Coast Adult Education Consortium Executive Committee Meeting
Friday, October 30, 2015
3:00PM-4:00PM
Coast Community College District Office-Conference Room H
1370 Adams Avenue Costa Mesa, CA

Attendees:  
Dr. Andreea Serban Vice Chancellor of Educational Services & Technology, District  
Steve Curiel Principal, Huntington Beach Adult School  
Kevin Ballinger Vice President of Instruction, Orange Coast College  
Dr. Vince Rodriguez Vice President of Instruction, Coastline  
Connie Van Luit Director of Alternative and Adult Education Programs, Garden Grove Unified School District  
Mary Lou Vanchet Program Administrator Orange County Department of Education  
Dr. Dennis Harkins College President, Orange Coast College  
Christina Kubes Professional Expert, Coast Community College District  
Carol Hume Superintendent of ROP, Coastline Community College  
Wendy Weeks Executive Director, Youth Employment Services  
Vanessa Galey Director of Special Projects, Newport Mesa Unified School District  
Dwayne Thompson Director of Research, Planning and Institutional Effectiveness, District  
Dr. Omid Pourzanjani Vice President of Student Service, Golden West College

1. Roll Call
   - Dr. Serban called the meeting to order at 3:04PM. She explained the purpose of the meeting was to have a final review and a formal vote on the required documents to be submitted to the state for this consortium on the Adult Education Block Grant.
   - After all those present were introduced, Dr. Serban clarified that the only members of the consortium could vote. This included Dr. Vince Rodriguez, Mary Lou Vanchet, Connie Van Luit, Kevin Ballinger, Carole Hume, Vanessa Galey, Steve Curiel and Dr. Omid Pourzanjani.
2. Public Comment
   - Dr. Serban opened the meeting for public comment at which point no members of the public were identified and no comments were made.

3. Discussion and Adoption of:
   - Dr. Serban predicated the pending discussion by informing the members that the state had adjusted the templates of the documents as late as October 28th, and although the information was the same, some of the formulas had been adjusted.
   - Adult Education Block Grant-Consortium Three-Year Plan Update
     - Dr. Serban reminded the group that the AB86 Regional Comprehensive Plan had been submitted March 1, 2015 but this template to be submitted was recognizing that some changes may have been made.
     - She explained that this template was a combination of references to the old plan, consisting of an executive summary from the plan submitted in March 2015, as well as additional programs added since this original submission. She highlighted the pilot program being completed at Golden West College and Huntington Beach Adult School.
     - This document also includes a brief update on some statistics of the surrounding areas provided by Dwayne Thompson which highlighted the most recent changes in the area the consortium serves as it relates to the most recent release of the Orange County Business Council Workforce Report.
     - This three year plan also includes the consortium’s vision for the latter part of the 2017-18 year. This includes programs such as the regional placement of adults, development of pre-apprenticeship programs and programs for adults developing knowledge and skills to aid their own children.
     - This plan also includes the desired ideals for qualifications of instructors as well as alignment of academic content and curriculum. Dr. Serban stressed that all items within this updated three-year plan had been thoroughly discussed by the consortium members.
     - Dr. Serban noted that this document did need to be submitted to the state and needed to be signed by all designated members within the signature block. All members signed in the designated area.
   - Adult Education Block Grant-Consortium Annual Plan 2015-16
     - This plan addresses what is going to be completed in regards to the Adult Education Block Grant for this year, 2015-16 to aid in the achievement of the goals outlined in the three-year plan. The members of the consortium (Huntington Beach Unified School District, Garden Grove Unified School District, Newport Mesa Unified School District, Orange County Department of Education, Coastline Regional Occupational Program and the Coast Community College District) received approval for participation their local board of trustees or approved via nomination by the superintendent.
     - Dr. Serban referenced the “Coast Adult Education Consortium Report on Governance Compliance” in which the guidelines for the conducting of the consortium are set forth. This includes detailed information on how
decisions are to be made, how votes are to be cast, etc. **Dr. Serban** expressed thanks to the consortium members for allowing each Vice President of Instruction at each the Coast Community College District to have a vote. Standards regarding public meetings and public comment are also outlined in the bylaws of the consortium, all decisions to be made will occur at these public meetings. **Steve Curiel** was credited with the initial draft of this governance document.

