



RSAEC's Amendment to Year One of the 2015-16 Annual Plan - Dated May 15, 2016:

Adult Education Block Grant Annual Plan for 2015-16

4.1c – Objective 3: List other activities to integrate existing programs and create seamless transitions into postsecondary education and/or the workforce.

Table 4.1c – Objective 3: Other Key Integration and Seamless Transition Activities (add rows as needed)

4.1c(1). Activity	4.1c(2). Timeline	4.1c(3). Consortium Members Involved	4.1c(4). Outcomes Expected	4.1c(5). Method of Assessing Impact
Revise ESL curriculum Amend to read: Revision and/or new curriculum to include all seven AEBG Program Areas as stated in AB104	July 1, 2015 – June 30, 2018	RSCCD GGUSD OUSD	Create and develop new curriculum that incorporates math, career readiness skills, and contextualized based learning methods Create curriculum that is aligned across the region, including alignment between adult education and noncredit, and between the credit departments and noncredit and adult education Reduce duplication of effort and create a system of seamless transition that incorporates articulation agreements	Track the increase in student retention rates Track the number of new courses created Track the number of articulation agreements created Track the number of certificate completions Track the gain in literacy skills Track the number of program completions with student transfers to the workforce, adult secondary education and/or postsecondary education
To meet the needs of adults with disabilities in mainstream classes such as CTE, ESL, ASE and ABE Hire Instructional Assistants with a background in special education	July 1, 2015 – June 30, 2018	RSCCD GGUSD	Create a better learning environment for students with disabilities Increase the number of students who receive assistance with their learning needs, behavioral needs, and physical limitations	Track the increase in students with disabilities in mainstream courses Track the number of course completions obtained by this student group Track the amount of students that have contact with the IA's
Purchase of classroom materials including but not limited to computer software, textbooks, and supporting materials to align with the newly revised curriculum and articulation agreements	July 1, 2015 – June 30, 2018	RSCCD OUSD	Strengthen career and educational pathways Align coursework with the classroom learning materials	Track the increase in student retention rates Track the number of High School Diplomas awarded Track the number of program completions with student transfers to the workforce, adult secondary education and/or postsecondary education

4.2 - Objective 4: Activities to address the gaps identified in Objective 1 (evaluation of *current levels and types of adult education programs* within its region, and Objective 2 (evaluation of *current needs* for adult education programs within the Consortium’s region), updated in your Updated AB104 3-year Plan.

Table 4.2 - Objective 4: Key Activities for Addressing Gaps (add rows as needed)

4.2a. Activity	4.2b. Timeline	4.2c. Consortium Members Involved	4.2d. Outcomes Expected	4.2e. Method of Assessing Impact
<p>To address issues of transportation and to increase access:</p> <p>Open the Santa Ana Regional Center to accommodate growing programs in geographically designated high-need areas where the adult population is underserved. This activity will address the gap of insufficient classes in high need areas. RSCCD will work with OCSJ to expand the efforts of serving ex-offenders.</p> <p>Amend to include: The new center will be a leased facility. Start up costs include but are not limited to furniture, computers, IT infrastructure, needed building improvements, and staffing.</p>	<p>Proposed lease agreement to be completed in spring 2016.</p> <p>Proposed lease term is three years.</p>	<p>RSCCD SAUSD</p>	<p>Increase in student enrollment.</p> <p>Increase in students transitioning to higher levels of ESL.</p> <p>Increase in students integrating different programs into their study plans.</p> <p>Increase in adults transitioning from the inmate education (jail) program to the Santa Ana Center and enrolling in an ESL, ASE (HiSET) or CTE certificate program.</p> <p>Increase in the number of students transferring from community site locations to the regional center</p> <p>Increase in student access to counseling services and career and educational pathway advising</p>	<p>Track the number of students enrolled.</p> <p>Track the number of students completing a level and enrolling in the next level.</p> <p>Track the number of students taking more than one program of study at the same time. EX: ESL and CTE.</p> <p>Track the number of adults that transition from the jail program and enroll in an ESL, ASE (HiSET) or CTE certificate program.</p> <p>Track number of course completions.</p> <p>Track the number of students who transfer from a community site location and advance with an increase in course completions</p> <p>Track the number of student / counselor contact hours</p>
<p>To address issues of transportation and to increase access:</p> <p>Open the Orange Regional Center as a collaborative site for consortium members. All members will be given access to office space, as well as opening the facility to community partners such as the OC WIB, EDD, and the OC Sheriff’s Dept.</p> <p>Amend to include: The new center will be a leased facility. Start up costs include but are not limited to furniture, computers, IT infrastructure, needed</p>	<p>Proposed lease agreement to be completed in spring 2016.</p> <p>Proposed lease term is three years.</p>	<p>RSCCD OUSD</p>	<p>Increase in student enrollment.</p> <p>Increase of classes for adults with disabilities.</p> <p>Increase in students integrating different programs into their study plans.</p> <p>Increase in the number of adults transitioning from the inmate education (jail) program to the Orange Center and enrolling in an ESL, ASE (HiSET) or CTE certificate program</p> <p>Increase in the number of students transferring from community site locations to the regional center</p>	<p>Track the number of students enrolled.</p> <p>Track the number of students completing a level and enrolling in the next level.</p> <p>Track the number of students taking more than one program of study at the same time. EX: ESL and CTE.</p> <p>Track the number of adults that transition from the jail program and enroll in an ESL, ASE (HiSET) or CTE certificate program.</p> <p>Track number of course completions.</p> <p>Track the number of</p>

<p>building improvements, and staffing.</p>			<p>Increase in student access to community services such as One-Stop programs</p> <p>Increase in student access to counseling services and career and educational pathway advising</p>	<p>students who transfer from a community site location and advance with an increase in course completions</p> <p>Track the number of students utilizing community service programs</p> <p>Track the number of student / counselor contact hours</p>
<p>To address the need to gather reliable data to measure the success of AEBG strategies:</p> <p>Hire a Researcher</p>	<p>July 1, 2015 – Ongoing</p>	<p>RSCCD GGUSD OUSD</p>	<p>Gather data in the 7 program areas and 7 objectives listed in the AB104 Guidelines</p> <p>Gather data to measure the outcomes that align with WIOA as stated in the AB 104 legislation</p> <p>Gather other items of data that the consortium deems necessary for state updates, collaborations with other agencies, etc.</p>	<p>Track the completion of the state required performance measures</p>
<p>To address the need to gather create computer based programs to filter and gather stored data to measure the success of AEBG strategies:</p> <p>Hire an Applications Specialist III</p>	<p>July 1, 2015 – Ongoing</p>	<p>RSCCD GGUSD OUSD</p>	<p>Create programs to gather data in the seven program areas and seven objectives listed in the AB104 Guidelines</p> <p>Create programs to gather data to measure the outcomes that align with WIOA as stated in the AB104 legislation</p> <p>Create programs to gather other items of data that the consortium deems necessary for state updates, collaborations with other agencies, etc.</p>	<p>Track the completion of the state required performance measures</p>
<p>To address the need to have a permanent employee in charge of coordinating the efforts of the Adult Education Block Grant for the Rancho Santiago Consortium:</p> <p>Hire a Director for the RSAEC Consortium</p>	<p>July 1, 2015 – Ongoing</p>	<p>RSCCD</p>	<p>Consortium runs smoothly and meets all state deliverables incl: CFAD reports, updates on Regional, 3-Year Amended and Annual Plans</p> <p>Monthly public meetings are held and follow the RSAEC governance plan</p> <p>All members follow the state guidelines and allowable uses set forth in AB104</p>	<p>Track monthly meetings held in a timely manner and that public notice was given</p> <p>Track the completion of the state deliverables</p> <p>Track that the guidelines and allowable uses are followed</p>
<p>To address the need to expand marketing and outreach:</p>	<p>July 1, 2015 – June 30-2018</p>	<p>RSCCD GGUSD</p>	<p>Create and distribute flyers to neighborhood schools, door hangers in</p>	<p>Track the increase in regional awareness of the consortium to</p>

<p>Fund outreach and advertising of AEBG program area classes</p>			<p>nearby neighborhoods, and mass mailings</p> <p>Fund an Open House to advertise the grand opening of the new centers in Orange and Santa Ana</p> <p>Update the RSAEC Website</p>	<p>community and business leaders</p> <p>Track the increase in public awareness of new classes and sites resulting in increased enrollment</p>
<p>To address the need to service students:</p> <p>Hire School Community Liaison Workers</p>	<p>July 1, 2015 – ongoing</p>	<p>GGUSD</p>	<p>Assist students through the registration and enrollment process and other duties – including by not limited to communicate RSAEC course offerings, class descriptions, career pathways, and community consortium plans and activities</p> <p>Provide students assistance in Vietnamese and Spanish</p> <p>Assist with multiple duties related to the Regional Comprehensive Plan's objectives</p>	<p>Track the number of students completing the enrollment process</p> <p>Track the increase in public awareness to consortium programs and courses available</p>
<p>To address the gap in security at the new AEBG sites:</p> <p>Purchase a security vehicle</p>	<p>April 1, 2016 – December 31, 2016</p>	<p>RSCCD</p>	<p>Assist the new AEBG sites with security</p>	<p>Track number of security problems</p>
<p>To address the gap in services due to loss of funding:</p> <p>The previous GGUSD MOE allocation will be used to fund maintenance of ongoing programs at Lincoln Education Center and Clinton Corner - including but not limited to programs in the seven AEBG Program Areas, materials, staffing, facilities, maintenance, computers, IT, etc.</p>	<p>July 1, 2015 – June 30, 2018</p>	<p>GGUSD</p>	<p>Maintain services at GGUSD Adult Education facilities</p> <p>Develop new curriculum under the AB104 guidelines</p>	<p>Track number of class completions</p> <p>Track number of students attending</p> <p>Track completion of new curriculum</p>
<p>To address the gap in services due to loss of funding:</p> <p>The previous OUSD MOE allocation will be used to fund maintenance of ongoing programs including but not limited to programs in the seven AEBG Program Areas, materials, and staffing</p>	<p>July 1, 2015 – June 30, 2018</p>	<p>OUSD</p>	<p>Maintain programs for adults in secondary education programs (high school diploma, GED, HiSET)</p> <p>Develop new curriculum under the AB104 guidelines</p>	<p>Track number of class completions and high school diploma</p> <p>Track number of students attending</p> <p>Track completion of new curriculum</p>

