

Rancho Santiago Adult Education Consortium (RSAEC) Executive Board Meeting - Adult Education Block Grant (AEBG)
April 18, 2016 2:00 – 4:00 pm.

Location: College and Workforce Preparation Center (CWPC)
1572 N. Main St., Orange, CA, 92867 (Conference Room)

Members present: Chrissy Gascon (Director), Geoff Henderson, Ryan Murray, Kerrie Torres, Mary Lou Vachet, Connie Van Luit (*by phone*), Mary Walker

Members Absent: None

Guests: Sue Garnett, Evangeline Matthews, Crystal Null

MINUTES

Item	Discussion	Action
Introduction of new attendees	<ul style="list-style-type: none"> Crystal Null, OC Sheriff's Department 	
Approval of agenda	<ul style="list-style-type: none"> A motion was made by Mary Walker and seconded by Kerrie Torres Passed by a unanimous vote 	
Approval of consent agenda <ul style="list-style-type: none"> Minutes: March 14, 2016 Approval of Name for the site located at 1572 Main Street. Name shall be: <i>Santiago Canyon College Division of Continuing Education – College and Workforce Preparation Center (CWPC)</i> 	<ul style="list-style-type: none"> A motion was made by Mary Lou Vachet and seconded by Ryan Murray Passed by a unanimous vote 	
Vote on the following items: <ul style="list-style-type: none"> Vote to Approve: Friendly Center Babysitting (falls under approval of increased funding for student services– no budget determined) Budget: \$5,500 for summer and fall 2016 One-time cost 	<ul style="list-style-type: none"> A motion was made by Kerrie Torres and seconded by Ryan Murray Passed by a unanimous vote 	
<ul style="list-style-type: none"> Vote to Approve: Composition Articulation Training 	<ul style="list-style-type: none"> A motion was made by Mary Lou Vachet and seconded by Kerrie Torres 	

<ul style="list-style-type: none"> Budget: \$360 for spring 2016 One-time cost 	<ul style="list-style-type: none"> Passed by a unanimous vote 	
<ul style="list-style-type: none"> Vote to Approve: Purchase of Plato High School/ABE Software (80 licenses for one year) Budget: \$58,700 One-time cost 	<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: GGUSD School Community Liaison Workers (SCLW) Budget: \$34,422 Ongoing cost 	<ul style="list-style-type: none"> A motion was made by Mary Lou Vachet and seconded by Ryan Murray Passed by a unanimous vote 	
<ul style="list-style-type: none"> Vote to Amend: If GGUSD-SCLW proposal is approved – Vote to amend the Regional Comprehensive Plan, 3-Year Amendment and 1-Year Annual Plan to reflect the SCLWs at GGUSD Budget: (N/A: \$34,422 – already allocated) 	<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 Amend: If GGUSD-SCLW proposal is approved – Vote to approve the increase of GGUSD’s annual allocation to reflect an increase of \$34,422 and a decrease of RSCCD’s annual allocation of \$34,422 Budget: (N/A: \$34,422 – already allocated) 	<ul style="list-style-type: none"> A motion was made by Mary Walker and seconded by Mary Lou Vachet Passed by a unanimous vote Note: Per AB104 Guidance - All six officially-designated voting members participated in this vote and all six approved with a YES vote 	
<ul style="list-style-type: none"> Vote to Approve: Funding of CWPC instructors during growth mode (previously approved under alternate instruction delivery models) Budget: Up to \$50,000 Short-term cost 	<ul style="list-style-type: none"> A motion was made by Mary Lou Vachet and seconded by Kerrie Torres Passed by a unanimous vote 	
<ul style="list-style-type: none"> Vote to Approve: Security Vehicle to provide roving security for AEBG classroom sites t RSCCD * Note this item must also have prior 	<ul style="list-style-type: none"> A motion was made by Kerrie Torres and seconded by Mary Lou Vachet Passed by a unanimous vote 	

