

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">• Chrissy explained that the AEBG grant is a continuous grant (July 1, 2015 to June 30, 2018), not for only 1 year	

<ul style="list-style-type: none"> • Vote to approve budget adjustments as determined by the budget office • FT Faculty Coordinator - \$128,000 • FT TOSA - \$128,000 • FT Applications Specialist III - \$120,000 	<ul style="list-style-type: none"> • A motion was made by Ryan Murray and seconded by Connie Van Luit to approve budget adjustments as determined by the budget office and was passed by a unanimous vote 	
<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 	

	<ul style="list-style-type: none"> • 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 Murray to approve an addition of \$ 5,000 for a part-time intake and attendance staff member and was passed by a unanimous vote 	
December 11th budget due to State <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-OUUSD,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 	Mary will have reports done through December and sent to all
Update on Board Approvals	<ul style="list-style-type: none"> • SAUSD-Ryan Murray: Approved Sept 22 • GGUSD-Connie Van Luit: Approved Oct. 20 	

SAUSD and GGUSD subcontract agreements updates	<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 	
RSAEC Bylaws	<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>
RSAEC Website	<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>
Strategy Proposal Workgroup (SPW)	<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 	<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>

	<ul style="list-style-type: none"> • The executive board meetings are the approvals on these forms • 5 strategy proposal worksheets were discussed at the November SPW meeting. The workgroup felt that two were ready to be sent to the executive committee for approval • Raymond Hernandez suggested that everyone can report on Google docs 	
Other	<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>
Meeting Adjourned :3:55pm	Next Meeting: December 14 at OEC Provisional Education Facility, 1937 West Chapman, Room 202 Time: 2:00pm-4:00pm	