4.3 - Objective 5: Employ approaches proven to accelerate a student’s progress toward his or her academic or career goals, such as contextualized basic skills and career technical education, and other joint programming strategies between adult education and career technical education.

Table 4.3 - Objective 5: Key Activities for Accelerating Student Progress (add rows as needed)

4.3a. Activity	4.3b. Timeline	4.3c. Consortium Members Involved	4.3d. Outcomes Expected	4.3e. Method of Assessing Impact
<p>Develop integrated and contextualized curriculum within CTE, ABE and ESL to create new programs and certificates following the best practice methods of I-BEST</p> <p>Amend to read: Develop alternative instructional delivery models to create new programs and certificates following best practice methods in the following models: I-BEST, Blended Learning Models, Start-Up Classes, other delivery models as determined by the Strategy Proposal Workgroup</p>	<p>July 1, 2015 – June 30, 2018</p>	<p>RSCCD GGUSD</p>	<p>Create and develop new curriculum that will accelerate the time needed to complete a certificate</p> <p>Create certificate programs that will promote seamless transitions to postsecondary programs or the workforce</p>	<p>Track the number of approved new classes and certificates</p> <p>Track number of students enrolled in classes (long term)</p> <p>Track the number of class and certificate completions (long term)</p>
<p>Pilot a mixed appointment-based walk-in tutoring center for HSS, ABE, GED and Intermediate level ESL students</p>	<p>May 1, 2015- December 31, 2016</p>	<p>RSCCD</p>	<p>Improved student study skills and strategies for courses prioritized by faculty</p> <p>Create a “study hall” atmosphere for student learning</p>	<p>Track number of students participating in the tutoring center</p> <p>Track the number of students that show improvement</p> <p>Track retention rates in participating students</p> <p>Track the number of class/certificate completions of participating students</p>

4.4 - Objective 6: Collaborate in the provision of ongoing professional development opportunities for faculty and other staff to help them achieve greater program integration and improve student outcomes.

Table 4.4 - Objective 6: Key Activities for Professional Development Collaboration (add rows as needed)

4.4a. Activity	4.4b. Timeline	4.4c. Consortium Members Involved	4.4d. Outcomes Expected	4.4e. Method of Assessing Impact
<p>2-day I-BEST Workshop</p>	<p>July 1, 2015 – June 30, 2018</p>	<p>RSCCD GGUSD</p>	<p>Increase of faculty involvement in the development of new course curriculum and certificate programs using integrated/contextualized learning strategies.</p> <p>Increase in the offering of new classes in Integrated/ contextualized courses.</p>	<p>Track the number of new courses and certificate programs developed.</p> <p>Track the number of students who enroll in these new areas, and track the number of certificate completions.</p>
<p>Attend the CCCAOE Conference</p> <p>Amend to read:</p> <p>Attend in-state and out-of-state conferences (national) to provide professional development to support the seven AEBG program areas, seven AEBG objectives, and consortium work</p>	<p>October 2015</p> <p>Amend to read: July 1, 2015 – June 30, 2018</p>	<p>RSCCD GGUSD SAUSD OUSD OCDE & Voting Partner-OCSD</p>	<p>Learn new ways of collaborating with our credit CTE faculty so that we can develop new pathways, articulation agreements and seamless transitions between noncredit/K-12 adult education CTE classes and our credit counterparts.</p> <p>Increased collaboration with peers</p> <p>Increased faculty and member knowledge on best practices</p>	<p>Track the number of students enrolled in a CTE pathway program.</p> <p>Track the number of students who transition into the credit program.</p> <p>Track the amount of articulation agreements that have been formed between credit and noncredit/ adult education providers.</p> <p>Track the number of new strategies formed from learned best practices</p>
<p>Provide Professional Development to train instructors and instructional assistants/tutors in newly revised/created curriculum, articulation agreement requirements and alignment in the seven AEBG Program Areas</p>	<p>July 1, 2015 – June 30, 2018</p>	<p>RSCCD GGUSD OUSD OCDE</p>	<p>Train instructors and Instructional assistants/tutors in newly revised/created curriculum, articulation agreement requirements and alignment in the seven AEBG Program Areas</p>	<p>Track the number of instructors, IA's and tutors trained</p> <p>Track the number of trained instructors, IA's and tutors that apply the new training to classroom/student experience</p>

4.5 - Objective 7: Leverage existing regional structures, including, but not limited to, with local workforce investment areas.

Table 4.5 - Objective 7: Key Activities for Leveraging Structures and Assets (add rows as needed)

4.5a. Activity	4.5b. Partner(s)	4.5c. Contribution(s) Made	4.5d. Consortium Members Involved	4.5e. Timeline	4.5f. Customers Expected	4.5g. Method of Assessing Impact
<p>Expand babysitting services at OUSD facilities during noncredit class hours</p> <p>Amend to read: Increase funding to community sites in exchange for increased services (including but not limited to: babysitting services, on-site counselors, and Site Director offices</p>	Community Site Partners	<p>OUSD/SAUSD or community partner agency will provide babysitting services</p> <p>SCC-SCE will provide instruction and course programs</p> <p>GGUSD will provide babysitting services and provide instruction and course programs at their RSAEC facilities</p> <p>AEBG will fund the cost in the expansion of services</p>	RSCCD OUSD SAUSD GGUSD	November 1, 2015 – ongoing	All adult learners and community members v18 and over in need of babysitting services to attend classes	<p>Track the increase in number of students served in correlation to the increase in the number of children served</p> <p>Track the number of course completions</p> <p>Track the increased number of hours as a result of expanded babysitting services</p>
<p>Leasing of Community Sites, including new sites in high need areas and updating facilities in high need areas (include but not limited to: classroom furniture and teaching aids, computers, iPads, carpet, window treatments, etc.)</p>	N/A	Reduced rent of facilities	RSCCD OUSD GGUSD	July 1, 2015 - ongoing	All adult learners and community members 18 and over	<p>Track the increase in number of students served</p> <p>Track the number of course completions</p> <p>Track the increased number of hours as a result of expanded site offerings</p>

Rancho Santiago AEBG Consortium Minutes

September 14, 2015
2:00pm-4:00 pm
OEC Provisional Education Center
1937 West Chapman
Orange, CA 92868, Room 202

Present: Bryon Fairchild, Chrissy Gascon, Sue Garnett, Geoff Henderson, Jarek Janio, Paula Kusenda, Nilo Lipiz, Ryan Murray, Kerri Torres, Connie Van Luit, Jose Vargas, Mary Walker

Agenda Item	Discussion	Action Items/Follow-Up
Introduction of new attendees (Chrissy)	<ul style="list-style-type: none"> • Sue Garnett –ESL Coordinator for Community Sites at CEC 	None
Approval of agenda (All) (Chrissy)	<ul style="list-style-type: none"> • A motion by Mary Walker and seconded by Kerri Torres to approve the agenda was made and was passed by a unanimous vote 	None
Approval of 8/17/15 minutes (Chrissy) Updates on: <ul style="list-style-type: none"> • MOE certification and allocation • Consortia allocations New organizational structure and update on board approval(s) of voting members:	<ul style="list-style-type: none"> • Corrections to page 2: • Mary discussed that we can provide funding for partners and members • A motion by Mary Walker and seconded by Kerri Torres to approve minutes was made and was passed by a unanimous vote • MOE certified allocation: \$336,868,887 • Consortia allocation: \$163,132,133 • RSAEC awarded \$3,079,153-14th highest allocation in the state • RSCCD-Mary Walker: Approved • OUSD-Kerri Torres: Approved • OCDE-Byron Fairchild: Approved 	Minutes from 8/17/15 will be updated and corrected

RSCCD, SAUSD, GGUSD, OUSD, OCDE

**Governance structure questionnaire
(Finalize and complete signature page)**

**Vote on Regional Comprehensive Plan
Priority Items**

- **Vote to approve funding and move forward on the leasing of 2 buildings in Orange and Santa Ana**
- **Vote to approve funding and move forward in hiring 10 full-time faculty members**

