



**RSAEC Executive Board Meeting - Adult Education Block Grant (AEBG)**

**October 17, 2016      2:00 – 4:00**

**College and Workforce Preparation Center**

**1572 N. Main Street, Orange, CA 92867 - Conference Room**

**(714) 628-5999**

**MINUTES**

**Members Present:** Lori Fasbinder, Chrissy Gascon (Director), Geoff Henderson, Mary Lou Vachet, Connie Van Luit

**Members Absent:** Kerrie Torres, Ryan Murray

**Guests:** Karla Frizler, Susan Garnett, Ray Hernandez

Item	Discussion	Action
<b>Introduction of new attendees</b>	<ul style="list-style-type: none"> <li>None</li> </ul>	
<b>Approval of agenda</b>	<ul style="list-style-type: none"> <li>A motion to approve agenda was made by <b>Mary Lou Vachet</b> and seconded by <b>Lori Fasbinder</b></li> <li>Passed by a unanimous vote.</li> </ul>	
<b>Approval of consent agenda</b> <ul style="list-style-type: none"> <li>Minutes: October 17, 2016</li> </ul>	<ul style="list-style-type: none"> <li>A motion to approve agenda was made by <b>Mary Lou Vachet</b> and seconded by <b>Lori Fasbinder</b></li> <li>Passed by a unanimous vote.</li> </ul>	
<b>Discussion of the Data and Accountability Plan</b> <ul style="list-style-type: none"> <li>Guidelines</li> <li>Objectives</li> <li>Budget</li> </ul>	<ul style="list-style-type: none"> <li>Allocation is \$507,900</li> <li><b>Mary Lou</b> suggested using the same intake form across the consortia or at least to look into it.</li> <li>Launchboard is the system that the state Chancellor's Office is working on.</li> </ul>	<ul style="list-style-type: none"> <li>Set up a meeting with GGUSD, <b>Connie Van Luit</b>, <b>Chrissy Gascon</b> and <b>Cristina Gheorghe</b> to discuss data intake.</li> <li>Invite <b>Howard Chau</b> and <b>Cristina Gheorghe</b> to the next SPW and Executive Committee meetings</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Mary Lou</b> and <b>Chrissy</b> discussed how we know the WIOA guidelines, but AEBG has not released their expected performance outcomes and measures.</li> <li>• <b>Connie</b> mentioned that GGAE will create a lesson plan for the fall to collect WIOA/AEBG data that was not previously collected from the new CASAS entry records.</li> </ul>	
<b>Winter Deliverables Update:</b> <ul style="list-style-type: none"> <li>• 2016-2017 AB104 Application Budget for the Year to Date Expenditures and Progress Report: Due on October 31, 2016</li> <li>• 2016-2018 Data Application Budget for the Year to Date Expenditures and Progress Report: Due on December 20, 2016</li> <li>• 2016-2018 Data and Accountability Plan: Due on December 20, 2016</li> <li>• 2015-2016 Annual Grant Expenditure Report: Due on January 31, 2107</li> <li>• 2016-2017 Annual Grant Expenditure Report: Due on January 31, 2017</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Chrissy</b> went over the winter deliverables and due dates.</li> </ul>	
<b>Submitted Voting Items</b> <ul style="list-style-type: none"> <li>• Vote to approve funding of a Curriculum Re-Design Retreat</li> <li>• <b>Budget:</b> \$29,000</li> </ul>	<ul style="list-style-type: none"> <li>• The goal is to provide professional development training in (and establish ongoing support for) curriculum development planning for up to 30 faculty coordinators/TOSAs in ABE/ASE, AWD, CTE and ESL.</li> <li>• American Institute of Researchers (AIR) will collect data from faculty and then tailor a one-day 6-hour training retreat for faculty.</li> <li>• Suggested to add \$500 for lunch and snacks for the retreat.</li> <li>• <b>Chrissy</b> and <b>Mary Lou</b> will attend the training as observers.</li> <li>• A motion for approval of funding the Curriculum Retreat for 30 faculty coordinators/TOSAs was made by <b>Lori</b></li> </ul>	

