

EC MEMBERS PRESENT*: Margie Abab, NOCE; **Carrie Bisgard, PYLUSD**; Ranae Bryant, AUHSD; **PYLUSD**; **Joyce Carrigan, NOCCCD**; Araceli Chavez, AUHSD; Katalin Gyurindak, NOCE; Raine Hambly, NOCE; **Gail Kairis, NOCROP**; Julie Ornelas-Smith, AUHSD; **Valentina Purtell, NOCCCD**; Denise Simpson, NOCE; **Connie Van Luit, GGUSD**

EC MEMBERS PHONE IN*: **Sandi Layana, FJUHSD**; **Mary Lou Vachet, OCDOE**;

EC MEMBERS ABSENT*: Joanne Armstrong, NOCE; Santanu Bandyopadhyay, CC; Jei Garlitos, AUHSD; Adam Gottdank, NOCE; Anna Lopez, FJUHSD; **Dana Lynch, NOCROP**; José Ramón Núñez, FC; **Heidi Olshan, LAUSD**; **Linda Skipper, NOCROP**; **Cynthia Vasquez Petit, AUHSD**; **Steve Zamora, FJUHSD**;

*Bold text denotes Board-Approved Designees and/or Alternatives who officially voted

ADDITIONAL WG MEMBERS PRESENT: N/A

NOCRC STAFF PRESENT (WG): Kerrie Cornell (ESL); Jesse Crete (Proj. Lead); Joelle Haptonstall (DSS); Esther Landin (Workforce Dev.); Hilda Rivera (ESL); Erin Sherard (SASS); Ivan Stanojkovic (ESL); Jennifer Robbles (BS)

GUESTS PRESENT INVITED BY NOCRC: Karen Bautista, NOCE; Dulce Delgadillo, NOCE; Tina King, NOCE; Stephanie Paramore, NOCE;

I. Welcome

- a. Approve August 2nd Meeting Minutes
 - i. Gail Kairis motions to approve, Valentina Purtell seconds
- b. Approve August 17th Meeting Minutes
 - i. Gail Kairis motions to approve, Araceli Chavez seconds

II. Consortium Updates

- a. NOCRC Office Expansion Update
 - i. Move in date has changed to the end of January/beginning of February
 - ii. Cost has been revised, hoping to be complete in the next week and will send out new cost to voting members
 - iii. Should have plans to the city by the beginning of October, and hope to be approved by November
 - iv. If you would like to see the plan email Jesse
 - v. CBI Furniture should have the cost to us in two weeks, Jesse has chosen furniture to match the current space
 - vi. 50k budgeted for furniture, might be more due to new hires. New cost could be around 75k to 80k
- b. AEBG Director Position Update
 - i. Valentina stated that the position can fly as soon as possible
 - ii. Karen Bautista will be on the chair for the hiring committee

- c. NOCRC Budget
 - i. 1st year 2015-16 allocation has been spent
 - ii. Still have unbudgeted funding as well as updates
 - iii. Jesse stated that just because the year closes on June 30th doesn't mean all the expenses are in/have been inputted yet
- d. Positions
 - i. Jesse went over the Position Allocation Summary broken down into cost per position, ongoing vs. one-time
 - 1. Email Jesse if you have any questions regarding the position summary
 - ii. One Time vs. Ongoing
 - 1. Valentina suggested to add a check box on the Proposal Form if the position is one time (one year only) or ongoing (more than one year regardless of the type of position)
 - 2. Needs to go through every workgroup to make sure we are duplicating the same process
 - 3. Committee decided to have a separate closed session meeting, for executive committee members only, to develop a process for ongoing vs. one-time
 - a. Jesse will reach out to schedule soon
- e. AEBG Data & Accountability Update/Policy Changes
 - i. Jesse shared the AEBG Data & Accountability Update/Policy changes PowerPoint
 - ii. New AEBG Tracking
 - 1. 2017/2018 reporting requirements
 - a. All adult education students enrolled in ABE, ASE, ESL, or CTE programs enrolled at a:
 - i. K-12 adult education school
 - ii. Community college noncredit program
 - iii. Third party provider supported by a consortium for the purposes of providing training or supportive services
 - 2. 2017/2018 reporting systems
 - a. All AEBG consortia members and providers will use TOPSPRO Enterprise
 - b. Quarterly reporting of enrollment and outcomes
 - c. K-12 adult school, community college noncredit, 3rd party providers supported by consortia
 - d. AEBG Office will use LaunchBoard to match AE student data with MIS, EDD wage file, HS equivalency testing data
 - iii. AEBG Fees Policy
 - 1. AEBG Fees Policy for 18/19 will be issued this fall
 - 2. Aligns K-12 adult schools and community college noncredit on a NO fees policy
 - iv. Other Programming Details
 - 1. Age requirement is still 18 years old however there might be a way to negotiate. (To be discussed at the October Executive Meeting)
 - 2. CalJobs can use "Basic Services" to serve those without requiring documentation