- SAUSD-**Ryan Murray**: Pending Sept 22
- GGUSD-**Connie Van Luit**: Pending Oct 20
- Once the voting member is on the docket it is okay to proceed with voting
- A motion by **Connie Van Luit** and seconded by **Mary Walker** was made to have OC Sheriff's Dept. become a voting member and was passed by a unanimous vote
- Governance Template was discussed and finalized with all 5 board-approved voting members and signatures were gathered
- **Jose** discussed that the Orange site is on Main St. which has additional parking across the street and a bus stop in front of the building. The Santa Ana site is near the Eddy West Stadium and the SA Jail.
- **Chrissy** explained that the sites were chosen based on census data and that 45% of adults in Santa Ana do not have a high school diploma
- **Chrissy** explained these buildings will be used primarily as student services facilities as well as providing classroom space. There will be additional office space available for wrap-around services provided by our consortium members and community partners
- A motion by **Kerri Torres** and seconded by **Bryon Fairchild** was made to approve funding up to \$1,000,000 for the leasing of 2 buildings and was passed by a unanimous vote
- **Chrissy** discussed how there is a need to hire in the CTE program as well as ASE and ESL in order to work on the AEBG objectives

<ul style="list-style-type: none"> • Vote to approve funding on continued leasing of community sites • Vote to approve funding on adding and/or supporting new adult learning sites in high need areas • Vote to approve the idea to explore increased services/funding at OUSD,SAUSD and GGUSD 	<ul style="list-style-type: none"> • Mary discussed that the full-time who are hired will be collaborating with all the districts • 5 full time-CEC, 4 full time-OEC and 1 full time-GGUSD • A motion by Mary Walker and seconded by Kerri Torres was made to approve funding up to \$1,200,000 and move forward in hiring 10 full-time faculty and was passed by a unanimous vote • Chrissy explained that we have 52 community sites, with Orange and SAUSD being the majority, that need to be funded to continue holding classes • A motion by Kerri Torres and seconded by Mary Walker was made to approve funding up to \$150,000 on continued leasing of community sites and was passed by a unanimous vote • A motion by Kerri Torres and seconded by Ryan Murray was made to approve funding up to \$25,000 on supporting new adult sites in high need areas and was passed by a unanimous vote • On -site babysitting • On-site counselor • On-site Site Director offices • A motion by Mary Walker and seconded by Connie Van Luit was made to approve the idea to explore increased services/funding at OUSD,SAUSD and GGUSD and was passed by a unanimous vote • Mary discussed that each agency needs to move forward in their areas according to the plan of the 7 areas and objectives which can be amended before the deadline • Chrissy discussed that each agency can meet with her and find the areas that need to be funded 	
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<ul style="list-style-type: none"> • Vote to approve funding to hire a short-term budget specialist to assist with the AEBG required state deliverables • Vote to approve funding to hire an Applications Specialist 111 to facilitate the needed Information Technology Infrastructure ,equipment, databases, applications, and processes to collect local data and report to the state • Vote to approve funding for a maximum of \$100,000 to move forward to order HI-SET exams and hire support staff for the Inmate Ed Programs 	<ul style="list-style-type: none"> • Chrissy explained we will need to report how much is spent in each program as the fiscal agent • Jose explained that everything has to be reported as a group • A motion by Kerri Torres and seconded by Ryan Murray was made to approve funding up to \$36,000 to hire a short-term budget specialist to assist with the AEBG required state deliverables and was passed by a unanimous vote • A motion by Mary Walker and seconded by Kerri Torres was made to approve funding up to \$117,000 to hire an Application Specialist III to facilitate the needed Information Technology Infrastructure, equipment, databases, applications, and processes to collect local data and report to the state and was passed by a unanimous vote • These funds will be used for the 6 city and county jails in the Santa Ana and Orange areas • The plan will be amended to include 3 positions, or 1 full time and 3 part time positions • A motion by Geoff Henderson and seconded by Mary Walker was made to approve funding for a maximum of \$100,000 to move forward to order HI-SET exams and hire support staff for the Inmate Ed Programs and was passed by a unanimous vote <p>Chrissy asked everyone to ask for volunteers to attend other monthly meetings to work on strategies</p>	<p>Chrissy will be sending out the AEBG upcoming deliverables to all by email</p> <p>Chrissy will be working on dates for these monthly meetings</p>
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<ul style="list-style-type: none">• Other• Meeting adjourned at 4:15pm• Next Meeting date	<p>Monday, October 12, 2015-TBA</p>	<p>Jose will be checking on having the next meeting at the new Main St. site</p> <p>Chrissy will post the next meeting on the website</p>
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Rancho Santiago Adult Education Consortium Executive Board Meeting Minutes-AEBG

**October 12, 2015
2:00pm- 4:00 pm**

**Board Meeting: Lee and Associates, Commercial Real Estate Services-Orange
1004 W. Taft Avenue, Suite 150, Orange, CA. 92865-Conference Room**

Site Visit: 1572 N. Main Street, Orange, CA 92867

Members Present: Bryon Fairchild, Chrissy Gascon, Geoff Henderson, Kerri Torres, Connie Van Luit, Mary Walker

Absent: Ryan Murray

Guests: Myra Clarke, Paula Kusenda, Nilo Lipiz

Agenda Item	Discussion	Action Items/Follow-Up
Introduction of new attendees (Chrissy)	None	None
Approval of agenda (All) (Chrissy)	<ul style="list-style-type: none"> • A motion by Mary Walker and seconded by Kerri Torres to approve the agenda was made and was passed by a unanimous vote 	None
Approval of 9/14/15 minutes (Chrissy)	<ul style="list-style-type: none"> • A motion by Byron Fairchild and seconded by Connie Van Luit to approve minutes was made and was passed by a unanimous vote 	
Consent Agenda	<ul style="list-style-type: none"> • Chrissy discussed the idea of the budget items and the minutes to be put on the consent agenda 	<ul style="list-style-type: none"> • All were in favor of adding these items to the consent agenda and Chrissy will be emailing them out to all
Update on Consortium allocation	<ul style="list-style-type: none"> • The first allocation has been approved and received 	
Update on board approval(s) of voting members	<ul style="list-style-type: none"> • RSCCD-Mary Walker: Approved • OUSD-Kerri Torres: Approved • OCDE-Bryon Fairchild: Approved • SAUSD-Ryan Murray: Approved • GGUSD-Connie Van Luit: Pending October 20 	

<p>Governance Template</p>	<ul style="list-style-type: none"> • RSAEC Board approved on 9-14-15 • Submitted to state workgroup on 9-29-15 • Approved by state workgroup on 9-30-15 	
<p>Submitted Voting Proposals</p> <ul style="list-style-type: none"> • Vote to approve funding to hire an AEBG Director of Research to lead the consortium’s efforts in data collection to comply with outcome measurements as detailed in the AB104 legislation • This is an ongoing position 	<ul style="list-style-type: none"> • The 7 different area items need to be tracked regionally for both GGUSD and RSCCD • Mary discussed that the researcher would compare the past to the present, looking at what we have added to the programs and the student success outcomes • Chrissy discussed that the state requires us to track how we have made improvements from the previous year • A motion by Kerri Torres and seconded by Byron Fairchild was made to approve funding to hire an AEBG Director of Research to lead the consortium’s efforts in data collection up to \$158,000 annually and was passed by a unanimous vote 	
<ul style="list-style-type: none"> • Vote to approve funding to pilot an evening childcare program at CEC. The pilot will allow 75 children to attend Monday-Thursday between the hours of 5-9PM and include dinner. 	<ul style="list-style-type: none"> • Classes at Godinez could also participate in the childcare program at CEC • Includes 1 master teacher and a site supervisor-both part time • 3 interns at \$12.00 an hour-maybe tutors from K-12 • Dinner for 75 children at \$5.00 a meal, no babies-toddler and above • Offer in Spring 2016 as a pilot program to see if students are completing sooner without obstacles • A motion by Mary Walker and seconded by Kerri Torres was made to approve funding to pilot an evening childcare program at CEC up to \$100,000 for Spring 2016 and was passed by a unanimous vote 	
<ul style="list-style-type: none"> • Vote to approve designating funds to support updating curriculum 	<ul style="list-style-type: none"> • Chrissy discussed that we are currently not aligned with credit and that we need curriculum writers to help with the aligning process as a pathway to college • Chrissy discussed that the SAC-SCE and SCC-SCE ESL curriculum has not been re-written in 20 years • SCC credit has classes that are 2 levels below transfer and 	<ul style="list-style-type: none"> • Mary will meet with Geoff to plan for the needs of the jail • Chrissy will work on the budget breakdown of each item

