

## CNCAEC (Public) Meeting

### Minutes

MiraCosta College, Community Learning Center, Community Room

December 13, 2017, 9:00 a.m.

Consortium co-chairs: Dr. Nikki Schaper (MCC) & Manuel Zapata (SDUHSD)

	Agenda Topic	Discussion	Outcome
1	<b>Call to Order</b>	Schaper called the meeting to order and welcomed all at 9:00 a.m.	
2	<b>Roll Call</b>	Nikki Schaper, Dean of Behavioral Sciences, History & Adult Education, MiraCosta College; Beatriz Aguilar, AEBG Supervisor, MiraCosta College; Manuel Zapata, Director of Accountability and Special Programs, San Dieguito Union High School District	
3	<b>Public Comment</b>	Limited to three (3) minutes per person for a total of fifteen (15) minutes of public comment: Victor Vega, Adult ESL instructor at Laurel ES, Oceanside USD; Lupe Gonzales, Director, North County Works; Lucile Lynch; Mary Turk; Laura Makings, San Diego County citizens and parents of Adults with Disabilities	
4	<b>Approval of Meeting Minutes</b>	Minutes from April 18, 2016 CNCAEC Public Meeting	Approved by consensus
5	<b>Information Items</b>		
A	<b>Governance Update</b>	<ul style="list-style-type: none"> <li>• Consortium has reached out to Carlsbad and Oceanside Unified School Districts and the San Diego Workforce Partnership.               <ul style="list-style-type: none"> <li>○ They have all expressed an interest in becoming members and pursuant to AB104, they will be identifying a representative who will be approved by their respective boards – hopefully in January 2018.</li> <li>○ Once we have a new board, we would like to do some onboarding with them at our next public meeting and take a look at updating our governance documents in consideration of a new structure and new members.</li> </ul> </li> </ul>	
B	<b>Consortium Fiscal Administration Declaration (CFAD) Overview and Update on State Guidance</b>	<ul style="list-style-type: none"> <li>• Aguilar presented the current CFAD that aligns with the recommendation in the Governance Update.</li> <li>• New Executive Committee will review the CFAD to make and approve changes as necessary.</li> </ul>	
C	<b>2017-18 Annual Plan</b>	<ul style="list-style-type: none"> <li>• Aguilar presented the 2017-18 Annual Plan which is an extension of the 2015-16 Annual Plan. Revisions and updates can be done at any point with AEBG.</li> <li>• New Executive Committee will review the Annual Plan to make and approve changes as necessary.</li> </ul>	
D	<b>2017-18 Project Year Budget</b>	<ul style="list-style-type: none"> <li>• Aguilar presented budget that needs to be certified by the California Community Colleges Chancellor's Office (referred to as the "Chancellor's office" or CCCCCO). The CCCCCO is using new budgeting system, called NOVA.</li> <li>• The consortium will request an extension to certify the budget so the new Executive Committee has opportunity to make and approve changes as necessary.</li> </ul>	
E	<b>AEBG Data Metrics/Consortium Data Review</b>	<ul style="list-style-type: none"> <li>• Dr. Cheryl Harris, MiraCosta College Research Analyst, presented slides (link available on AB86 web page) that only represents AEBG-supported programs. Enrollment by program,</li> </ul>	

	<p>1. <b>Measuring our Success Report</b></p> <p>2. <b>Preliminary Report Implementation and Effectiveness</b></p>	<p>i.e., Adult High School Diploma (AHSD), Adults with Disabilities (AwD), and English as a Second Language (ESL). Data shown is from previous academic year of 2016-17. All students are asked to declare an education goal. Went over ethnicity, diversity, and gender statistics.</p> <ul style="list-style-type: none"> <li>• Aguilar presented two reports. Links online via MCC and via AEBG online. "Measuring our Success" report state the four main reporting areas: 1. ESL, AHSD, Short-time Vocational, and CTE. Five sub-areas are also measured; refer to page 15.</li> <li>• Preliminary report on Implementation and Effectiveness: Released in November on the AEBG website. The report contains the recommendation of field groups formed by the AEBG office and presented to the California legislature in March 2018.</li> </ul>	
F	<b>Update on programs and services</b>	<ul style="list-style-type: none"> <li>• Aguilar reported that for fall 2017 we added two ESL classes in Carmel Valley and two AwD classes in Encinitas and San Elijo. ESL added at Laurel Elementary. Within a week, a second class was added; two sections with approximately 60 students total. Childcare is provided in collaboration with Oceanside USD.</li> <li>• Just recently rolled out JAIN (Job And Internship Network) thanks to Career Services at the CLC and Oceanside campuses, "Grad Leaders" is the software which assists students create resumes and prepare for interviews. MiraCosta is inviting different employers in the area using the JAIN system, where they can post job openings. Allows us to connect students with jobs in a faster and more efficient way.</li> <li>• Job Club for AwD. Last week, we had 20-25 attend Job Club with their coaches. We are connecting with companies for jobs (i.e., Goodwill Industries). Also, added an AHS class at San Dieguito UHSD. Our Career Services Specialist, Cole Bezzant, has been presenting in-class with faculty permission with favorable results. JAIN is available for all students attending MiraCosta College. Only scheduled workshop is are Job Club with our AwD.</li> <li>• Schaper provided an update regarding the Department of Rehabilitation (DoR). Recently partnered with the DoR Beginning on January 2018, they will provide career assessment and employment advisement to all qualified noncredit students here at the CLC. Their services are free. To be eligible, students must be 16 years of age or older, legally able to work in the US, and have a physical or mental impairment that substantially impedes his or her ability to secure employment. Onsite at CLC January 9 &amp; 10 during registration sessions. DoR will be identifying office hours for going forward beginning in January.</li> <li>• New YMCA Urban Career Pathways partnership, which provides individual case management support, paid work experiences in high-demand jobs such as social and human services, child development, specialty foods and microbreweries. Available to all noncredit students between the ages on 18-24 residing in North County, eligible to work in the U.S.; not currently enrolled in school but adult programs are allowable. Will be here at the CLC on January 9 &amp; 10 during both registration sessions.</li> </ul>	
6	<b>Discussion Items</b>		
A	<b>2017-18 CFAD Allocations</b>	<ul style="list-style-type: none"> <li>• Aguilar presented the 2017-2018 CFAD Allocations.</li> </ul>	Recommendation to wait until new executive board for the consortium is in place to determine new allocations.
B	<b>2018 CNCAEC Regular Meetings Calendar</b>	<ul style="list-style-type: none"> <li>• Although we indicated that we would meet quarterly, in the spirit of transparency and in consideration of a new board, Schaper recommends the consortium meet every two months because there is a lot of work ahead of us.</li> </ul>	Recommendation that the next leadership and regular meetings be held in public and be held in February after the new members have been

		<ul style="list-style-type: none"> <li>Additionally, Aguilar can poll the new members for their availability to draft a calendar for the year that will take into consideration our deliverables and can be approved at the next regular meeting.</li> </ul>	approved by their boards.
7	<b>Action Items</b>		
A	<b>2017-18 CFAD Approval</b>	<ul style="list-style-type: none"> <li>Keep status quo until new board in place. Consensus to keep as-is.</li> </ul>	Consensus reached.
B	<b>2018 CNCAEC Regular Meetings Calendar</b>	<ul style="list-style-type: none"> <li>Schaper asked for permission to postpone this action item until we have a consensus during our next regular meeting in light of what we have discussed.</li> </ul>	Consensus reached.
8	<b>Adjournment</b>	<ul style="list-style-type: none"> <li>Meeting adjourned at 9:38 a.m.</li> </ul>	

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