



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

**June 12, 2017 2:00pm – 4:00pm**

**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, Mary Lou Vachet, Connie Van Luit (via phone)

**Members Absent:** N/A

**Guests:** Raymond Hernandez, Alicia Ayers (Minutes)

Item	Discussion	Action
<b>Introduction of new attendees</b>	Chrissy introduced Alicia Ayers from CWPC, who will be taking the minutes for the meeting.	
<b>Approval of agenda</b>	<ul style="list-style-type: none"> <li>A motion to approve the agenda was made by <b>Kerrie Torres</b> and seconded by <b>Connie Van Luit</b></li> <li>Passed by a unanimous vote</li> </ul>	
<b>Approval of consent agenda</b> <ul style="list-style-type: none"> <li>Minutes: May 8, 2017</li> </ul>	<ul style="list-style-type: none"> <li>A motion to approve the May 8th minutes 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:</b> <ul style="list-style-type: none"> <li>2017-2018 Annual Plan</li> <li>Due to the state on August 15, 2018</li> <li>Up for approval vote at July meeting</li> </ul>	<ul style="list-style-type: none"> <li>There will be a new person at the state because Chris Nelson is leaving.</li> <li>Starting July 1, 2017 each Consortium/Member will be in charge of their own AEBG funds.</li> </ul> <p><b>Consortium Annual Plan:</b> Due to state on August 15, 2017</p>	

Executive Summary: 500 words or less but asks for many items to be addressed but only gives you 500 words.

Gaps in Services: List at least one - Adults with Disabilities and/or Pathways CTE

Seamless Transitions:

- The state did the 2016-2017 planned strategies (first column).
- Per **Mary Lou Vachet**, we should only list challenges in the “What challenges prevented full implementation” column.
  - 2-3 month backlog on curriculum approval
- **Mary Lou Vachet** suggested a flow chart for the curriculum approval process for course approvals.
  - Workforce Preparation – no AWD category
- State Support needs to be worked on. List items where help is needed so the state can correct.
  - Adults with Disabilities career development and college preparation currently don’t exist.
- Biggest Accomplishments: Math/English HS Algebra 1B – C or better, English HS Comp – B or better – Better pathway for students.
- New Class Spring 2018 – 3D Printing
  - Bid in process
  - Curriculum in process
  - UCLA continuing education has approached SCC to partner on the 2<sup>nd</sup> half of certification through UCLA CE
  - This could be a good partnership that will benefit students
  - 100,000 jobs available
- **Chrissy Gascon** is focused on pathways

Student Acceleration

- Biggest challenge
- Working on eliminating one level in ESL
- ESL fast track not ready yet
- **Chrissy Gascon** to discuss with **Raymond Hernandez** to get program at Garden Grove.

- **Chrissy Gascon** to work on Executive Summary.
- **Chrissy Gascon** will work on challenges for Report.
  
- **Lori Fasbinder** will put together a flow chart for curriculum approval.

	<ul style="list-style-type: none"> <li>Stackable Certification – Look at more pathways with a higher priority for new job areas</li> </ul> <p><u>Shared Professional Development</u></p> <ul style="list-style-type: none"> <li><b>Chrissy Gascon</b> to check with <b>Howard Chau</b> to see if the system can be modified to show all professional staff to attend and sign-in for professional development and conferences.</li> <li>Garden Grove staff attended Flex and received more participation</li> <li>Teachers must enroll on CEFOMS, but Garden Grove teachers are not part of the system</li> <li>Bus Tour “Making Connections” Flex activity was good for all</li> <li><b>Chrissy Gascon</b> shared AIR, new webinars which are faculty based and collaborative</li> </ul> <p><u>Miscellaneous</u></p> <p>New Guidance Assurances Document – <b>Chrissy</b> to re-send to all consortium members.</p> <p>Modifications will be written into the bylaws:</p> <ul style="list-style-type: none"> <li>If funds not spent than the funds will go to other members <ul style="list-style-type: none"> <li>This will eliminate funds being sent back to State</li> </ul> </li> <li>If a member is not attending or showing effectiveness, they could lose funding</li> </ul> <p><b>Chrissy Gascon</b> thanked everyone for the good input on the plan draft</p>	<ul style="list-style-type: none"> <li><b>Chrissy Gascon</b> to check with <b>Howard Chau</b> to see if the system can be modified to show all professional staff to attend and sign-in for professional development and conferences.</li> <li><b>Chrissy Gascon</b> to re-send the New Guidance Assurances Document to everyone.</li> </ul>
<p><b>Submitted Voting Items:</b>  <b>Vote to approve:</b> IEP Bus Passes</p> <ul style="list-style-type: none"> <li><b>Lead:</b> Rosalba Hernandez</li> <li><b>Budget:</b> up to \$615</li> <li><b>Proposal:</b> To Purchase bus passes for our formerly incarcerated students who are attending Continuing Education programs. The students have limited resources</li> </ul>	<p>Discussion: Purchase bus passes for the formerly incarcerated students who are attending adult education classes within the consortium. Students in the Inmate Education Program, who have release dates within 30-60 days, have limited resources and challenges with transportation once released. A bus pass could make the difference in helping these potential students achieve their educational goals by opening their access to transportation.</p>	

