

Rancho Santiago Adult Education Consortium (RSAEC) Executive Board Meeting - Adult Education Block Grant (AEBG)
June 13, 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, Kerrie Torres, Mary Walker

Members Absent: Connie Van Luit

Guests: Randy Erickson, Raymond Hernandez

Item	Discussion	Action
Introduction of new attendees	<ul style="list-style-type: none">Randy Erickson was introduced who is with Literacy Pro Solution	
Approval of agenda	<ul style="list-style-type: none">A motion to approve agenda was made by Ryan Murray and seconded by Kerrie TorresPassed by a unanimous vote	
Approval of consent agenda <ul style="list-style-type: none">Minutes: May 9, 2016	<ul style="list-style-type: none">A motion was made to approve Consent Agenda was made by Ryan Murray and seconded by Kerrie TorresPassed by a unanimous vote	
Vote on the following items: <ul style="list-style-type: none">1. Vote to Approve: CEC Tutoring Center (2nd reading) - \$5,484	<ul style="list-style-type: none">1. Discussed:<ul style="list-style-type: none">a. Chrissy gave more informational details and the reason it is being requestedb. A motion was made by Kerrie Torres and seconded by Mary Walker	

<p>2. Laptops for OEC ESL Department - \$42,000</p> <p>3. Vote to Approve: Childcare Center Fall 2016-Spring 2017 evening babysitting program - \$200,000</p> <p>4. New position: AEBG Senior Accounting Clerk- \$86,615</p>	<p>c. Passed by a unanimous vote</p> <p>2. Discussed:</p> <ol style="list-style-type: none"> Chrissy gave more informational details and the reason it is being requested A motion to approve Laptops for OEC ESL Department for \$42,000 was made by Ryan Murray and seconded by Kerrie Torres Passed by a unanimous vote <p>3. Discussed:</p> <ol style="list-style-type: none"> Chrissy reported on outcome of childcare program. Students had gone to BOT meeting and asked that it continue next year because of the great need. A motion to approve the Childcare Center in the Fall 2016-Spring 2017 for evening babysitting for \$200,000 was made by Ryan Murray and seconded by Kerrie Torres Passed by a unanimous vote <p>4. Discussed:</p> <ol style="list-style-type: none"> Chrissy discussed the need for this position to handle the accounting needs of AEBG A motion to approve the AEBG Senior Accounting Clerk for \$86,615 was made by Kerrie Torres and seconded by Ryan Murray Passed by a unanimous vote 	
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<p>5. Composition Books for CEC Adult HS Program – articulated Comp 2 class - \$4,440 (for 80 textbooks -Not to exceed \$9,000)</p>	<p>5. Discussed:</p> <ul style="list-style-type: none"> a. Chrissy explained the details of the request and the reason it is needed; the final numbers are not exact; Chrissy is waiting to hear from Carrie Patton. Voted to approve up to \$9,000. b. A motion to approve the composition books not to exceed \$9,000 was made by Mary Lou Vachet and seconded by Ryan Murray c. Passed by a unanimous vote 	
<p>Annual Budget and Expenditure Report</p> <ul style="list-style-type: none"> • New Forms to facilitate reporting expenditures to the consortium • Forms due to Chrissy Gascon <u>by Friday, July 15, 2016</u> • Expenditure Report certified and due to the state by <u>Friday, July 29, 2016</u> 	<ul style="list-style-type: none"> • Informational item • Chrissy showed a progress report of financials and what is needed and how the numbers can be rolled up • It was agreed to approve the budget first so that it could be approved at each agency's board meeting and approve the narrative at a later date before the deadline. Chrissy is getting clarification on the use of 15-16 funding as one-time funds and 16-17 for salaries <ul style="list-style-type: none"> ○ A motion to approve the consortium's approval of the budget first and the narrative at a later date prior to August 15 was made by Kerrie Torres and seconded by Mary Lou Vachet ○ Passed by a unanimous vote 	

Information update on WIOA/AEBG Registration Alignment Meeting	<ul style="list-style-type: none"> • Chrissy shared updates on aligning data for AEBG and WIOA; Ray shared what GGUSD is now doing • Chrissy shared updates on moving in the direction of students registering electronically • Geoff shared that the OC Sheriff 's Department is also moving in the same direction of electronic data collection 	
Renewal needed for district/superintended approved AEBG voting member designees <ul style="list-style-type: none"> • RSCCD • OUSD • GGUSD • SAUSD • OCDE 	<ul style="list-style-type: none"> • Lori Fasbinder has been approved for RSCCD. • Kerrie Torres' and Ryan Murray's board approvals are to be on their boards' agendas this month • Pending – GGUSD approval (due to Connie's absence) • Chrissy suggested that RSAEC revise their guidelines when a member is absent. 	
AEBG Timeline for 2016-17 deliverables: <ul style="list-style-type: none"> • July 29, 2016 – Part II: 2016/2017 Annual Plan and Report of Expenditures due • ROLL-UIP FORMS NEEDED BY: 7/15/16 • July 15, 2016 – final Allocation Schedule Posted • August 15, 2016 – Part III: Annual Plan due including demographics and performance measure MORE INFORMATION TBA	<ul style="list-style-type: none"> • Informational items 	
Strategy Proposal Workgroup	Next Meeting: Monday, June 27	
Other	<ul style="list-style-type: none"> • Chrissy shared that the researcher position is finalizing and should be board approved in July if all goes well. • Website has been updated and is looking good! Several positive 	

	<p>comments were made about the website and its transparency.</p> <ul style="list-style-type: none"> • Randy Erickson shared about how Literacy Pro Solutions can help with data collection; He is also working with other consortia 	

Future Meetings: 2016: 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