	<p>SAC credit has classes that are 5 levels below transfer</p> <ul style="list-style-type: none"> • Chrissy explained that the one year allocation is now good for 3 years, but we need to spend in the first year • A motion was made by Mary Walker and seconded by Kerri Torres to approve designating funds to support updating curriculum up to \$100,000 for 2015-16 and up to \$200,000 for 2016-17 was passed by a unanimous vote 	
<ul style="list-style-type: none"> • Vote to approve amending the RCP and designating funds to support alternative instruction delivery models 	<ul style="list-style-type: none"> • We can follow the example of the IBEST models • Chrissy discussed the ability to teach with lesser students to grow programs in new areas • Mary discussed that the jail classes are in jeopardy of canceling due to low student attendance-maybe we can pay an instructor to deliver materials to inmates who can't leave their cell to work on independent study • Chrissy discussed that the state would like us to have local control with approvals on some items and then all decisions will be final • Mary explained that in Spring 2016 we can increase funding requests • A motion was made by Geoff Henderson and seconded by Connie Van Luit to approve amending the RCP and designating funds to support alternative instruction delivery models up to \$100,000 and was passed by a unanimous vote 	
<ul style="list-style-type: none"> • Vote to approve funding a 2-day I-BEST faculty development workshop in January, 2016 to educate faculty and administration on contextualized, integrated learning models 	<ul style="list-style-type: none"> • Chrissy discussed that we would like credit to be involved • A motion was made by Kerri Torres and seconded by Mary Walker to approve funding a 2 day I-BEST faculty development workshop in January, 2016 and was passed by a unanimous vote 	
<ul style="list-style-type: none"> • Vote to approve amending the RCP to accommodate approved proposals from the 	<ul style="list-style-type: none"> • A motion was made by Connie Van Luit and seconded by Kerrie Torres to approve amending the RCP to accommodate approved proposals from the Sep. 14th 	

September 14th Executive Meeting	Executive Meeting and was passed by a unanimous vote	
<ul style="list-style-type: none"> • AEBG Upcoming deliverables: • RSAEC AB104-AEBG 2015-2016 • RSAEC AB104-AEBG 2015-2016 Annual Plan Update • RSAEC AB104-AEBG Three-Year Consortia Plan Update 	<ul style="list-style-type: none"> • Chrissy discussed the request for voting members to work and approve feedback on an email basis 	<ul style="list-style-type: none"> • Chrissy will email items to all and meet Oct.26 at 2:00pm at OEC-Chapman site room 202 for signatures • All will read and work from an email basis • Chrissy will email Ryan Murray • Chrissy will work with Connie
<ul style="list-style-type: none"> • AEBG Strategy Proposal Workgroup (SPW) 	<ul style="list-style-type: none"> • Representation is needed in all program areas • Next SPW Meeting: Monday, Nov. 2- 3:00pm-5:00pm 	
<ul style="list-style-type: none"> • Site Visit (3:15pm) 	<ul style="list-style-type: none"> • All were invited to visit the potential new Orange Consortium/Classroom Hub on Main St. 	
<ul style="list-style-type: none"> • Other 	<ul style="list-style-type: none"> • Chrissy discussed that we need to choose a logo and choose colors-web designer needs this before we start 	<ul style="list-style-type: none"> • Chrissy will email out a sample of colors and our new AEBG web site page for all to see • Voting members will send their photos to Chrissy with a link to their email and agency
Next meeting date:	November 9, 2015 site TBA	<ul style="list-style-type: none"> • Chrissy will send out the location
Meeting adjourned : 3:15pm to go to new proposed site		

Rancho Santiago AEBG Executive Board Meeting Minutes

November 9, 2015
2:00pm-4:00 pm
OEC Provisional Education Center
1937 West Chapman
Orange, CA 92868, Room 202

Members Present: Chrissy Gascon, Geoff Henderson, Ryan Murray, Connie Van Luit, Mary Walker

Members Absent: Byron Fairchild, Kerri Torres

Guests: Raymond Hernandez, Myra Clarke, Paula Kusenda

Agenda Item	Discussion	Action Items/Follow-Up
Introduction of new attendees (Chrissy)	<ul style="list-style-type: none"> • Raymond Hernandez –GGUSD Lincoln Ed. Center 	None
Approval of agenda (All) (Chrissy)	<ul style="list-style-type: none"> • A motion by Mary Walker and seconded by Connie Van Luit to approve the agenda was made and was passed by a unanimous vote 	None
Approval of Consent Agenda (Chrissy) <ul style="list-style-type: none"> • Minutes: October 12,2015 • Minutes: October 26, 2015 • Vote to Approve: proposed GED class at REI (falls under approved alternative teaching models budget - \$6,000) • Vote to Approve: proposed new math curriculum for math articulation with SAC credit (falls under approved curriculum support budget - \$2,500) 	<ul style="list-style-type: none"> • A motion by Connie Van Luit was made and seconded by Ryan Murray to approve the consent agenda and was passed by a unanimous vote 	
Vote on the following items: <ul style="list-style-type: none"> • Vote to approve budget adjustments as determined by the budget office • FT Faculty Coordinator - \$128,000 	<ul style="list-style-type: none"> • Chrissy explained that the AEBG grant is a continuous grant (July 1, 2015 to June 30, 2018), not for only 1 year • A motion was made by Ryan Murray and seconded by Connie Van Luit to approve budget adjustments as determined by the 	

<ul style="list-style-type: none"> • FT TOSA - \$128,000 • FT Applications Specialist III - \$120,000 	<p>budget office and was passed by a unanimous vote</p>	
<ul style="list-style-type: none"> • Vote to approve the AEBG Director salary with benefits - \$144,000 	<ul style="list-style-type: none"> • The annual salary of the AEBG Director position was discussed along with benefits and will need to be flown under the AEBG Block Grant • Mary discussed that the AEBG budget will be going for approval to the RSCCD board on November 9th • Mary will be forming a hiring committee to hire the AEBG Director position • A motion by Connie Van Luit was made and seconded by Ryan Murray to approve the budget of the AEBG director's salary with benefits and was passed by a unanimous vote 	<p>Mary will send out an email asking for participation for the committee</p>
<ul style="list-style-type: none"> • Vote to approve fixed costs that will have annually recurring budgets - varies 	<ul style="list-style-type: none"> • Mary explained that the hired positions are on-going • Mary explained that HI-SET was also an ongoing cost • Chrissy explained that all salaries require that benefits be included and there will be some fluctuation in costs due to years of experience, benefits need, and annual adjustments/COLA/raises • A motion was made by Ryan Murray and seconded by Mary Walker to approve the shifts in fixed costs and was passed by a unanimous vote 	<p>Everyone agreed that HI-SET will continue to be an on-going cost</p>
<ul style="list-style-type: none"> • Vote to approve an increase in the previous childcare budget - \$5,000 	<ul style="list-style-type: none"> • Chrissy explained that the student who drops off his/her child must be taking classes at CEC or GOFs to take advantage of the new evening childcare pilot program • Chrissy explained that she is working on a marketing and outreach plan to go out to students before the winter break • A motion was made by Mary Walker and seconded by Ryan 	

	<p>Murray to approve an addition of \$ 5,000 for a part-time intake and attendance staff member and was passed by a unanimous vote</p>	
<p>December 11th budget due to State</p> <ul style="list-style-type: none"> • Details of 1000 to 7000 accounts • AEBG Working Budget 	<ul style="list-style-type: none"> • Chrissy discussed that we have set aside \$500,000 in a holding account that we can carry over until 2018 if not used before hand • The strategy proposal workgroups are looking at software programs for all 3 schools-OUSD,GGUSD and RSCCD which could cost up to \$200,000 • The money for Curriculum development is a short term strategy - funding has been approved for 2 years • Mary discussed that if GGUSD’s planning money isn’t used, it be used towards other AB86 strategies • Mary discussed the idea of month to month or every 2 month budget updates to the AEBG executive committee • Chrissy discussed that AEBG reports are updated every 6 months • All AB86 expenditure reports have been posted on the RSAEC website-very transparent. We will continue to do this with the new AEBG funding 	<p>Mary will have reports done through December and sent to all</p>
<p>Update on Board Approvals</p>	<ul style="list-style-type: none"> • SAUSD-Ryan Murray: Approved Sept 22 • GGUSD-Connie Van Luit: Approved Oct. 20 	
<p>SAUSD and GGUSD subcontract agreements updates</p>	<ul style="list-style-type: none"> • SAUSD subcontract agreement is done • GGUSD subcontract agreement is being worked on and should go for RSCCD board approval on December 7 	

<p>RSAEC Bylaws</p>	<ul style="list-style-type: none"> • Chrissy discussed the idea of forming Bylaws 	<p>Chrissy will work on writing Bylaws for RSAEC and send to all</p> <p>Connie will send a copy of Coast's Bylaws to Chrissy as a sample</p>
<p>RSAEC Website</p>	<ul style="list-style-type: none"> • Chrissy handed out a copy of the email addresses & website information of the voting members to verify that they are correct • Chrissy passed around logos and colors of the website and asked for ideas • Geoff suggested changing the position of the home button • Chrissy suggested that we put more photos representing the consortium with rotating pictures of all sites 	<p>Chrissy will have the graphic department design the colors and bring to the next meeting as an example</p>
<p>Strategy Proposal Workgroup (SPW)</p>	<ul style="list-style-type: none"> • Next meeting will be changed from December 7th to November 30th • Future dates would need to meet before the Executive Board Meeting dates-3rd or 4th Monday of the month • No strategy proposal meeting in January due to holidays • Department and Dean would need to have an approval on the strategy proposal forms before they can go to the executive committee • Chrissy will keep the forms so we can refer to them and update our progress and they will be used to be follow up on each item • The executive board meetings are the approvals on these forms • 5 strategy proposal worksheets were discussed at the 	<p>Chrissy will send out the change in meeting date and an update of the SPW 2015-2016 calendar</p> <p>Chrissy will make a table which will show periodic updates at a glance</p>

