

MINUTES

Participants

Brenda Rawson/PUHSD, Kerri Moreno/BUSD, Matt Russo/BUSD, Sara Alston/SJUSD, Todd Peel/SJUSD, Nohora Vazquez/LEUSD, Deanna McCarty/RCOE, Dean Hauser/PUHSD, Melanie Petago/BUSD, Lenore DeJesus/CFLC, Tara O'Malley/HUSD, Carita Dickson/BUSD, Kris Senson/MSJC, Ken Swanson/SJUSD, Joyce Johnson/MSJC, Arthur Kimball/RCOE, Lisa Campbell/DPSS, Chris Tucker/DPSS, Amy Campbell/MSJC, Ken Swanson/SJUSD, Recorder/MSJC

I. Call to Order

The meeting was called to order at 8:05am by Amy Campbell, MSJC.

II. Review/Approval of Minutes

The Steering Committee members reviewed the previous minutes from January 6, 2017.

- Motion to accept minutes – Deanna McCarty, RCOE
- Second by Matt Russo, BUSD
- Minutes approved as written, no abstentions.

III. Work Plans

The focus of our meeting is to work on our work plans. All plans were in order. The plan being revised does not mean a lot to the state. They want to see the progress, the end results. We are not perfect but we keep our plan in mind. Through collaboration, we have moved forward. Look at your budget. That is where we held ourselves accountable. A question was asked as to how much we base our success on CASAS numbers. Last years' data was rough. This is a transition year with not all, but most, using CASAS for the entire year and all of us by the end of year. For next year, if students complete the Entry Record, we get some credit. If a student completes twelve (12) hours, we would get student data credit. This data aligns WIOA and AEBG outcomes. Keep that in mind when looking at the data. It changes to students served, not just progress. It is a start. The state cares about what we are absolutely doing. Our 2017-18 Annual Plan will reflect our new goals. If we choose new numbers, we still must work towards meeting our outcome goals. The Annual Plan will hold us accountable. The chart will drive your budget. It is a good recap. This is what we are committed to, this is what we are doing. If you are not making your goals, rethink the process.

By looking at outcomes, are we just looking at programs only funded by AEBG? No, we can count results with different programs if AEBG funds are involved. If someone is entered in CASAS, they are tracked under the AEBG umbrella. We should be encouraging all students in all of our eligible programs to take the CASAS test. Again, Entry Record and CASAS testing counts. Track everything. LaunchBoard is going to be extremely important to us. There is no cost associated.

Look at numbers of your performance measures. First task is to look at them and then tie them into your budgets. Not changing or committing today. Talk about percentages. Realistic? A measure of where each of us is today. Let's adjust accordingly. We can't keep money where we

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won't be spending. We are projecting. We must create goals for 2017-18. Let's look at what we are committed to and what we are doing.

- Dean/PUHSD – Has safe, conservative numbers, realistic goals. Often, his students leave as soon as they arrive. Ongoing battle. Originally, committed to GED only. He feels that by the end of the year they will be right where they projected. Having a counselor will help a lot! He feels he has a clue. Dean Hauser requested that \$20,000 be used to update a science lab to be used for the CNA class. Motion to approve – Deanna McCarty, RCOE; Seconded by Ken Swanson, SJUSD; all approve.
- Tara/HUSD – 6.1 was close. Added a computer essentials skills class. 6.2 HSE not met; not 160. A little hazy. Having the counselor on board will be helpful.
- Ken/SJUSD – Some things are not as planned. They will not hit the 700 mark as planned for HSD. HSD is their highest demand. Funds have to be shifted from ESL to HSD to hire another teacher. Still wants an ESL class in 2017-18. Citizenship class will be a go. Serving Adults with Disabilities – only four (4) but not the goal. Not really CTE but more Workforce Development. Will have 12 grads for HSE. Focusing on the trend for next year. Amy shared that they are not dropping the ball but rather shifting gears.
- Matt/BUSD – He's looking good. Numbers might be a bit high but otherwise good. Want to add a few CTE programs. Started registration for a CNA class and it went viral. Can only take 15 students but many more wanted in the class. He is look for another instructor. Dean Johnson offered to put him in touch with someone who can help with another teacher. He is looking for other programs and will share more in the future.
- Amy/MSJC– MSJC is pretty much on point. ESL is slightly skewed. Completion of HSE is a little off. In a pretty good place. Looking at some computer classes to help with transitioning. Explosion in our GED program. We are literally out of room. Will talk to San Jacinto and Beaumont for seats. Kris will reach out.
- Nohora/LEUSD – Underestimated some numbers. Pre-apprenticeships moving towards workforce development. Have more completers than expected. Some numbers may shift a bit. Trying to restructure the concept of transitioning to the workforce. Changing CTE option – welding going away, auto on hold. Trying online programs (Odysseyware). Built the computer course.
- Temecula – Per Amy, they are on track.
- Murrieta – Per Amy, they are too big of a program to speak on. We will wait for Martina to report.
- RCOE – Because of staffing issues, some numbers not yet met. At goal with ESL numbers. Adults in the workforce is going well. AWD projected target higher than needs met. CTE okay. Pre-apprenticeship going okay. Transitioning to post-secondary going well. Non-cred post-secondary on track. Biggest area of concern is high enrollment with lack of instructors. Great growth in El Civics. Come July 1, we should have people to assist due to funding. Servicing

