

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

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**Meeting Summary**

Tuesday, August 15, 2017

8:00 - 9:00am

Coast Community College District Office, Conference Room F

**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 (Garden Grove Unified School District)

Kevin Ballinger (Orange Coast College)

Dr. Omid Pourzanjani (Golden West College)

Dr. Vince Rodriguez (Coastline Community College)

**Staff from Consortium Member Organizations**

Sara Head (Orange Coast College)

Rena Quinonez (Orange Coast College)

Larisa Sergeyeva (Golden West College)

Michael Scott (Coastline Community College)

Phil Villamor (Huntington Beach Union High School District/Adult School)

Christopher Bishop (Coast Community College District)

**Members of the Public**

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

Wendy Weeks (Youth Employment Services)

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**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 Dr. Omid Pourzanjani, seconded by Connie Van Luit, the minutes were unanimously approved.

**4. Review and approval of Consortium Annual Plan for 2017-18**

- Dr. Serban noted that the 2017-18 Annual Plan is due for submission to the state today. She acknowledged the tremendous effort and contributions from consortium member staff towards the development of the plan. Dr. Serban described the changes made since the last draft distribution via e-mail on August 11 as follows:
  - Section 1 - Plans and Goals: Executive Summary, Meeting Regional Needs
    - Certain data in this section is prepopulated in the template and cannot be modified.
    - Connie Van Luit provided five additions to the "Leveraging Resources" section of the plan.

- Steve Curiel provided updated implementation status to the “Leveraging Resources” section for Hunting Beach Union School District strategies.
    - Steve Curiel provided additional details regarding the day care, transportation and tutoring components of the collaboration with the Boys & Girls Club.
    - Dr. Omid Pourzanjani recommended investigating the use of CalWorks and EOPS funds for regular and enhanced non-credit students at the colleges.
  - Section 2 - Fiscal Management
    - Dr. Serban reviewed MOE and non-MOE expenditures and remaining funds for each member. The figures reported in the Annual Plan are carried over from the Fiscal Declaration submitted on July 31.
    - The plan contains a high-level fiscal summary, and the more detailed budget will be due October 31.
    - Carryover funds from 2015-16 and 2016-17 are being incorporated into the 2017-18 plan with significant portions allocated to staff salary and benefits, technical infrastructure, professional development and training.
- Steve Curiel provided information regarding the procurement of Burlington English licenses, possibly with a bundle discount, as a method of spending down carryover funds from the 2015-16 AEBG prior to December 31, 2017.
- Dr. Serban noted that the implementation of the classification and compensation study at the Coast Community College District will have a significant impact on AEBG funds. Dr. Serban noted that District HR is working on providing the new salary placement for each position but those are expected to be made available in November 2017 which would make it difficult to accurately estimate salary and benefits. Dr. Serban asked HR to provide this information sooner for AEBG funded positions and other positions funded from other categorical funds. Kevin Ballinger concurred as this information is needed to allow sufficient time to modify the budget before the October 31 deadline.
- Dr. Serban also noted that additional funds, not previously budgeted, will be needed for proctoring the new CASAS placement test. The staff hired for this will be hourly until we have a better sense of the impact in terms of students needed to be tested and time involved. Steve Curiel noted the importance of maintaining the delicate balance wherein the consortium is close to spending its full allocation in order to substantiate the request for future increases, without exceeding the budget and necessitating cuts in future initiatives.
- Steve Curiel emphasized the need to link outcomes to specific budget expenditures in order to justify increases in spending and non-credit enrollment.
- On a motion by Dr. Omid Pourzanjani, seconded by Mary Lou Vachet, the 2017-18 Annual Plan was unanimously approved.

## 5. Other

- Dr. Serban announced that Christina Kubers of the Garden Grove Unified School district has accepted a new position and will be ending her work with the consortium.
- Dr. Serban recommended coordinating regular meetings to collaborate with the other three AEBG consortia in Orange County.
- Connie Van Luit suggested a stronger push to reengage the work groups in the coming year.

## 6. Next Public Meeting

- Thursday, November 2, 2017 8:00-9:00am  
Coast Community College District Office, Conference Room E

## 7. Adjournment at 9:01am