

# Adult Education Block Grant Meeting Minutes

January 16, 2018

Members in Attendance: Davis, Faulconer Boger, Fischthal, Gholson, Gray, Gualtieri, Henwood, Layton, Matthew, McKenna, Pongsrikul, Rose, Rubalcaba, Weinroth, Wilkinson

Members Absent: Bromma, Campbell, Carvajal, Crosby Howell, Madrid Novak, McGirr, Mikolaycik, Pawlak, Phu, Quinones, Rivera-Lacey, Sabanos

1. Review and Approval of Minutes (2 mins)- Rachel Rose
  - December 5, 2017- M/S/C by Richard Weinroth and Carol Wilkinson as is.
  - **ACTION: Finalize and post approved minutes to the SDCE Master Calendar.**
2. Year 4 Timeline- Rachel Rose
  - The yearly plans are due to the state over the summer months. The back in timeline is estimated as follows: Due Date Link: <http://aebg.cccco.edu/For-AEBG-Grantees/Calendar-of-Events-Due-Dates>

Approval Flow	Year 4 Plan & Budget
AEBG State Office	August 15, 2018 *
SDCE and SDUSD	Thursday, June 7, 2018 **
SDAERC Board Meeting (Public Meeting)	Wednesday, May 16, 2018
EGC (2 <sup>nd</sup> & 4 <sup>th</sup> Wednesday)	Wednesday, May 9, 2018
Academic Senate (3 <sup>rd</sup> Tuesday)	Tuesday, April 17, 2018
Classified Senate	Tuesday, April 17, 2018
Budget Committee (1 <sup>st</sup> Monday)	Monday April 2, 2018
Technology Committee (4 <sup>th</sup> Friday 8AM-9:30)	Friday, March 30 or April 27, 2018
Safety & Facilities Committee (4 <sup>th</sup> Thursday)	Thursday March 29 <sup>th</sup> , 2018 or April 26.
SDCE AEBG Committee ( 3 <sup>rd</sup> Tuesday)	Tuesday, March 20, 2018

\* SDAERC does not utilize allocations to provide for 10 month faculty on SDUSD or SDCE to work over the summer, therefore timeline for the plan completion is pushed up.

\*\* All approved plans and budgets will be compiled with Unified in state approved format and submitted.

- Goal is to approve final plan at the May 16<sup>th</sup> SDERCD Board Meeting. This is a public meeting.
  - **ACTION: Follow up with Rachel regarding Program Reviews from last year. She would like to have them available at a future meeting to review activities noted in the reports.**
3. Activity Updates - Rachel Rose/Deans
    - A progress update was provided on 1-2 activities from year 2 and/or 3 and spending associated with that activity.
    - Barbara Pongsrikul-
      - Year 2- finished activities regarding Instructional Assistants; computers purchased.
      - Year 3- Curriculum updates and professional development in progress; \$36,000.
    - Michelle Gray-
      - Identified funds from year 1 for salary towards a new position needed.
      - Funds identified for Office Skills Lab, e-Books to support OL courses.
    - Carol Wilkinson-
      - Report out for Child Development.

- No funds in year 1 or 2.
- Year 3 funds will be for faculty development.
- Curriculum Development in progress.
- Joan McKenna-
  - Kitchen opening up at ECC; in process of being built.
  - Curriculum and Development for new bake shop is in progress.
  - Smart Carts for Fashion and Embroidery software, were purchased.
  - Smart Carts purchased for MAC.
  - Purchased and received a 42" plotter.
- Leah Gualtieri-
  - Working with ESL curriculum to incorporate work development into courses.
  - Doing technology updates for HSDP program.
- Michelle Fischthal-
  - Retention Survey, which was a pilot survey, was completed last year. This originated through the ARC Committee.
  - CTE Outcomes survey will be sent out to students this year. It will incorporate skills builder of 10 hours or more.
  - Surveys on internal processes have been conducted (i.e. Program Review Survey).
- Kelly Henwood-
  - Stopped doing WIOA Grant survey.
  - A new survey will be given; created from the outcomes provided to us.
  - Several outcomes align with AEBG.
- Maureen Rubalcaba-
  - Year 3- Funding received to support the Outreach Department. By leveraging the funds, we are able to create 4 positions from the 2 that were funded.
  - Looking to hire Ambassadors for all 7 campuses.
  - Dealing with long district HR timeline to hire individuals; this can affect us by potentially losing interested candidates.
- The goal for the February 20<sup>th</sup> meeting is to review year 2 and 3 activities to inform year 4 plans.
- In review, the goals for use of our AEBG funds are to support:
  - 1. Seamless Transitions
  - 2. Addressing Gaps in Services
  - 3. Accelerated Learning
  - 4. Professional Development
  - 5. Leveraging Structures- Anyone who gets money to provide adult education, would share plans to assure the same message is shared by all.
- Kelly met with Mia Funk from SD Unified School District today. Discussion occurred around goals for workgroups needing to be flushed out by members of the consortium.
- Need to clarify AEBG Committee Description. We currently have the SDAERC description reflected as our committee description. We will plan to do this by April so the description is presented to all applicable shared governance committees and formally adopted and applied to this group.
- We will also look at developing a prioritization process in terms of the use of funds.

Committee Meeting Dates: September 19, October 17, November 7, December 5, January 16, February 20, March 20, April 17, May 15

For more information regarding the San Diego Adult Education Regional Consortium's AEBG Plan please visit the state website at: <http://aebg.cccco.edu/Consortia/Consortia-List> or the [State AEBG website link](#)

Minutes taken and submitted by Ginger Davis, Sr. Secretary, VP, Instruction  
Approved on: 3/20/18