

Rancho Santiago AEBG Executive Board Meeting Minutes
February 8, 2016
2:00pm – 4:00pm

Location: OEC Provisional Education Facility
1937 West Chapman Ave., Orange, CA 92868, Room 202

Members present: Chrissy Gascon, Geoff Henderson, Ryan Murray, Mary Lou Vachet, Connie Van Luit, Mary Walker

Members Absent: Kerrie Torres

Guests: Raymond Hernandez, Evangeline Matthews, Paul Marquardt

Item	Discussion	Action
Introduction of new attendees	<ul style="list-style-type: none"> • Evangeline Matthews • Paul Marquardt 	
Approval of agenda	<ul style="list-style-type: none"> • A motion was made by Mary Walker and seconded by Mary Lou Vachet • unanimous 	
Approval of consent agenda <ul style="list-style-type: none"> • Minutes: December 14, 2015 	<ul style="list-style-type: none"> • Revise Members Present: Kerrie Torres attended • A motion was made by Ryan Murray and seconded by Geoff Henderson • unanimous 	<ul style="list-style-type: none"> • Chrissy – check sign-in sheet and add Kerrie Torres
Update on the status of the Main Street site <ul style="list-style-type: none"> • Discussion of a name for the site, tentative opening dates, classes, consortium and partner involvement 	<ul style="list-style-type: none"> • Lease started Feb. 1, 2016 • Doing tenant improvements now • Colors chosen for walls (handed out paint samples) • Working with district furniture representative getting final quotes- expects to come in under the estimated \$150,000 • Need 101 computers for site – only about 	

	<p>55 will be purchased with AEBG and other grants will supplement (not buying SmartBoards)</p> <ul style="list-style-type: none"> • Buying projectors, document readers, • Four classrooms – not identifying specifically what program • Options AWD, High School Diploma/Equivalency, Computers, ESL • Office space for counselors, faculty and consortium members • Conference room (STW and consortium) • Described and showed specs on furniture • Hoping to start classes April 11-June 30 depending if classrooms are ready • Discussion of name for site: <ul style="list-style-type: none"> ○ Main Street Education and Career Center ○ Adult Student/Education Success Center • Budget – shared updated budget for AEBG 	<ul style="list-style-type: none"> • Chrissy will send out some name suggestions and we can handle the discussion by email
<p>Guest: Paul Marquardt</p> <ul style="list-style-type: none"> • Dissertation Research Study on Adult Education 	<ul style="list-style-type: none"> • Doctoral student – Ed.D • Explained his research project on adult education within Santa Ana • Shared handout • Asked for feedback on study – can email or call 	
Update on the status of the Director position	<ul style="list-style-type: none"> • In Rancho hiring process-confidential 	
<p>Vote on the following items (see handout for details):</p> <ul style="list-style-type: none"> • Vote to Approve: Amendment to the Regional Comprehensive Plan, 3-Year Amendment and 1-Year Annual Plan (conference attendance and fees) • Budget: \$10,000 	<ul style="list-style-type: none"> • Plan ahead for conferences to do sub contract agreements and purchase orders • A motion was made by Mary Walker and seconded by Connie Van Luit • unanimous • Chrissy will let us know if we need signatures from members and will send by email 	<ul style="list-style-type: none"> • Chrissy will check on subcontract agreements - for future spending items • Members should think ahead for future spending and plan for subcontracts

<ul style="list-style-type: none"> • Vote to Approve: Amendment to the Regional Comprehensive Plan, 3-Year Amendment and 1-Year Annual Plan (include specific language regarding IA's and classroom aids in all seven program areas) • Budget: up to \$7,500 per part-time IA 	<ul style="list-style-type: none"> • A motion was made by Mary Walker and seconded by Geoff Henderson • Passed by a unanimous vote 	
<ul style="list-style-type: none"> • Vote to Approve: Sycamore Babysitting-OUSD (falls under approval of increased funding for student services – no budget determined) • Budget: \$2,160 	<ul style="list-style-type: none"> • A motion was made by Connie Van Luit and seconded by Mary Lou Vachet • Passed by a unanimous vote 	
<ul style="list-style-type: none"> • Vote to Approve: Alignment and Transition: CTE IA's for Adults with Disabilities • Budget: \$12,500 	<ul style="list-style-type: none"> • A motion was made by Mary Walker and seconded by Ryan Murray • Passed by a unanimous vote 	
<ul style="list-style-type: none"> • Vote to Approve: Outreach and Advertising for AEBG Programs • Budget: \$50,000 	<ul style="list-style-type: none"> • A motion was made by Mary Walker and seconded by Mary Lou Vachet • Passed by a unanimous vote 	<ul style="list-style-type: none"> • Chrissy will check on Orange television channel to advertise • Chrissy will check with Outreach on other resources • Chrissy will check if a free gift idea is covered under AEBG
AB86 Closeout: <ul style="list-style-type: none"> • AB86 final expenditure reporting period and grant close-out date: December 31, 2015 • January 31 Expenditure Report was certified and received 1-31-16 • Final Expenditure Report will be due in August 	<ul style="list-style-type: none"> • Chrissy reported (see agenda item) 	<ul style="list-style-type: none"> • Chrissy will check on due date of Final Expenditure Report (might not be August)
AEBG Budget Update: <ul style="list-style-type: none"> • The first AEBG expenditure report was due to the state on January 31 (reporting period = July 1-December 31, 2015) • RSAEC had no expenditures to report due to a 	<ul style="list-style-type: none"> • Chrissy reported (see agenda item) • Chrissy reported that the actual 	

delay in receiving grant funds and the need to have board approval (November 9) and accounts in place before expenditures were made	performance/outcomes report has not been distributed yet.	
Update: RSAEC Website and Logo <ul style="list-style-type: none"> New website look/colors Logo design 	<ul style="list-style-type: none"> <u>Website</u> under construction Discussed home page revisions <u>Logo</u>: Chrissy received approval for symbol of “linking squares” from state Discussed logo example and other options Suggested moving “Adult Ed Consortium” under blue square before “Rancho Santiago” General consensus was removing blue “C” – maybe make the “AE” blue A consideration is many consortia are using the same colors. Suggested using different shades of blue We will vote on one of samples of logo provided by graphic artist as discussed 1 Mary Lou 2 Geoff unanimous 	<ul style="list-style-type: none"> Geoff will send stock photos for students in the jails to Chrissy for website Mary Lou will check into page for OCDE charter school and send to Chrissy Chrissy will look into <i>FatHead</i> sticker logos (for conference room wall or elsewhere) Chrissy will ask graphic designer to send revised samples Chrissy will send to members for comments
Strategy Proposal Workgroup	<ul style="list-style-type: none"> Next Meeting: Monday, February 29 CEC A-112 	
Other		
<ul style="list-style-type: none"> April Meeting – Survey how many members can attend on either April 11 or 18 due to spring holidays 	<ul style="list-style-type: none"> All can attend April 18 	

Future Meetings: 2016: March 14, April 18, May 9, June 13