	<p>November SPW meeting. The workgroup felt that two were ready to be sent to the executive committee for approval</p> <ul style="list-style-type: none"> • Raymond Hernandez suggested that everyone can report on Google docs 	
<p>Other</p>	<ul style="list-style-type: none"> • Raymond Hernandez suggested putting Best Practices on our website-showing results in each area as we go along • Geoff asked about AEBG matching funds with another grant for a goal of reducing recidivism rates • Chrissy discussed that she is doing a crosswalk of 5 grants for RSCCD to determine who is doing what so that we do not duplicate efforts • Mary explained that we can provide counselors to the Inmate Ed Programs to help put plans together for inmates when they get out • Dec. 1-2 –Chrissy will attend meetings in Sacramento with all AEBG coordinators to read each other’s plans-going over 4 different deliverables • The 10 new full time faculty will be able to work on more task groups when they are hired • Raymond and Myra discussed that the HVAC program at Lincoln Ed. Center will help with installing air conditioning in every classroom • Chrissy discussed we will be hiring 2 new CTE full time coordinators 	<p>Chrissy will ask the State workgroup about matching funds</p> <p>Chrissy will send out the crosswalk when she is finished</p> <p>Geoff will send out a flyer on a workshop at Orangewood of Child Abuse and neglect-Dec. 8th</p> <p>Chrissy will report on the meetings in Sacramento at the next Executive Board Meeting in December</p> <p>Chrissy will bring in updates of CTE programs to the next Executive Board Meeting in December</p>
<p>Meeting Adjourned :3:55pm</p>	<p>Next Meeting: December 14 at OEC Provisional Education Facility, 1937 West Chapman, Room 202 Time: 2:00pm-4:00pm</p>	

Rancho Santiago AEBG Executive Board Meeting Minutes

December 14, 2015
2:00pm-4:00 pm
OEC Provisional Education Center
1937 West Chapman
Orange, CA 92868, Room 202

Members Present: Chrissy Gascon, Geoff Henderson, Ryan Murray, Kerrie Torres, Mary Walker, Mary Lou Vachet

Members Absent: Connie Van Luit

Guests: Sue Garnett, Raymond Hernandez, Paula Kusenda

Agenda Item	Discussion	Action Items/Follow-Up
Introduction of new attendees (Chrissy)	<ul style="list-style-type: none"> • No new attendees 	None
Approval of agenda (Chrissy)	<ul style="list-style-type: none"> • A motion by Mary Walker and seconded by Kerri Torres to approve the agenda was made and was passed by a unanimous vote 	None
Approval of Consent Agenda (Chrissy) <ul style="list-style-type: none"> • Minutes: November 9, 2015 	<ul style="list-style-type: none"> • A motion by Kerrie Torres was made and seconded by Ryan Murray to approve the consent agenda and minutes and was passed by a unanimous vote 	None
OCDE change of voting member <ul style="list-style-type: none"> • Bryon Fairchild has stepped down as the approved voting member for OCDE. The OCDE Superintendent has approved Mary Lou Vachet to be the voting member 	<ul style="list-style-type: none"> • Mary Lou's paper work has been turned in and approved by the Superintendent of OCDE 	
<ul style="list-style-type: none"> • Update on the status of the Director position 	<ul style="list-style-type: none"> • Mary has posted the Director of Special Programs position that will close on January 20th 	Mary will forward the flyer to all Mary will check to see if other agencies can be

		on the hiring committee and will email to all to see who would like to be on it (only voting members)
<ul style="list-style-type: none"> • Vote on the following items: • Vote to approve: Wilson Alternative Class (falls under approved alternative teaching models) • Budget: \$13,536 	<ul style="list-style-type: none"> • A motion by Mary Walker was made and seconded by Mary Lou to approve an Alternative daytime class at Wilson Elementary and was passed by a unanimous vote • Wilson is close to Santa Ana College • It will take a semester to grow the class 	
<ul style="list-style-type: none"> • Vote to approve: Wilson Daytime Babysitting (falls under approval of increased funding for student services-no budget determined) • Budget: \$7,680 	<ul style="list-style-type: none"> • A motion by Kerrie Torres was made and seconded by Ryan Murray to approve Wilson daytime babysitting and was passed by a unanimous vote 	
<ul style="list-style-type: none"> • Vote to approve: Sierra Evening Babysitting(falls under approval of increased funding for student services-no budget determined) • Budget: \$6,480 	<ul style="list-style-type: none"> • A motion by Kerrie Torres was made and seconded by Ryan Murray to approve Sierra Evening babysitting and was passed by a unanimous vote 	
<ul style="list-style-type: none"> • Vote to approve: Proposed new math pathways curriculum to streamline and shorten the math pathway(falls under approved curriculum support budget) • Budget: \$3,750 	<ul style="list-style-type: none"> • A motion by Kerrie Torres was made and seconded by Mary Walker to approve a proposed new math pathways curriculum and was passed by a unanimous vote. • 2 instructors will write this over Christmas break • Chrissy is writing this as a Best Practices model for the AEBG website 	
<ul style="list-style-type: none"> • Vote to approve: Professional Development: High School Equivalency Training • Budget: \$1000 	<ul style="list-style-type: none"> • A motion by Kerrie Torres was made and seconded by Ryan Murray to approve Professional Development-High School Equivalency Training and was passed by a unanimous vote. • Chrissy explained that our flex activities are opened to all schools • This workshop will be held during flex week-January 6,7,8 	Chrissy will send the flex schedule out to all

<ul style="list-style-type: none"> • Vote to approve: Professional Development: My Open Math Training • Budget: \$1000 	<ul style="list-style-type: none"> • A motion by Kerrie Torres was made and seconded by Mary Lou Vachet to approve Professional Development for My Open Math Training and was passed by a unanimous vote. • This workshop will be held during flex week-January 6,7,8 	
<ul style="list-style-type: none"> • Vote to approve: Alignment and Transition: ABE/HSS IA's for Adults with Disabilities • Budget: \$12,500 	<ul style="list-style-type: none"> • A motion by Mary Lou Vachet was made and seconded by Ryan Murray to approve ABE/HSS IA's for the Adults with Disabilities programs and was passed by a unanimous vote. • This will be for the Santiago Canyon College Division of Continuing Education • This will be for Spring semester only as a pilot 	<p>Chrissy will email out the job description to all</p>
<p>AEBG Implementation Documents & Budget Information</p> <ul style="list-style-type: none"> • All RSAEC-AEBG implementation documents have been reviewed and approved by the CCCCCO and CDE. • Details of 1000 to 7000 accounts due to the Chancellor's Office December 11th • AB86 final expenditure reporting period and grant close-out date: December 31, 2015 • Updated RSAEC-AEBG Working Budget 	<ul style="list-style-type: none"> • Chrissy explained that the budget was certified and all deliverables were received and approved • Chrissy discussed that the state said all plans can be altered at another date • After the close out of AB86, we will only be working on the AEBG budget • Chrissy handed out the budget for AEBG and explained what has been budgeted so far • Chrissy explained that the sub agreement for Garden Grove will be added 	

RSAEC-AEBG Logo and Website	<ul style="list-style-type: none"> • RSAEC logo mock-up should be ready by the end of January • Chrissy will have an example to show by the next meeting in February • Chrissy will meet with the web developer this week-all meetings, agendas and minutes are updated 	
Strategy Proposal Workgroup	<ul style="list-style-type: none"> • Next meeting will be January, 25 • HSS students who are short on credits can come to Continuing ED to finish and get a diploma from the Chancellors Office through RSCCD 	
January Meeting <ul style="list-style-type: none"> • Discussion-should we cancel the January meeting due to the holidays? Other Meeting Adjourned at 3:15pm	<ul style="list-style-type: none"> • A motion was made by Mary Walker and seconded by Kerri Torres to cancel the January meeting and was passed by a unanimous vote by 5 voting members • Mary discussed that Hi-SET has been started in the jail and went very smoothly • The district will use proctors and we will pay them with the AEBG grant • Mary discussed the updates on the new facilities- at 1572 N. Main St in Orange and 1125 E. 17th St. in Santa Ana • The site on 17th street has a lot of parking and used to be a college. It has access to bus routes and is close to the Sierra site. There is a strong need for HSS diplomas in this area. • Mary discussed that they are both going for board approval in January and with the anticipation to begin lease agreements as of February 1st <p> Next meeting: February 8, 2016 OEC Provisional Education Facility 1937 W. Chapman, Orange CA 92868 Room 202 2:00pm-4:00pm </p>	

**Rancho Santiago AEBG Executive Board Meeting Minutes
February 8, 2016
2:00pm – 4:00pm**

**Location: OEC Provisional Education Facility
1937 West Chapman Ave., Orange, CA 92868, Room 202**

Members present: Chrissy Gascon, Geoff Henderson, Ryan Murray, Mary Lou Vachet, Connie Van Luit, Mary Walker