	<b>Fasbinder</b> , and seconded by <b>Connie Van Luit</b> . <ul style="list-style-type: none"> <li>Passed by a unanimous vote.</li> <li><b>Revised approved budget:</b> \$29,500.</li> </ul>	
<ul style="list-style-type: none"> <li>Vote to approve funding of Faculty Development at the Spring 2017 Flex Week – Note: Funded workshops must meet AEBG Guidelines, Program Areas and Objectives</li> <li><b>Budget:</b> up to \$5,000</li> </ul>	<ul style="list-style-type: none"> <li><b>Chrissy</b> brought forward a proposal to fund up to \$5,000 for professional development flex activities.</li> <li>Activities need to meet AEBG guidelines, program areas and objectives - as approved by the AEBG Director.</li> <li>A motion for approval was made by <b>Connie Van Luit</b> and seconded by <b>Lori Fasbinder</b>.</li> <li>Passed by a unanimous vote.</li> </ul>	
<b>Renewal Needed for District/Superintendent Approved AEBG Voting Member Designees:</b> <ul style="list-style-type: none"> <li>RSCCD- received 5/31/16</li> <li>OUSD- pending</li> <li>GGUSD-received 8/9/16</li> <li>SAUSD- received 7/26/16</li> <li>OCDE-received 6/6/16</li> </ul>	<ul style="list-style-type: none"> <li>Missing OUSD board approval. <b>Kerrie</b> was not present.</li> </ul>	<ul style="list-style-type: none"> <li><b>Chrissy</b> will send an email to <b>Kerrie</b> as a reminder to turn in OUSD board approval.</li> </ul>
<b>RSAEC/AEBG Conference Request Forms</b> <ul style="list-style-type: none"> <li>Update on RSAEC Conference Request forms for 2016-2017</li> <li>Signatures needed from Mary Lou and Ray</li> </ul>	<ul style="list-style-type: none"> <li>Chrissy explained that when attending a conference with AEBG funds, that an AEBG conference request form needs to be filled out.</li> <li>This form is for tracking the amount of money spent on conferences and for making sure that the conference adheres to AEBG guidelines.</li> <li>A discussion came up regarding presenting at a conference <u>on behalf of the consortium</u>.</li> <li>The Executive Committee called for a vote that all conference proposals must have consortium approval before being submitted to represent the consortium.</li> </ul>	<ul style="list-style-type: none"> <li>Chrissy collected signatures from <b>Mary Lou</b> and <b>Ray</b>.</li> </ul>

	<p>Approval could be done via email to expedite the process.</p> <ul style="list-style-type: none"> <li>A motion for approval was made by <b>Connie Van Luit</b> and seconded by <b>Lori Fasbinder</b>.</li> <li>Passed by a unanimous vote.</li> </ul>	
<p><b>Discuss 2017 Calendar Dates:</b></p> <ul style="list-style-type: none"> <li>2017 Holidays</li> <li>GGUSD: 2.13.17 and 4.10.17</li> </ul>	<ul style="list-style-type: none"> <li><b>Connie</b> noted that February 13 and April 10 are holidays.</li> <li>New dates were recommended: Monday, February 6 and Monday, April 17.</li> <li>Approved by a unanimous decision.</li> </ul>	<ul style="list-style-type: none"> <li><b>Chrissy</b> will update the changes on the consortium website</li> <li><b>Chrissy</b> will send out an adjusted calendar invite.</li> </ul>
<b>Strategy Proposal Workgroup:</b>	Next Meeting: Monday, November 28, 2016	
<b>Other:</b>	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li><b>Mary Lou</b> discussed how we need more data so that we can be eligible for more funding.</li> <li><b>Ray</b> noted that GGUSD Adult Education is looking into textbook adoption and writing new curriculum</li> <li><b>Karla</b> discussed the need to establish a common language. Also, she added that the consortium needs to work on a long-term strategic plan that helps create a balance between student wants/needs and how we receive funding.</li> </ul>	

**Future Meetings:** 2016: November 14, December 12  
2017: January 9, February 13, March 13, April 10, May 8, June 12