Time: 12:30 P.M. 2:00 P.M.
Place: Cabrillo College Watsonville Center Room: C103
AEBG Steering Committee Members Comprised of:
1. Pajaro Valley Unified School District   4. SC Office of Education
2. Santa Cruz City Schools   5. SC Workforce Development
3. Cabrillo College

Facilitator: Kate Raymundo
Note Taker: Buff McKinley

A. Opening Items

1. Call to Order.
Attendance: Carrie Mulcaire, Leila Jamoosian, Faris Sabbah, Leslie DeRose, Terrence Willett, Rachel Mayo, Todd Livingstone, Nancy Bilicich, Kate Raymundo, Lysa Tabachnick, Joleigh Kambic, Buff McKinley

2. Approval of Agenda - Approved

3. Approval of Minutes from September 26, 2016

Motion to approve – Rachel; Seconded – Todd; 2 abstentions – Leslie and Faris. Approved.

B. ACTION ITEMS
1) Professional Development Working Group

There is no existing work plan for this group like the other six (6) work groups. Professional development (PD) was an AB86 grant requirement. Consortium leadership have suggested that faculty receive training in adult learning theory.

There was agreement that the Steering Committee can serve temporarily as the Professional Development Working Group to assist in resource allocation of existing 2016/17 funds until a work group is established. Planning to establish work group should commence.

> **RECOMMENDATION: two follow up activities were suggested:**
> a. **Steering committee members are to bring forward specific PD opportunities (conferences, training providers) including such details as the # of people and costs to next steering committee meeting;**
> b. **Research analyst to draft a survey to assess professional development needs and discuss at next meeting.**

Other brainstorm discussion results are listed below (to be further discussed):
- Since many conferences and classes are no cost, there may be ancillary costs for substitute teachers or travel. Maybe stipends?
- Possible resources for Professional Development include:
    - OTAN (Outreach and Technical Assistance Network)
    - COABE (Commission on Adult Basic Education)
    - CalPRO
    - CASA
- Understand the grant requirements of professional development.
- Consider looking at this issue from the student's point of view. Home group leaders would be helpful in fleshing this out.

C. INFORMATION ITEMS

1) Timeline for AEBG Program Director Replacement
- Board developed the timeline and job description. They've been asked to consider a bump in Job Title and Salary and make it a 12-month position (currently 11 mo.).
- We will seek to hire an interim in November. Maybe have an open announcement if the internal search doesn't work. The permanent job announcement goes out in Spring 2017. The interim director could be eligible for the permanent position.
- There were questions about the Exhibit B of the PVUSD contract.
- Question arose about the need to access information that has been submitted to through the AEBG portal.

RECOMMENDATION: Carrie will ask Neil Kelly from Chancellor's Office about the ability to add a co-chair for access to the portal. Todd and Kate will continue an offline discussion about Exhibit B allocation tracking and expenses.

2) Update of Data and Accountability Work Group
- Clarified the milestones leading up to the 12/20 due date of the Data and Accountability Work Plan & Budget. Workplan will be finalized after the AEBG Summit (Nov 1-2) to ensure alignment with WIOA requirements. Milestones:
  - 11/1 – 11/2 AEBG Summit
  - 11/7 – 11/11 Data work group conference call to discuss Summit outcomes and populate the work plan.
  - 11/28 - Next Steering Committee meeting – final review of plan for Board approval
  - 12/12 –Board Meeting for approval of Consortium plan
  - 12/20 – Proposal due to Chancellor's office.
- Committee members can view progress on work plan at **Proposed Activity/Uses for Data/Accountability Funds**. Work group is working to add details to enable a quicker turnaround after the Summit. Also, the narrative field can be used to help explain the SISs for the board.
- Last week's call to Kathy Booth confirmed the need to wait on equipment purchases until after the proposal is approved and reinforced the importance of capturing not only data but also the qualitative aspect of storytelling.
- The adult school is anxious to move forward on the proposed workplan expenses.

3) Communication - Contact Sheet update
- A contact list with board, committee members, work group members has been developed on google spreadsheet. This list was originally created for AB86 grant. The purpose of this list is to identify future meeting advisors as well as community partners.
- There was a concern that some contacts are retired or no longer in the area so each Steering committee member should seek to edit the list with individuals to consider deleting or adding new contacts.
- This sheet is not to be widely shared since it contains private information that we don't have permission to disseminate.

RECOMMENDATION: Contact list to be shared with steering members; members are to update google sheet, SCAEC Consortium Contact List-10-18-16 with new contacts as well marking old contacts as 'retired' or 'inactive'.

4) Communication - Google Drive Folder for Sharing
- A new SCAEC folder will be created and populated will all working docs (such as contact list)

- Steering committee should be the only people with editing permissions. Anyone on the contact list should be able to view documents.
- This folder will contain in-progress documents requiring collaborative input. Final docs, such as the Annual plan and Work plans, will be accessible via the website.

RECOMMENDATION: Create new SCAEC folder and share with committee members.

5) SCAEC Website Update
- Populating and posting to: http://www.santacruzadulted.org has begun. This site is for final documents only.
- Buff McKinley is assisting to update website links:
    - Cabrillo links are under Services and PRO
    - Need to combine Watsonville and Santa Cruz Adult Ed links into one link
    - Need to add link of non-credit link update
- The Interim Program Director will be responsible for making site improvements.

RECOMMENDATION: Cabrillo website to be updated with accurate WASCAE and non-credit link.

6) Status of Implementing Work Plans
- Some items are complete and some work plan activities are outdated / no longer relevant. For example, in the Data work plan: hiring a research analyst.
- The suggestion to add dashboard type icons for quick status was agreed:
    - Green triangle is on track.
    - Red triangle pointing down is way off track.
    - Green check is completed.

RECOMMENDATION: Kate Raymundo will convert six (6) work plans into google sheets and add them to the newly created shared SCAEC google drive folder.

D. CLOSING ITEMS – adjourned at 2:00pm.

1. **Plus / Delta Evaluation -** filled out as last agenda item.