Members Absent: Kerrie Torres

Guests: Raymond Hernandez, Evangeline Matthews, Paul Marquardt

Item	Discussion	Action
Introduction of new attendees	<ul style="list-style-type: none"> • Evangeline Matthews • Paul Marquardt 	
Approval of agenda	<ul style="list-style-type: none"> • A motion was made by Mary Walker and seconded by Mary Lou Vachet • unanimous 	
Approval of consent agenda <ul style="list-style-type: none"> • Minutes: December 14, 2015 	<ul style="list-style-type: none"> • Revise Members Present: Kerrie Torres attended • A motion was made by Ryan Murray and seconded by Geoff Henderson • unanimous 	<ul style="list-style-type: none"> • Chrissy – check sign-in sheet and add Kerrie Torres
Update on the status of the Main Street site <ul style="list-style-type: none"> • Discussion of a name for the site, tentative opening dates, classes, consortium and partner involvement 	<ul style="list-style-type: none"> • Lease started Feb. 1, 2016 • Doing tenant improvements now • Colors chosen for walls (handed out paint samples) • Working with district furniture representative getting final quotes- expects to come in under the estimated 	

	<p>\$150,000</p> <ul style="list-style-type: none"> • Need 101 computers for site – only about 55 will be purchased with AEBG and other grants will supplement (not buying SmartBoards) • Buying projectors, document readers, • Four classrooms – not identifying specifically what program • Options AWD, High School Diploma/Equivalency, Computers, ESL • Office space for counselors, faculty and consortium members • Conference room (STW and consortium) • Described and showed specs on furniture • Hoping to start classes April 11-June 30 depending if classrooms are ready • Discussion of name for site: <ul style="list-style-type: none"> ○ Main Street Education and Career Center ○ Adult Student/Education Success Center • Budget – shared updated budget for AEBG 	<ul style="list-style-type: none"> • Chrissy will send out some name suggestions and we can handle the discussion by email
<p>Guest: Paul Marquardt</p> <ul style="list-style-type: none"> • Dissertation Research Study on Adult Education 	<ul style="list-style-type: none"> • Doctoral student – Ed.D • Explained his research project on adult education within Santa Ana • Shared handout • Asked for feedback on study – can email or call 	
<p>Update on the status of the Director position</p>	<ul style="list-style-type: none"> • In Rancho hiring process-confidential 	
<p>Vote on the following items (see handout for details):</p> <ul style="list-style-type: none"> • Vote to Approve: Amendment to the Regional Comprehensive 	<ul style="list-style-type: none"> • Plan ahead for conferences to do sub contract agreements and purchase orders • A motion was made by Mary Walker and 	<ul style="list-style-type: none"> • Chrissy will check on subcontract agreements - for future spending items

<p>Plan, 3-Year Amendment and 1-Year Annual Plan (conference attendance and fees)</p> <ul style="list-style-type: none"> • Budget: \$10,000 	<p>seconded by Connie Van Luit</p> <ul style="list-style-type: none"> • unanimous • Chrissy will let us know if we need signatures from members and will send by email 	<ul style="list-style-type: none"> • Members should think ahead for future spending and plan for subcontracts
<ul style="list-style-type: none"> • Vote to Approve: Amendment to the Regional Comprehensive Plan, 3-Year Amendment and 1-Year Annual Plan (include specific language regarding IA's and classroom aids in all seven program areas) • Budget: up to \$7,500 per part-time IA 	<ul style="list-style-type: none"> • A motion was made by Mary Walker and seconded by Geoff Henderson • Passed by a unanimous vote 	
<ul style="list-style-type: none"> • Vote to Approve: Sycamore Babysitting-OUSD (falls under approval of increased funding for student services – no budget determined) • Budget: \$2,160 	<ul style="list-style-type: none"> • A motion was made by Connie Van Luit and seconded by Mary Lou Vachet • Passed by a unanimous vote 	
<ul style="list-style-type: none"> • Vote to Approve: Alignment and Transition: CTE IA's for Adults with Disabilities • Budget: \$12,500 	<ul style="list-style-type: none"> • A motion was made by Mary Walker and seconded by Ryan Murray • Passed by a unanimous vote 	
<ul style="list-style-type: none"> • Vote to Approve: Outreach and Advertising for AEBG Programs • Budget: \$50,000 	<ul style="list-style-type: none"> • A motion was made by Mary Walker and seconded by Mary Lou Vachet • Passed by a unanimous vote 	<ul style="list-style-type: none"> • Chrissy will check on Orange television channel to advertise • Chrissy will check with Outreach on other resources • Chrissy will check if a free gift idea is covered under AEBG
<p>AB86 Closeout:</p> <ul style="list-style-type: none"> • AB86 final expenditure reporting period and grant close-out date: December 31, 2015 • January 31 Expenditure Report was certified 	<ul style="list-style-type: none"> • Chrissy reported (see agenda item) 	<ul style="list-style-type: none"> • Chrissy will check on due date of Final Expenditure Report (might not be August)

<p>and received 1-31-16</p> <ul style="list-style-type: none"> • Final Expenditure Report will be due in August 		
<p>AEBG Budget Update:</p> <ul style="list-style-type: none"> • The first AEBG expenditure report was due to the state on January 31 (reporting period = July 1-December 31, 2015) • RSAEC had no expenditures to report due to a delay in receiving grant funds and the need to have board approval (November 9) and accounts in place before expenditures were made 	<ul style="list-style-type: none"> • Chrissy reported (see agenda item) • Chrissy reported that the actual performance/outcomes report has not been distributed yet. 	
<p>Update: RSAEC Website and Logo</p> <ul style="list-style-type: none"> • New website look/colors • Logo design 	<ul style="list-style-type: none"> • <u>Website</u> under construction • Discussed home page revisions • <u>Logo:</u> Chrissy received approval for symbol of “linking squares” from state • Discussed logo example and other options • Suggested moving “Adult Ed Consortium” under blue square before “Rancho Santiago” • General consensus was removing blue “C” – maybe make the “AE” blue • A consideration is many consortia are using the same colors. Suggested using different shades of blue • We will vote on one of samples of logo provided by graphic artist as discussed • 1 Mary Lou • 2 Geoff • unanimous 	<ul style="list-style-type: none"> • Geoff will send stock photos for students in the jails to Chrissy for website • Mary Lou will check into page for OCDE charter school and send to Chrissy • Chrissy will look into <i>FatHead</i> sticker logos (for conference room wall or elsewhere) • Chrissy will ask graphic designer to send revised samples • Chrissy will send to members for comments
<p>Strategy Proposal Workgroup</p>	<ul style="list-style-type: none"> • Next Meeting: Monday, February 29 	

	<ul style="list-style-type: none"> • CEC A-112 	
Other		
<ul style="list-style-type: none"> • April Meeting – Survey how many members can attend on either April 11 or 18 due to spring holidays 	<ul style="list-style-type: none"> • All can attend April 18 	

Future Meetings: 2016: March 14, April 18, May 9, June 13

Rancho Santiago Adult Education Consortium (RSAEC) Executive Board Meeting - Adult Education Block Grant (AEBG)
March 14, 2016 2:00 – 4:00

Location: OEC Provisional Education Facility
1937 West Chapman Ave., Orange, CA 92868, Room 202

Members Present: Chrissy Gascon, Geoff Henderson, Ryan Murray, Mary Lou Vachet, Mary Walker

Members Absent: Connie Van Luit, Kerrie Torres

Guests: Evangeline Matthews

MINUTES

Item	Discussion	Action
Introduction of new attendees	None	
Approval of agenda	<ul style="list-style-type: none"> • A motion was made by Mary Walker and seconded by Ryan Murray • Passed by a unanimous vote 	
Approval of minutes <ul style="list-style-type: none"> • Minutes: February 8, 2015 	<ul style="list-style-type: none"> • A motion was made by Geoff Henderson and seconded by Mary Lou Vachet • Passed by a unanimous vote 	
Update on the status of the Director position	Chrissy Gascon was selected and accepted position (pending board approval on 3/28/16)	
Update on the status of the Main Street site <ul style="list-style-type: none"> • Vote to Approve: Orange-Site Name • Budget: None • Vote to Approve: RSAEC Logo • Budget: None 	<u>Site Name:</u> Various names were discussed. "Adult Education Center" (<i>College and Workforce Preparation</i> as tagline) <ul style="list-style-type: none"> • A motion was made by Ryan Murray and seconded by Mary Lou Vachet • Passed by a unanimous vote <u>RSAEC Logo:</u> Chrissy suggested asking graphic artist for more drafts. All agreed.	Chrissy will check with graphic artist for more ideas for logo