- **Dr. Serban** stated that the Fiscal Agent will be voted upon at the beginning of each fiscal year as well as the approval of the direct allocation model. This year, Coast Community College District was elected as the fiscal agent.

- **Dr. Serban** referenced, the executive summary included in the report and stressed its importance as it was going to the legislature and will be posted on the Adult Education Block Grant Web-site. It states what the focus will be for 2015-16, first of which was the budgeting of human resources and technical infrastructure positions to provide administrative support for the implementation of College Readiness Program. Also addressed in the summary were visions for the ESL placement test, a more robust outreach program and the partnership with OCDE and Coastline ROP.

- **Adult Education Block Grant-Consortium Member Budget Allocation**
  - **Dr. Serban** stated that the template worksheet had been adjusted by the State, so this new document reflects this new template. **Dr. Serban** asked the group to pay special attention to the consortium allocations and briefly described the previously agreed upon amounts.
  - **Dr. Serban** explained that Coastline ROP and OCDE would not be allocated funds at this time as they already had other funding sources.
  - **Dr. Serban** informed the group of a change in the status of the Garden Grove Unified School District, as they are now members of three consortiums based on their boundaries, including Rancho Santiago, North Orange and Coast Community College District. After debates regarding the mechanism by which the budget should be split for Garden Grove, all funds relative to the 15-16 year would be funded to Rancho Santiago Community College District consortium.

- **Adult Education Block Grant-Consortium Performance Measures**
  - **Dr. Serban** explained that base targets and performance measures needed to be submitted relative to the programs that are proposed in the budget allocation. Dr. Serban explained that the performance measures and accompanying targets were completed by each consortium member.
  - **Connie Van Luit** stated that there were some significant changes made to the Garden Grove Performance Measures Form. This was a result of the MOU approved for Rancho Santiago’s consortium which stated the performance measures had to be reported in their consortium. The numbers being reported by Rancho Santiago for Garden Grove will be the same as the numbers being changed on the Coast consortium.
Connie Van Luit provided Dr. Serban the adjusted numbers for the Performance Measures Forms relative to Garden Grove who placed these numbers directly into the template.

Dr. Serban then referenced the “AEBG Annual Plan Template” and highlighted the groups which were partnered with to aid in the planning of some of the programs that were proposed. She stated the intent was a continued partnership through implementation of these programs. She specified Youth Employment Services as one of these players and thanked Wendy Weeks for her help in this process. Dr. Serban also mentioned the proposed Organizational Chart which outlined these outside partnerships.

Dr. Pourzanjani made a motion to approve all of the forms that were proposed for submission to the state. Mary Lou Vanchet seconded the motion. All consortium members voted unanimous approval of all documents.

4. Adjournment

The meeting was adjourned at 3:49PM.

Dr. Serban explained that the first apportionment of these funds had already been received, and now the task of the workgroup was to draft agreements to allocate the now approved amounts to each consortium member.

Dr. Serban also stated that the process begin to fill the positions that had been created in response to the proposal of the annual plan.

Steve Curiel suggested that the positions be listed out as well as their role in the programs. He felt that this detail along with the allocated budgets may speed up the hiring process from a Human Resources perspective.

Dr. Serban suggested that these programs be listed in detail and added to the budget allocation forms that are submitted to Human Resources.

ACTION: Steve Curiel to come up with template wording and a proposed section to include regarding a more specific outline of job specifications for easing the hiring process.

Christina Kubes inquired if there were any funds left from the AB86 grant to which Dr. Serban replied affirmatively. She explained that the hours of the professional experts and other consortium members still had to be invoiced to the grant.

Kevin Ballinger stated that it was important for the faculty workgroups to continue meeting through the implementation phase. Dr. Serban stated that importance of the presence of an administrator in some of these groups, to keep progress moving forward. Christina Kubes stated that she felt that many of these workgroups would be able to move forward as their end goals have been better defined.

Dr. Serban expressed the need for the creation of a Student Services workgroup and to include the counselors in these groups. She recognized the need to complete this workgroup after the positions previously mentioned are hired, hopefully no later than February 2016. Dr. Serban clarified that the funds could be spend up until June 30th, but some had stated that the deadline may be pushed back to October.

The next working meeting was scheduled for November 13th 8:00am-9:00am.