- v. 3-Year Planning Cycle
 - 1. Draft of ideas, want to help figure out what our 3-year plan will look like, to be in alignment with the other initiatives. Jesse will reach out when we receive more information to get input.
 - a. Information will formally be out in January, have till June to submit it
- vi. SASS Early Childhood curriculum cannot be funded via AEBG. It will be given to NOCE to conduct courses if it chooses.
- vii. NOCROP and Adult Charter Schools may now be served using AEBG funds.
- f. Out of state travel does not require state approval
 - i. Certain states are banned, Raine will send out an email
 - ii. If there are many who want to attend a conference, they might consider bringing it to the area
- g. Valentina provided an Adult Education Data and Accountability handout that sums up the PowerPoint
 - i. Questions
 - 1. Would it be beneficial for us as members to present to Boards annually on AEBG updates

III. NOCE AEBG Budget Requests for 2017-18

- a. MIS Analyst – Tina King
 - i. Due to AEBG's requirement to submit through MIS, requesting a partial investment of 45k to be funded by AEBG
 - ii. Raine asked if the request is for the unmet need or the amount AEBG is responsible and Tina stated that the request is for the unmet need
 - iii. Raine suggested a breakdown of the percentage that is affected by AEBG and others
 - iv. Valentina suggested that the MIS data elements involved is provided
 - 1. List the unique data elements with each one
 - v. Valentina will go back and break down the information so that it may be brought back to vote at next month's Executive Meeting
 - vi. Any other questions or suggestions are to be submitted to Jesse or Valentina
- b. SSSP Special Projects Manager
 - i. Stephanie Paramore announced a change to the original funding request for the During the August Executive Meeting, Jesse provided a copy of an email from Stephanie Paramore regarding the position/funding request. Group asked to define ongoing vs. one-time fund
 - ii. Stephanie says there's a change – original was for a split for the position at 70%/30% between AEBG and SSSP and to continue with the position as it was for 18/19
 - iii. Since the initial email went out, there was a discussion for a second option– to have a separate new position for 17/18, fully funded by AEBG to take over the management.
 - iv. More critical need is the final 17/18 coverage
 - v. Need supervision of data collection proctors, what should we do for 17/18 to cover this function

- vi. It was questioned if the original data collection proctors were initially approved under project lead budget
- vii. Valentina suggested we move proctors under Jesse's management
- viii. Discussed the possibility of having the counselors be redirected to report to ESL Special Projects Manager
 - 1. Stephanie will respond to the ESL Workgroups questions and report back to the Executive Committee

IV. Workgroup 2017-18 Proposed Strategies

- a. Project Lead
 - i. AT&T CalNet – Office Internet
 - 1. Vote to add the AT&T CalNet cost to the Project Lead Budget (not on the original budget)
 - a. Mary Lou Vachet motions to approve, Gail Kairis seconds
 - ii. Tableau Funding Request
 - 1. Executive Committee originally approved a one-time, it was miscalculated as well as there is an ongoing cost.
 - 2. Vote to approve the total one-time cost at \$11,430 and \$3,600 ongoing
 - a. Raine Hambly motions to approve, Connie Van Luit seconds
- b. SASS
 - i. Printing Funding Request
 - 1. Requesting an additional \$3,500 for production costs
 - 2. Valentina Purtell motions to approve, Raine Hambly seconds

V. AEBG News Brief – Apply to join the AEBG Field Team

- a. They would like as many to apply as possible for multiple field teams, to split into sub groups
- b. Valentina and Jesse are interested in applying
 - i. Received the support of the EC
- c. The meeting would be once per quarter with possible smaller meetings in between
- d. If interested, need to apply by October 23rd
- e. Need reference letters from our consortium to apply

Upcoming EC Meetings: (NOCRC Offices: 505 N Euclid, Suite 200, Anaheim)

Thursday, October 19th 1:30 p.m. to 3:30 p.m.

Thursday, November 16th 1:30 p.m. to 3:30 p.m.

Thursday, December 21st 1:30 p.m. to 3:30 p.m.