

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

Meeting Summary

Wednesday, August 10, 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) *via phone*

Mary Lou Vachet (OCDE)

Kevin Ballinger (Orange Coast College)

Dr. Omid Pourzanjani (Golden West College) *via phone*

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

Faculty and Staff from Consortium Member Organizations

Dejah Swingle (CCCD)

Christina Kubes (CCCD)

Members of the Public

Wendy Weeks (Youth Employment Services)

Barbara Neder (OC Read)

Nancy Cook (OC WIB)

Dr. Serban called the meeting to order at 8:02am.

1. Roll Call

2. Public Comment

- There were no public comments.

3. Approval of minutes for the July 11, 2016 public meeting

- On a motion by Kevin Ballinger, seconded by Connie Van Luit, the minutes were unanimously approved.

4. Discussion and approval of 2016-17 Draft Annual Plan

- The draft 2016-17 Annual Plan was reviewed by Executive Committee members. Proposed edits:

Document wide

- Change Huntington Beach Adult School to Huntington Beach Union High School District (HBUSD).
- Change Garden Grove Adult Education School to Garden Grove Unified School District (GGUSD).
- Change Youth Employment Services to Youth Employment Service.
- Change Orange County Workforce Investment Board to Orange County Development Board.
- Change Orange County Read to OC Read.

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- Core services provided to Orange County Development Board – add business services.

- Core services provided to Westminster, Ocean View and Huntington Beach school districts – provide use of facilities and parent education.

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- Add to Response – Due to our collaborative work, consortium members have an increased awareness of services provided by our partners and will be able to work more closely to implement strategies and programs.
- Add to Success – Development of curriculum for personal care programs.

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- Use 2015-16 Annual Plan content for CCCD tools and vendors, as it is still valid.

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- Change TOPSpro to TOPS Enterprise
- Participating Members – add OCDE to Aeries, and add HBUSD to TOPS Enterprise.

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- Members – add OCDE and Coastline ROP to item #5

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- Gaps in Service – delete MOE (based on 2012-13) from item #1

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- New Strategies – add OCDE and Charter Schools to third bullet.
- New Strategies – add bullet: Adult Education counselors develop student workshops for college readiness and workforce preparation.

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- Key Successes – add bullet: Participation of Adult Education teachers in Golden West College Math Basic Skills workshop.
- Key Successes – add bullet: Participation in CASAS 2015 Summer Institute.

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- Key Successes – add bullet: Youth Employment Service worked with Orange Coast College to provide pre-employment training, personal finance workshops and conduct mock interviews.
- Key Successes – add bullet: Performed outreach to OC Read tutors to promote consortium programs and services.
- Key Successes – add bullet: The consortium is represented on the WIOA Leadership Council in developing the Regional Plan.
- Challenges – add bullet: Lack of grant personnel to fully engage in developing and implementing programs and activities.
- New Strategies – add bullet: Co-locating services with partners.
- New Strategies – add bullet: Online high school diploma program available through OC Read and public libraries.
- New Strategies – add bullet: Explore partnership with Youth Employment Service to conduct programs and training at adult education sites.

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- Activity #1 - add Youth Employment Service worked with Orange Coast College to provide pre-employment training, personal finance workshops and conduct mock interviews.

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- Activity #5 – add nonprofit organizations
- Members thanked Dr. Serban for her work on the draft.
- On a motion by Mary Lou Vachet, seconded by Kevin Ballinger, the 2016-17 Annual Plan with edits as discussed, was unanimously approved.

5. Discussion, revisions and approval of Member 2015-16 Budget and Expenditures and 2016-17 Planned Expenditures

- Dr. Serban reported that the template format changed and budget information by object code is now needed from the Garden Grove and Newport Mesa school districts.
- The totals for each section (program areas, objectives and object code) must match and indirect allocations are to be included. Indirect funds will be weighted and distributed across applicable objectives/programs in order to balance the totals.
- All other information in the consortium expenditure workbook is complete.

6. Discussion whether revised Governance Template needs to submitted

- Dr. Serban noted, and members agreed, that there has been no change to the consortium's function, thus a new Report on Governance Compliance does not need to be submitted with the 2016-17 Annual Plan.

7. Next Public Meeting

- Wednesday, October 19, 2016 at 8:00-9:00am, Coast Community College District Office, Conference Room E

8. Other

- Dr. Serban noted that the 3 project director for AEBG (one for each Coast College) positions are now posted and will remain open through September 5. Members are encouraged to share the opportunity with qualified individuals.

9. Adjournment at 9:10am