<p>Vote on the following items:</p> <ul style="list-style-type: none"> • Vote to Approve: ABE Math/EXCEL Integrated Lessons • Budget: Up to \$3,600 one-time fee for curriculum development 	<ul style="list-style-type: none"> • A motion was made by Mary Walker and seconded by Geoff Henderson • Passed by a unanimous vote 	
<ul style="list-style-type: none"> • Vote to Approve: Short-Term HiSET Coordinator for the Inmate Education Program • Budget: Up to \$13,000 for short-term coordinator (amendment to the approved \$100,000 Hi-SET budget) 	<p>Discussed various options for HiSET testing.</p> <ul style="list-style-type: none"> • A motion was made by Ryan Murray and seconded by Mary Lou Vachet • Passed by a unanimous vote 	<p>Mary Lou will explore the existing options for leveraging resources with OCDE regarding HiSET testing.</p>
<ul style="list-style-type: none"> • Vote to Approve: Conference Request Form and Guidelines • Budget: None (falls under previous approved budgets for members) 	<p>Reviewed conference procedures; need to do subcontract agreements with agencies to get reimbursed; Chrissy has set up subcontract agreements for this fiscal year; another one will need to be done for 2016-2017; send new form to Chrissy; digital signatures are accepted. Ray and Connie will be going to the CCAE conference in April with AEBG funds.</p> <ul style="list-style-type: none"> • A motion was made by Geoff Henderson and seconded by Ryan Murray <p>Passed by a unanimous vote</p>	
<ul style="list-style-type: none"> • Vote to Approve: Conference Budgets by Member • Budget: Up to \$5,000 annually for OUSD, SAUSD, OCDE and OCSD 	<p>\$5,000 has been approved for OUSD, SAUSD, OCDE, OCSD for conferences, meetings, etc. (GGUSD has built in more in its contract agreement); Anything over that will need approval.</p> <ul style="list-style-type: none"> • A motion was made by Mary Lou Vachet and seconded by Ryan Murray • Passed by a unanimous vote 	
<p>Update on the released Allocation Schedule</p> <ul style="list-style-type: none"> • Change to the allocation – MOE is now 	<p>2016-2017 allocation is \$4.4 million; it was increased because the K-12 MOE funds are now</p>	<p>Chrissy will send out information by email so members will be informed before April 18</p>

<p>included as part of the consortium allocation</p>	<p>included in the consortium allocation; Chrissy explained background of GGUSD MOE for 2015-2016; there will be a meeting with GGUSD to discuss funding options; Chrissy will be contacting Kerrie Torres regarding OUSD funding; Chrissy will send out information by email so members will be informed before April 18 meeting.</p>	<p>meeting. Chrissy will be contacting Kerrie Torres regarding OUSD funding</p>
<p>AEBG Timeline for 2016-17 deliverables</p> <ul style="list-style-type: none"> • All deliverables must be approved unanimously and signed by the RSAEC members • May 2, 2016 – Part I: Governance and Administration (hard deadline – no extensions) SIGNATURES NEEDED BY 4/18/16 • July, 2016 – Part II: Annual Plan and Report of Expenditures SIGNATURES NEEDED BY: 6/13/16 • July 15, 2016 – Final Allocation Schedule Posted. <p>August, 2016 – Part III: Demographics and Performance Measures</p>	<p>Chrissy reviewed deadlines of deliverables; these must be approved unanimously and signed by members by April 18 (see details under Agenda Items)</p>	
<p>Discussion on Governance and Administration</p> <ul style="list-style-type: none"> • Review Governance template • Discuss pros and cons of Direct Funding vs. Fiscal Agent 	<p>Chrissy discussed updates on changing the governance template</p> <p>Chrissy discussed pros and cons of Direct Funding vs. Fiscal Agent; discussed changes in indirect funding; all expenditures will need to be rolled up for reporting; Chrissy suggested listening to the Friday webinar for more information</p>	<p>Chrissy will send out governance template to all for feedback before next meeting</p>

Strategy Proposal Workgroup	Next Meeting: Monday, March 28 – might be at new center if ready	
Other	Mary – our consortium has been meeting for two years (first meeting 3/17 of 2014)	

Future Meetings: 2016: April 18, May 9, June 13

Rancho Santiago Adult Education Consortium (RSAEC) Executive Board Meeting - Adult Education Block Grant (AEBG)

April 18, 2016 2:00 – 4:00 pm.

Location: College and Workforce Preparation Center (CWPC)
1572 N. Main St., Orange, CA, 92867 (Conference Room)

Members present: Chrissy Gascon (Director), Geoff Henderson, Ryan Murray, Kerrie Torres, Mary Lou Vachet, Connie Van Luit (*by phone*), Mary Walker

Members Absent: None

Guests: Sue Garnett, Evangeline Matthews, Crystal Null

MINUTES

Item	Discussion	Action
Introduction of new attendees	<ul style="list-style-type: none"> Crystal Null, OC Sheriff's Department 	
Approval of agenda	<ul style="list-style-type: none"> A motion was made by Mary Walker and seconded by Kerrie Torres Passed by a unanimous vote 	
Approval of consent agenda <ul style="list-style-type: none"> Minutes: March 14, 2016 Approval of Name for the site located at 1572 Main Street. Name shall be: <i>Santiago Canyon College Division of Continuing Education – College and Workforce Preparation Center (CWPC)</i> 	<ul style="list-style-type: none"> A motion was made by Mary Lou Vachet and seconded by Ryan Murray Passed by a unanimous vote 	
Vote on the following items: <ul style="list-style-type: none"> Vote to Approve: Friendly Center Babysitting (falls under approval of increased funding for student services– no budget determined) Budget: \$5,500 for summer and fall 2016 One-time cost 	<ul style="list-style-type: none"> A motion was made by Kerrie Torres and seconded by Ryan Murray Passed by a unanimous vote 	

<ul style="list-style-type: none"> • Vote to Approve: Composition Articulation Training • Budget: \$360 for spring 2016 • One-time cost 	<ul style="list-style-type: none"> • A motion was made by Mary Lou Vachet and seconded by Kerrie Torres • Passed by a unanimous vote 	
<ul style="list-style-type: none"> • Vote to Approve: Purchase of Plato High School/ABE Software (80 licenses for one year) • Budget: \$58,700 • One-time cost 	<ul style="list-style-type: none"> • A motion was made by Mary Walker and seconded by Ryan Murray • Passed by a unanimous vote 	
<ul style="list-style-type: none"> • Vote to Approve: GGUSD School Community Liaison Workers (SCLW) • Budget: \$34,422 • Ongoing cost 	<ul style="list-style-type: none"> • A motion was made by Mary Lou Vachet and seconded by Ryan Murray • Passed by a unanimous vote 	
<ul style="list-style-type: none"> • Vote to Amend: If GGUSD-SCLW proposal is approved – Vote to amend the Regional Comprehensive Plan, 3-Year Amendment and 1-Year Annual Plan to reflect the SCLWs at GGUSD • Budget: (N/A: \$34,422 – already allocated) 	<ul style="list-style-type: none"> • A motion was made by Mary Walker and seconded by Ryan Murray • Passed by a unanimous vote 	
<ul style="list-style-type: none"> • Vote to Amend: If GGUSD-SCLW proposal is approved – Vote to approve the increase of GGUSD’s annual allocation to reflect an increase of \$34,422 and a decrease of RSCCD’s annual allocation of \$34,422 • Budget: (N/A: \$34,422 – already allocated) 	<ul style="list-style-type: none"> • A motion was made by Mary Walker and seconded by Mary Lou Vachet • Passed by a unanimous vote • Note: Per AB104 Guidance - All six officially-designated voting members participated in this vote and all six approved with a YES vote 	
<ul style="list-style-type: none"> • Vote to Approve: Funding of CWPC instructors during growth mode (previously approved under alternate instruction delivery models) • Budget: Up to \$50,000 • Short-term cost 	<ul style="list-style-type: none"> • A motion was made by Mary Lou Vachet and seconded by Kerrie Torres • Passed by a unanimous vote 	

<ul style="list-style-type: none"> • Vote to Approve: Security Vehicle to provide roving security for AEBG classroom sites t RSCCD * Note this item must also have prior approval from the AEBG state workgroup • Budget: \$40,000 • One-time cost 	<ul style="list-style-type: none"> • A motion was made by Kerrie Torres and seconded by Mary Lou Vachet • Passed by a unanimous vote 	
<ul style="list-style-type: none"> • Vote to Amend: If RSCCD Security Vehicle proposal is approved by the executive committee and the AEBG state workgroup – Vote to amend the Regional Comprehensive Plan, 3-Year Amendment and 1-Year Annual Plan to reflect the purchase of a security vehicle • Budget: (N/A: \$40,000 already allocated) 	<ul style="list-style-type: none"> • A motion was made by Mary Walker and seconded by Ryan Murray • Passed by a unanimous vote 	
<ul style="list-style-type: none"> • Vote to Amend and Approve: Clarification in the language regarding the approved short-term help to include more varied positions and increase the approved amount from \$36,000 to \$50,000. • Budget: Up to \$50,000 annually • Ongoing 	<ul style="list-style-type: none"> • A motion was made by Kerrie Torres and seconded by Ryan Murray • Passed by a unanimous vote 	
<ul style="list-style-type: none"> • Vote to Amend: Clarification in language regarding conference attendance • Budget: Up to \$10,000 annually for member districts serving adults and up to \$5,000 annually for member districts/agencies not serving adults • Ongoing 	<ul style="list-style-type: none"> • A motion was made by Mary Walker and seconded by Mary Lou Vachet • Passed by a unanimous vote 	
<ul style="list-style-type: none"> • Vote to Amend: Inclusion of GGUSD’s MOE allocation and related activities in the Regional Comprehensive Plan, 3-Year Amendment and 	<ul style="list-style-type: none"> • A motion was made by Kerrie Torres and seconded by Mary Walker • Passed by a unanimous vote 	

