



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

April 17, 2017 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, Ryan Murray, Kerrie Torres, Connie Van Luit (via phone) Mary Lou Vachet

Members Absent: N/A

Guests: Raymond Hernandez

Item	Discussion	Action
Introduction of new attendees	N/A	
Approval of agenda	<ul style="list-style-type: none"> • A motion to approve agenda was made by Mary Lou Vachet and seconded by Ryan Murray • Passed by a unanimous vote 	
Approval of consent agenda <ul style="list-style-type: none"> • Minutes: March 13, 2017 	<ul style="list-style-type: none"> • A motion to approve the consent agenda (3-13-17 Minutes) was made by Kerrie Torres and seconded by Connie Van Luit • Passed with corrections on page 2 (salary range would be between \$116,000 - \$147,000.) by a unanimous vote 	

Reading and Official Vote of Approval of the 2017-2018 Consortium Fiscal Administration Document (CFAD)

Vote to approve:

- Change of funding allocation delivery from fiscal agent to direct funding
- New Organizational Chart
- Update of allocation table
- All members must sign
- Draft budget for 2017-2018

CFAD Discussion:

- Discussion regarding address change to CWPC. The members decided to keep the current address as the Rancho Santiago Community College District.
- Change of the Certifying Official (Richard Kudlik) to Certifying Coordinator (Chrissy Gascon) due to change from Fiscal Agent to Direct Funding.
- Each member will now rely on their own District's Certifying Official and report directly to the state for their direct funding and the Consortium Director will coordinate the roll-up.
- Page 3: Discussion on Fiscal Management change – we will still need to work together, yet it will be faster for Unified Members to receive funding allocations.
- Change in Member Allocations: There will be a \$1036 increase to GGUSD's allocation due to an error last year in the indirect funding calculation. All voting members approved the change in funding by a unanimous vote. The change has been corrected on the 17-18 CFAD.
- Revise the Organizational Chart to include the changes in the structure.
- A motion to approve the CFAD with approved changes was made by **Ryan Murray** and seconded by **Mary Lou Vachet**
- Passed by a unanimous vote

- 1) Keep address as-is
- 2) **Chrissy** will verify the difference between Certifying Official and Certifying Coordinator

ORG Chart:

- 1) Move Executive Committee Box to the right and add arrows for Direct Funding (up and down to the Fiscal Coordinator)
- 2) Leave Director Title – can update to Executive Director when official
- 3) Split Combined Strategy Proposal Workgroups into 4 specific groups: ESL, ABE/ASE, CTE and AWD

Submitted Voting Items

Vote to approve: Writing of new AEBG ABE curriculum for the inmate education program within the jails

- **Budget:** up to \$4,625 maximum
- Provide funds for a maximum of 100 curriculum hours to design ABE-009 to be offered in the jails

Vote to approve: Voucher Program for testing in areas of GED, HiSET, and CTE certifications such as ServSafe & other industry recognized certifications

- **Budget:** \$10,000
- A support service to provide testing vouchers for currently active students who have demonstrated skills mastery of the subject matter but are unable to take the exam due to financial barriers.

Vote to approve: Executive Director job description to be forwarded to RSCCD Human Resources

- **Budget:** \$0

- A motion to approve the new AEBG ABE curriculum for the Inmate Education Program was made by **Kerrie Torres** and seconded by **Ryan Murray**
- Passed by a unanimous vote

Discussion:

- The voucher program will be consortium-wide; All member districts will need to work together; we will create one application form for all participants
- A motion to approve the voucher program for testing in areas of GED, HiSET, and CTE certifications such as ServSafe & other industry recognized certifications was made by **Mary Lou Vachet** and seconded by **Connie Van Luit**
- Passed by a unanimous vote

Discussion:

- There was a discussion led by **Mary Lou Vachet** regarding minimum qualifications. She requested to include either “or Adult Education faculty disciplines” or “the equivalent” to the job description
- A motion to approve the new AEBG ABE curriculum for the Inmate Education Program was made by **Kerrie Torres** and seconded by **Ryan Murray**

	<ul style="list-style-type: none"> Passed (with revision of Minimum Qualifications) by a unanimous vote 	
Combined Strategy Workgroup (CSW)	<p>Next CSW Meeting: Monday, April 24th, 3:00-5:00 (CWPC – Room 113)</p> <p>Subcommittees:</p> <ul style="list-style-type: none"> ASE/ABE: Wednesday, April 19, 11:00-12:00 (CCC Confer) ESL: Monday, April 24, 1:45 – 3:00 (CWPC – Room 113) AWD: Monday, April 24, 2:00-3:00 (CWPC – Conference Room) CTE:: TBD 	<ul style="list-style-type: none"> Mary Lou Vachet requested a list of point people for each of the workgroups Send the list to the entire board
<p>Preparation for 2017-2018</p> <ul style="list-style-type: none"> New Calendar: July 2017 – June 2018 Voting Members: Must be board approved for the new fiscal year starting July 1, 2017 		<ul style="list-style-type: none"> Meetings will remain on same schedule Voting members: start process for obtaining Board Approval for 2017-2018
Other:	<p>Discussion:</p> <p>Subcontract Agreements</p> <ul style="list-style-type: none"> Discussion regarding sub agreements for members <p>Budget for 2017-2018:</p> <ul style="list-style-type: none"> Chrissy handed out a draft budget for members For next year's Annual Plan, it will only be a narrative, no budget or table of activities listed to it Discussion regarding COLA <p>Project Search (AWD):</p> <ul style="list-style-type: none"> May 26: Graduation for 10 interns (3 have been placed in jobs @ CHOC) 	<ul style="list-style-type: none"> Chrissy will start subcontracts in the next month to prepare for next year Chrissy will check to see if allocation needs to fund before sending to board.

	<ul style="list-style-type: none">• The interns have worked in 4 different modules at the hospital over the course of one year <p>New Project SEARCH will begin at UCI:</p> <ul style="list-style-type: none">• Open to clients of the Regional Center of OC• The UCI Project SEARCH will be a pilot for Adults on the Autism Spectrum (one of 10 pilots in the nation)	
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Future Meetings: 2017: June 12