

Coast Adult Education Consortium Executive Committee Public Meeting

Meeting Summary

Tuesday, April 26, 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 (CCCD)

Steve Curiel, Consortium Vice Chair (Huntington Beach Adult School)

Mary Lou Vachet (OCDE)

Kevin Ballinger (Orange Coast College)

Dr. Omid Pourzanjani (Golden West College)

Connie Van Luit (via phone) (Garden Grove Adult School)

Carol Hume (via phone) (Coastline ROP)

Vanessa Galey (Newport Mesa Adult School)

Dr. Vince Rodriguez (Coastline Community College)

Faculty and Staff from Consortium Member Organizations

Dejah Swingle (CCCD)

Ann Holliday (Coastline Community College, President Academic Senate)

Members of the Public

Nancy Cook (OC WIB)

Barbara Neder (OC Public Library)

Wendy Weeks (Youth Employment Services)

Dr. Serban called the meeting to order at 8:03am.

1. Roll Call

2. Public Comment

- No public comments

3. Approval of minutes for the January 28, 2016 public meeting

- On the motion of Dr. Omid Pourzanjani, seconded by Mary Lou Vachet, the minutes were unanimously approved with the following correction: Change CILO to CIELO on page 3, bullet point 4.

4. Approval of revisions to Bylaws

- Proposed changes were previously deliberated and are recommended by the Consortium Executive Committee.

- Article I, Section 4

Carry-over Funds

In an effort to provide students maximum services funded through the AEBG consortium funded members will make every effort to expend funds according the agreed upon plan

by the end of each fiscal year. In the case that funds remain for any fiscal year the following process will be followed:

- *Members with unexpended funds will provide a narrative explaining the reason for the carryover and if applicable what part of their respective plan was not carried out.*
 - *Member carryover funds will be considered in the development of the following year's plan.*
 - *Members will have first opportunity to expend in the following year any funds they carryover as long as plans to expend such fund are in accordance with the approved plan for that year.*
 - *If a member is not able to develop a plan for expenditure of carryover funds that is aligned with the approved plan then those funds will be made available for other consortium projects.*
- Article III, Section 2 – At the meeting in *April* the Executive Committee shall elect a Chair and a Vice-chair *for the next fiscal year*. At these meetings the Executive Committee will receive *and discuss* reports on the activities of the Consortium members in relation to the annual and three-year plans and budget and expenditures to date.
 - Article VIII, Section 2 - *Direct Funding: Each consortium member receives directly its approved allocation through the state apportionment process. However, the reporting and certification of expenditures to the State needs to be done by one of the members for the entire consortium. Individual members do not each report to the State directly.*
- No discussion, questions or clarifications.
 - On the motion of Dr. Vince Rodriguez, seconded by Dr. Omid Pourzanjani, the revisions to the Bylaws were unanimously approved.

5. Approval of funding allocation model for fiscal year 2016-17

- The proposed change from Fiscal Agent to Direct Allocation model was previously deliberated and is recommended by the Consortium Executive Committee.
- Beginning in 2016-17 the Maintenance of Effort (MOE) allocation will be part of the Consortium allocation. This poses a cash flow challenge for the K12 members under the current model.
- The entire allocation must still be expended in accordance with AB104 and the Annual Plan.
- On the motion of Mary Lou Vachet, seconded by Dr. Omid Pourzanjani, the change from Fiscal Agent to Direct Allocation model was unanimously approved.

6. Approval of Consortium Fiscal Declaration

- The Fiscal Declaration is due to the State by May 2, 2016.
- Dr. Serban provided an online review of the submission portal and the components of the Consortium Fiscal Declaration.
- The proposed content for the Consortium Fiscal Declaration was developed and discussed and is recommended by the Consortium Executive Committee.
- The portal is experiencing a technical issue that prevents Garden Grove from appearing as a consortium member in the "Summary" tab. Dr. Serban will address this issue in the "Additional Information" field if it is not corrected by the State by the May 2 submission deadline.
- On the motion of Dr. Omid Pourzanjani, seconded by Kevin Ballinger, the Consortium's Fiscal Declaration was unanimously approved.

7. Upcoming Key Dates

- May 10, 2016 Public Meeting
- May 15, 2016 2015-16 Annual Plan Revision Due
- June 20, 2016 2015-16 Budget Revision Due

- July 15, 2016 2016-17 Annual Plan Due
- July 31, 2016 2015-16 Annual Report Due
- August 1, 2016 Student Outcome Data Reporting Due
- September 30, 2016 Report to Legislature Due – done by the State

8. Member Updates

- Barbara Neder provided an update and distributed brochures for *Read OC* and other adult literacy programs offered by Orange County Public Libraries.

The meeting adjourned at 8:50am.

Next Meeting

Tuesday, May 10, 2016 8-9am, Coast Community College District Office - Conference Room F