<p>and this will create access to education.</p>	<p>Must have 20 hours of attendance in school program to obtain a 30-day pass. Prepaid regular one-day passes will be given one at a time. Students will receive them after attending class.</p> <ul style="list-style-type: none"> <li>• A motion to approve the Inmate Education Program Bus Passes was made by <b>Kerrie Torres</b> and seconded by <b>Geoff Henderson</b></li> <li>• Passed by a unanimous vote</li> </ul>	
<p><b>Vote to approve:</b> Whiteboard for Project SEARCH classroom at CHOC hospital</p> <ul style="list-style-type: none"> <li>• <b>Leads:</b> Chrissy Gascon</li> <li>• <b>Budget:</b> Up to \$650.00</li> <li>• <b>Proposal:</b> To purchase a whiteboard for the Project SEARCH classroom. The whiteboard that is currently in the room is damaged and needs replacement. FYI – We have just finished our first year with Project SEARCH at CHOC and have committed to four more years in our MOU</li> </ul>	<p>Discussion: Purchase a whiteboard for the Project SEARCH classroom because the current one is damaged and needs replacement.</p> <ul style="list-style-type: none"> <li>• A motion to approve the Whiteboard for Project SEARCH classroom at CHOC Hospital was made by <b>Lori Fasbinder</b> and seconded by <b>Ryan Murray</b></li> <li>• Passed by a unanimous vote</li> </ul> <p>Updates:</p> <ul style="list-style-type: none"> <li>• We have just finished our first year with Project SEARCH at CHOC and have committed to four more years in our MOU.</li> <li>• We had 10 graduates this past month and 5 found employment.</li> <li>• UCI Medical Center will offer Project SEARCH in Spring 2018. We are selected as 1 of the 8 programs in the nation to pilot the new Autism only curriculum.</li> </ul>	
<p><b>Vote to approve:</b> CEC Evening Childcare Project 2017-2018</p> <ul style="list-style-type: none"> <li>• <b>Leads:</b> Chrissy Gascon &amp; Jim Kennedy</li> <li>• <b>Budget:</b> Up to \$120,000</li> <li>• <b>Proposal:</b> To continue the pilot project of the evening childcare program at CEC. The babysitting program was in pilot mode last year. We have learned from the 1<sup>st</sup> year of operation and have redesigned he program to include a savings of \$40,000 per semester (\$80,000 for the academic year).</li> </ul>	<p>Discussion:</p> <ul style="list-style-type: none"> <li>• Implement the pilot project of the evening childcare program at CEC for the 2017-2018 academic year. The babysitting program was in pilot mode last year and the Program has been redesigned based on what was learned in the 1st year of operation, which includes a savings of \$25,840 per semester (\$51,680 for the academic year).</li> <li>• The Child Development Services Department will operate and coordinate community partners to deliver an evening child care program at the Centennial Child Development Center four days per week, from 6:00pm to 9:00pm, serving approximately 75 children from pre-school to 6th grade. The average cost is \$5.00/hour, which is very reasonable if the data</li> </ul>	