<ul style="list-style-type: none"> approval from the AEBG state workgroup Budget: \$40,000 One-time cost 		
<ul style="list-style-type: none"> Vote to Amend: If RSCCD Security Vehicle proposal is approved by the executive committee and the AEBG state workgroup – Vote to amend the Regional Comprehensive Plan, 3-Year Amendment and 1-Year Annual Plan to reflect the purchase of a security vehicle Budget: (N/A: \$40,000 already allocated) 	<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 Amend and Approve: Clarification in the language regarding the approved short-term help to include more varied positions and increase the approved amount from \$36,000 to \$50,000. Budget: Up to \$50,000 annually Ongoing 	<ul style="list-style-type: none"> A motion was made by Kerrie Torres and seconded by Ryan Murray Passed by a unanimous vote 	
<ul style="list-style-type: none"> Vote to Amend: Clarification in language regarding conference attendance Budget: Up to \$10,000 annually for member districts serving adults and up to \$5,000 annually for member districts/agencies not serving adults Ongoing 	<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"> Vote to Amend: Inclusion of GGUSD's MOE allocation and related activities in the Regional Comprehensive Plan, 3-Year Amendment and 1-Year Annual Plan Budget: \$1,222,762 annually Ongoing 	<ul style="list-style-type: none"> A motion was made by Kerrie Torres and seconded by Mary Walker Passed by a unanimous vote 	
<ul style="list-style-type: none"> Vote to Amend: Inclusion OUSD's MOE allocation and related activities in the Regional 	<ul style="list-style-type: none"> A motion was made by Mary Walker and seconded by Mary Lou Vachet 	

<p>Comprehensive Plan, 3-Year Amendment and 1-Year Annual Plan</p> <ul style="list-style-type: none"> Budget: \$6,722 Ongoing 	<ul style="list-style-type: none"> Passed by a unanimous vote 	
<p>Consortium Fiscal Administration Declaration (CFAD)</p> <ul style="list-style-type: none"> Discuss and vote for approval of the 2016/2017 RSAEC CFAD. (Items include: fiscal management, update of governance plan and member allocations. All members must sign Document due: May 2, 2016 (hard-deadline) 	<p><u>Approach</u> explained by Chrissy *Please see CFAD document</p> <p><u>Rationale Language:</u></p> <ul style="list-style-type: none"> A motion was made by Mary Lou Vachet and seconded by Kerrie Torres Passed by a unanimous vote <p>Chrissy explained that there is still some confusion regarding the <u>additional \$94,493</u> that is shown on the 2016-17 allocation and how to report it. Two different scenarios were explained and presented to the members.</p> <p>Connie and Geoff asked about what is planned for the extra \$94,493. Chrissy explained that it will be allocated to RSCCD for now. As the fiscal agent, RSCCD can create subcontract agreements with other member districts/agencies to allocate funds.</p> <p><u>Consensus and approval process</u> explained by Chrissy</p> <ul style="list-style-type: none"> A motion was made by Kerrie Torres and seconded by Ryan Murray Passed by a unanimous vote <p><u>Change funding of \$34,422 from RSCCD to GGUSD:</u></p> <ul style="list-style-type: none"> A motion was made by Ryan Murray and seconded by Kerrie Torres Passed by a unanimous vote 	

	<ul style="list-style-type: none"> Note: Per AB104 Guidance - All six officially-designated voting members participated in this vote and all six approved with a YES vote <p><u>The CFAD document was signed by the following officially-designated voting members:</u></p> <ul style="list-style-type: none"> Mary Walker (RSCCD) Mary Lou Vachet (OCDE) Ryan Murray (SAUSD) Kerrie Torres (OUSD). Connie Van Luit (GGUSD) will sign at a later date as she had a proxy and participated by phone. Geoff Henderson (OCSD) did not sign as he is a partner with voting privileges and is not a representative of a JPA, COE, K-12 or CCD. 	<p>Chrissy will obtain Connie Van Luit's signature and upload the CFAD to the AEBG Portal.</p>
<p>AEBG Timeline for 2016-17 deliverables:</p> <ul style="list-style-type: none"> All deliverables must be approved unanimously and signed by the RSAEC members 2015/2016 Annual Plan and Budget Amendment. Due: May 15, 2016 SIGNATURES NEEDED BY 5/9/16 July, 2016 – Part II: 2016/2017 Annual Plan and Report of Expenditures due SIGNATURES NEEDED BY: 6/13/16 July 15, 2016 – Final Allocation Schedule Posted. August, 2016 – Part III: Demographics and Performance Measures due 		

Strategy Proposal Workgroup	Next Meeting: Monday, April 25 at CWPC	
Other <ul style="list-style-type: none"> • New meeting dates: • Dates were approved for July 2016 through June 2017 (*Please see below) • New meeting location: College and Workforce Preparation Center – Conference Room 1572 N. Main Street Orange, CA 92867 		Chrissy will send out a calendar invite to all members with the new dates, times and location.

Future Meetings: 2016: May 9, June 13, 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