CAEC is to implement the objectives of AB104 to better provide adults in its region with the following programs:”
 - Revise Article III, Section 4 to read
“The agenda and documents for the meeting shall be posted on the Consortium website.”
- On a motion by Mary Lou Vachet, seconded by Steve Curiel, the 2017-18 Consortium Fiscal Administration Declaration, as presented, and the Bylaws with the revisions noted above, were unanimously approved.

5. Election of Consortium Chair and Vice Chair for 2017-18

- Dr. Serban open the floor for nominations for Chair and Vice Chair from members of the Executive Committee. Following discussion, Dr. Serban and Steve Curiel were nominated to serve as 2017-18 Chair and Vice Chair, respectively.
- On a motion by Steve Curiel, seconded by Connie Van Luit, the nomination of Dr. Serban to serve as 2017-18 Consortium Chair was unanimously approved.
- On a motion by Mary Lou Vachet, seconded by Dr. Serban, the nomination of Steve Curiel to serve as 2017-18 Consortium Vice Chair was unanimously approved.

6. Updates

- Follow up to meetings between Program Directors, Outreach Specialists and BPSOS staff:
 - Sara Head & Larisa Sergeyeva noted that work is underway to formalize partnerships and addressing mobility challenges for students to get to campuses.
 - Hai Hoang indicated BPOS is exploring options with OCTA to assist students with physical disabilities and transportation challenges. Another priority is to enhance pathways from BPOS’s highest level ESL course to AEBG’s lowest level ESL course.
 - Christina Kubes reported that The Basic Literacy program at the Lincoln campus currently has approximately 400 students waitlisted.
 - Connie Van Luit noted that her district is aware of the gap in services and is working to expand the budget to accommodate the wait list.
 - Steve Curiel noted that it is important for students to be served within the Coast Consortium’s geographic territory in order to report the outcomes. Coastline Community College’s Garden Grove facility is an option. Student density mapping relative to classroom sites and transportation corridors are key components to ensure accessibility and successful participation.
 - Dr. Serban indicated the Coast Consortium can cover the cost of facility and faculty or professional experts for a 1-year pilot to develop curriculum and expand the program.
- Christina Kubes reported that the Staff Development Day for Huntington Beach and Garden Grove Adult School teachers and staff will take place on May 11 at the Gothard facility. Agenda development is underway, and BPOS staff and volunteers are invited to attend.
- Larisa Sergeyeva noted that the ESL program is undergoing a program vitality review at GWC to address outcomes and propose changes. The focus is on the demand for vocational ESL and alignment with adult schools. Stackable ESL certificates will be available in the fall.
- Wendy Weeks suggested that transportation assistance options are available for students in need:

- Grant funding via Chambers of Commerce and Business Associations
- Utilizing the “211” telephone service for nonprofit organization referrals
- City of Westminster’s WOW (Westminster on Wheels) service

Action Item

Dana Emerson and Michael Scott will draft a proposal to work with BPSOS, whereby AEBG will provide teaching space and faculty resources beginning Fall 2017.

7. Next Public Meeting

- Friday July 28, 2017 8:00-9:00am
Coast Community College District Office, Conference Room E

8. Adjournment at 9:02am