<ul style="list-style-type: none"> <li>Please see attached project proposal for more information.</li> </ul>	<p>supports. The children receive a healthy snack, music, art, and help with homework for older children.</p> <ul style="list-style-type: none"> <li>Students attended the Board Meeting in support of the CEC Evening Childcare Program. <b>Chrissy Gascon</b> believes the 2017-2018 CEC Evening Childcare Program may come in under budget.</li> <li>During the 2017-2018 year, the AEBG researcher, <b>Cristina Gheorghe</b>, will look at the 2016-2017 data to see what impact the project is having on student outcomes. The parent/child(ren) need to be connected in order to complete the research. Data is needed to see if this is an effective program (students attending classes, attending 4 nights instead of 2 nights per week, retention rate, passing classes, etc.). The parents should be attending classes 80% of the time.</li> <li>A motion to approve the CEC Evening Childcare Project 2017-2018 was made by <b>Mary Lou Vachet</b> and seconded by <b>Kerrie Torres</b></li> <li>Passed by a unanimous vote</li> </ul>	<ul style="list-style-type: none"> <li><b>Chrissy Gascon</b> to obtain data from the 2016/2017 CEC Evening Childcare Program to see what impact the project is having on student outcomes and future decisions regarding the project and effectiveness of the program.</li> </ul>
<p><b>Vote to approve:</b> Babysitting for SAUSD</p> <ul style="list-style-type: none"> <li><b>Leads:</b> Sue Garnett</li> <li><b>Budget:</b> Up to \$10,000</li> <li><b>Proposal:</b> To collaborate with SAUSD to cover the cost of babysitting for adult students attending noncredit classes. RSAEC will reimburse/pay for babysitting costs. SAUSD will provide babysitting services. This strategy is to address the gaps in service for students who wish to attend classes, but cannot because of lack of childcare. The primary outcome of this strategy is to provide educational opportunities to students who would not otherwise have access, increase the attendance and retention ratios, and accelerate student-learning gains.</li> </ul>	<p>Discussion: To collaborate with SAUSD to cover the cost of babysitting for adult students attending non-credit classes. RSAEC will reimburse/pay for babysitting costs. SAUSD will provide babysitting services. Data is needed to see if this is an effective program (students attending classes, attending 4 nights instead of 2 nights per week, retention rate, passing classes, etc.).</p> <ul style="list-style-type: none"> <li>A motion to approve SAUSD Babysitting for RSCCD Project #2221 (2016-2017 funding ending on 12/31/2019) was made by <b>Lori Fasbinder</b> and seconded by <b>Ryan Murray</b></li> <li>Passed by a unanimous vote</li> </ul>	<ul style="list-style-type: none"> <li><b>Chrissy Gascon</b> to obtain data to see what impact the project is having on student outcomes, future decisions regarding the project, and effectiveness of the program.</li> </ul>

<p><b>Combined Strategy Workgroup (CSW)</b></p> <p><b><u>2017-2018 Calendar</u></b>  Location: CWPC  Time: 9:00am – 11:00am  Day: Second Tuesday of the month except where noted</p> <ul style="list-style-type: none"> <li>• July – no meeting (off contract)</li> <li>• August - no meeting (off contract)</li> <li>• September 12</li> <li>• October 10</li> <li>• November 14</li> <li>• December 12</li> <li>• January 9</li> <li>• February 13</li> <li>• March 13</li> <li>• April 10</li> <li>• May 8</li> <li>• June – no meeting (off contract)</li> </ul>	<p>Discussion: There has been a time Change for the Combined Strategy Workgroup (CSW). It will be the 2<sup>nd</sup> Tuesday of the month except for July 2017, August 2017, and June 2018.</p> <ul style="list-style-type: none"> <li>• Next CSW Meeting is Tuesday, September 12<sup>th</sup> at 9:00am to 11:00am (CWPC – Room TBD)</li> </ul> <p>Subcommittees:</p> <ul style="list-style-type: none"> <li>• See RSAEC website calendar for updates – should be posted in fall 2017</li> </ul>	
<p><b>Reminders for 2017-2018</b></p> <ul style="list-style-type: none"> <li>• New Calendar coming soon: July 2017 – June 2018</li> <li>• Voting Members: Must be board approved for the new fiscal year starting July 1, 2017</li> </ul>	<p>The new calendar needs to be discussed and created for 2017-2018</p>	<p>Calendar to be created for 2017-2018</p>
<p><b>Other:</b></p>	<ul style="list-style-type: none"> <li>• Connie Van Luit will be returning to the meetings in July 2017.</li> </ul>	
<p><b>Future Meetings:</b></p> <ul style="list-style-type: none"> <li>• July 17, 2017 at 10:00am-12:00pm, Review 2017-2018 Annual Plan at CWPC or Conference Call</li> <li>• Tentative July 31, 2017 at 2:00pm-4:00pm, Work on 2017-2018 Annual Plan at CWPC or Conference Call</li> <li>• August 7, 2017 at 2:00pm-4:00pm, RSAEC Executive Board meeting at CWPC</li> </ul>	<p>Members to review their calendars for future meeting changes. Starting in the Fall of 2017 the meetings may change to 1:00pm - 3:00pm or possibly a different Monday.</p>	