<ul style="list-style-type: none"> 1-Year Annual Plan Budget: \$1,222,762 annually Ongoing 		
<ul style="list-style-type: none"> Vote to Amend: Inclusion OUSD's MOE allocation and related activities in the Regional Comprehensive Plan, 3-Year Amendment and 1-Year Annual Plan Budget: \$6,722 Ongoing 	<ul style="list-style-type: none"> A motion was made by Mary Walker and seconded by Mary Lou Vachet Passed by a unanimous vote 	
<p>Consortium Fiscal Administration Declaration (CFAD)</p> <ul style="list-style-type: none"> Discuss and vote for approval of the 2016/2017 RSAEC CFAD. (Items include: fiscal management, update of governance plan and member allocations. All members must sign Document due: May 2, 2016 (hard-deadline) 	<p><u>Approach</u> explained by Chrissy *Please see CFAD document</p> <p><u>Rationale Language:</u></p> <ul style="list-style-type: none"> A motion was made by Mary Lou Vachet and seconded by Kerrie Torres Passed by a unanimous vote <p>Chrissy explained that there is still some confusion regarding the <u>additional \$94,493</u> that is shown on the 2016-17 allocation and how to report it. Two different scenarios were explained and presented to the members.</p> <p>Connie and Geoff asked about what is planned for the extra \$94,493. Chrissy explained that it will be allocated to RSCCD for now. As the fiscal agent, RSCCD can create subcontract agreements with other member districts/agencies to allocate funds.</p> <p><u>Consensus and approval process</u> explained by Chrissy</p> <ul style="list-style-type: none"> A motion was made by Kerrie Torres and seconded by Ryan Murray 	

	<ul style="list-style-type: none"> • Passed by a unanimous vote <p><u>Change funding of \$34,422 from RSCCD to GGUSD:</u></p> <ul style="list-style-type: none"> • A motion was made by Ryan Murray and seconded by Kerrie Torres • Passed by a unanimous vote • Note: Per AB104 Guidance - All six officially-designated voting members participated in this vote and all six approved with a YES vote <p><u>The CFAD document was signed by the following officially-designated voting members:</u></p> <ul style="list-style-type: none"> • Mary Walker (RSCCD) • Mary Lou Vachet (OCDE) • Ryan Murray (SAUSD) • Kerrie Torres (OUSD). • Connie Van Luit (GGUSD) will sign at a later date as she had a proxy and participated by phone. • Geoff Henderson (OCSD) did not sign as he is a partner with voting privileges and is not a representative of a JPA, COE, K-12 or CCD. 	<p>Chrissy will obtain Connie Van Luit’s signature and upload the CFAD to the AEBG Portal.</p>
<p>AEBG Timeline for 2016-17 deliverables:</p> <ul style="list-style-type: none"> • All deliverables must be approved unanimously and signed by the RSAEC members • 2015/2016 Annual Plan and Budget Amendment. Due: May 15, 2016 SIGNATURES NEEDED BY 5/9/16 • July, 2016 – Part II: 2016/2017 Annual Plan and 		

<p>Report of Expenditures due SIGNATURES NEEDED BY: 6/13/16</p> <ul style="list-style-type: none"> July 15, 2016 – Final Allocation Schedule Posted. August, 2016 – Part III: Demographics and Performance Measures due 		
<p>Strategy Proposal Workgroup</p>	<p>Next Meeting: Monday, April 25 at CWPC</p>	
<p>Other</p> <ul style="list-style-type: none"> New meeting dates: Dates were approved for July 2016 through June 2017 (*Please see below) New meeting location: College and Workforce Preparation Center – Conference Room 1572 N. Main Street Orange, CA 92867 		<p>Chrissy will send out a calendar invite to all members with the new dates, times and location.</p>

Future Meetings: 2016: May 9, June 13, July 11, August 8, September 12, October 10, November 14, December 12
2017: January 9, February 13, March 13, April 10, May 8, June 12

Rancho Santiago Adult Education Consortium (RSAEC) Executive Board Meeting - Adult Education Block Grant (AEBG)
May 9, 2016 2:00 – 4:00

College and Workforce Preparation Center
1572 Main Street, Orange, CA 92867, Conference Room
(714) 628-5999

MINUTES

Members Present: Chrissy Gascon (Director), Geoff Henderson, Ryan Murray, Mary Lou Vachet, Connie Van Luit (*by phone*), Mary Walker

Members Absent: Kerrie Torres

Guests: Lori Fasbinder, Raymond Hernandez, Evangeline Matthews

Item	Discussion	Action
Introduction of new attendees	<ul style="list-style-type: none"> Lori Fasbinder will be the new RSCCD representative effective July 1, 2016 as Mary Walker is retiring. 	
Approval of agenda	<ul style="list-style-type: none"> A motion was made by Mary W and seconded by Ryan M Passed by a unanimous vote 	
Approval of consent agenda <ul style="list-style-type: none"> Minutes: April 18, 2016 	<ul style="list-style-type: none"> A motion was made by Mary Lou V and seconded by Geoff H to approve as amended (change is to add Raymond Hernandez to “members present”) Passed by a unanimous vote 	
Vote on the following items: <ul style="list-style-type: none"> Vote to Approve: Purchase of Government I and II textbooks for the Adult High School 	<ul style="list-style-type: none"> Discussed reason this course needed new textbooks; course was rewritten and requires new books to be checked 	

<p>Program</p> <ul style="list-style-type: none"> • Vote to Approve: Tutoring Center Pilot • Vote to Approve: The May 15 Amendments to the 15-16 Plan. (These amendments are for any funding being spent from Year One of the 15-16 allocation that occurred on or prior to June 30, 2015. 	<p>out by students; books will stay in class and won't be given to students</p> <ul style="list-style-type: none"> • A motion was made by Mary W and seconded by Ryan M • Passed by a unanimous vote <ul style="list-style-type: none"> • Discussed: <ul style="list-style-type: none"> ○ pilot and explained cost of tutors; ○ that instructors will not be present; ○ how will tutors be prepared to tutor students in the various subjects; ○ that FTES will not be collected; ○ how success of the pilot will be measured; ○ how need will be determined ○ if tutors will stay present no matter the number of students who attend; ○ how outcomes will be measured. • A motion to have a second reading after questions are answered was made by Mary W and seconded by Mary Lou V • Passed by a unanimous vote <ul style="list-style-type: none"> • Chrissy explained reason for amendment for Year 1 of the 15-16 Plan; need to send approved minutes to state • A motion was made by Ryan M and seconded by Mary Lou V • Passed by a unanimous vote 	<p>Chrissy will take back to author of Tutoring Center Pilot and SPW for more details to address questions</p>
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<p>Consortium Fiscal Administration Declaration (CFAD) Document was completed and submitted on April 25, 2016</p>	<ul style="list-style-type: none"> • Informational item 	
<p>NEW! Data and Accountability Funds Allocation</p> <ul style="list-style-type: none"> • The 71 consortia will split \$21.25M. This is 85% of the original \$25M one-time funds granted in 15-16 (designated for data collection) • RSAEC was allocated \$413,407 to be used over the next 2.5 years • Use of funds will have specific requirements tied to data collection and accountability • More to come from the state including: Guidance and Allowable Uses 	<ul style="list-style-type: none"> • Chrissy explained the new Data and Accountability Funds Allocation. • RSAEC will receive \$413,407. • Can be used to tie in WIOA data and how to combine data from RSAEC agencies. 	
<p>Update on Approved Strategies & Proposals:</p> <ul style="list-style-type: none"> • College and Workforce Preparation Center • Applications Specialist III • Researcher • New full-time positions at GGUSD and RSCCD • CEC Childcare Center 	<ul style="list-style-type: none"> • Have had classes since April 11; 30 high school students are enrolled; CTE classes were postponed until July 1; • Howard will be moving to CWPC once furniture arrives • Researcher position has closed and in hiring committee process • GGUSD – TOSA position in interview process • RSCCD also in hiring process • Childcare Center is up and running; 	

	<ul style="list-style-type: none"> • HiSET: Mary reported that HiSET testing is moving forward; new staff should be board approved May 16th and will attend the Sheriff orientation on June 15. They should be able to start soon after that. • Short-term clerical workers starting 6/1 	
AEBG Timeline for 2016-17 deliverables: <ul style="list-style-type: none"> • All deliverables must be approved unanimously and signed by the RSAEC members • 2015/2016 Annual Plan and Budget Amendment. Due: May 15, 2016 SIGNATURES NEEDED BY 5/9/16 • July, 2016 – Part II: 2016/2017 Annual Plan and Report of Expenditures due SIGNATURES NEEDED BY: 6/13/16 • July 15, 2016 – Final Allocation Schedule Posted. • August, 2016 – Part III: Demographics and Performance Measures due 	<ul style="list-style-type: none"> • Informational items 	Chrissy will email the 15-16 and 16-17 annual plans to members
Strategy Proposal Workgroup	Next Meeting: Monday, May 23 3:00-5:00pm	
Other	<ul style="list-style-type: none"> • Received invitation for four members to attend the 16-17 AEBG Summit on October 6-7, 2016; Chrissy will go and recommends Lori F will go; discussed other members who could attend; • Discussed how inmate education has been or could be included more in the AEBG process; possibly have liaison in centers serving re-entry population 	

Future Meetings: 2016: June 13, July 11, August 8, September 12, October 10, November 14, December 12
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