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students with disabilities but not aware of what disability a student may have or nothing official stating they have a disability. They really need to get a welding teacher. Dean Johnson will provide a contact person that may be able to assist with a teacher.

IV. **Group Discussion**

All of us must go back, look at the numbers and adjust our budgets accordingly. We need to do this at our next meeting. We'll need to write a narrative to support changes (not at next meeting). Per Nohora, our consortia data is a little high. Our numbers are not tied to the correct budget. Amy will provide blank templates to everyone at our March meeting. Objectives can be shifted and money can be moved. We will still have the same outcome.

V. **Narratives**

They are okay as they are being reported. Justifying outcomes. Explaining shifts. All based on the budget. Explaining why we are not yet using 16-17 (doing as state wanted). We had changes of leadership along with changed programs, funding and staffing. The narrative can explain that piece as well.

VI. **Site Discussion**

Serving adults with disabilities. Some disabilities are not diagnosed. Others do not have documentation. Amy will get clarification and provide information to all at next meeting.

VII. **LaunchBoard**

Asking all districts if they have an MOU for LaunchBoard. If not, we will download the forms and send them to you. WestEd is providing forms. No cost. Part of Cal-Pass Plus. They all connect through WestEd. They will report out on TOPSpro. Districts will not have to share anything. All data will be automatic. As information, if a district is allowing you to use TOPSpro, there is no difference. It simply shows student growth and progress. We will only use the data from ASAP and TOPSpro. Data will be tracked by name and birthdate with a projected 85-90% accuracy. WestEd is contacting districts to provide clarification. We will be able to access the data right off LaunchBoard. Amy is waiting on forms from WestEd to share with our members. She expects to hear back mid-February. Check with your data managers or with whomever the MOU's are housed with at your district for a copy. Is it K-12 or all students? If all students, perfect. If not, it can be put into place with minimal effort.

VIII. **AEBG**

Information out of the conference Amy and Joyce had just attended: Per CASAS, as of July 1, students with an entry record and 0-12 hours will be counted. All information will be forwarded as soon as it is in place. You are not allowed to charge students for the courses we offer. The students must pay for state tests (GED, CNA). You can charge book deposit fees but they must be returned. There are 10 million people in CA that need one of our services. We show 2.1 million enrolled in programs. There are 6-7 million people not being served. Non-credit adult ed programs are always chasing their tails. Amy brought up the idea of ed plans and if they were created for

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every student (beginning esl, intermediate esl, advanced esl, etc.), we might show more progress. Set goals. Let's look at this to create more buy in, longevity. Students shouldn't come and go. We must create value. Let's collaborate with our partners to allow students to continue with their educational objectives. Working with the counselors to put a tracking plan into place. High school students at SJUSD must meet with a counselor for 15 minutes when completing GED classes. Kind of like a check out for high school students – a stop gap. We should have a stop gap in place. We are partnering with our credit counselors for additional support. We can set up FAFSA nights. We are all AEBG with over half of us being WIOA funded. We all use TOPSpro. We can track the data but we need documentation. Maybe in ten years tracking will be more efficient. We have to have confirmation for post-secondary education. LaunchBoard will eventually be able to track data.

IX. Guest Speaker

Our guest speaker, Palbinder Badesha/Express Employment, shared how her company works. The goal is to place people in a job within 1-3 days. Two roadblocks are the lack of soft skills along with the fact that 45% of potential candidates fail the drug screen. Another challenge are criminal backgrounds. Literally, unless it is job specific, a company cannot turn someone away because of a criminal background. Key challenge is a mix-match for skills people possess and what companies need. Some companies are looking at offering apprenticeship schemes. Employers are becoming more open to training on the job. Open jobs include warehouse work, production operators, assembly lines and office workers. Placing ages 19-68 at this time, men and women; even women 40 plus. Warehousing jobs are shrinking. In the next 5-10 years, we will see million square foot warehouses run by 10 people. It's just the way things are going. A big need right now are skilled maintenance mechanics. Some of their best employees have learned on the job. If our students are referred to the company for employment, we will get confirmation that they are employed. 80-90% of their employees are hired on by the company, assuming they have good work ethic, good attendance. It is a great way for people who don't interview well to obtain a job and experience.

X. Data Funds

Looked over the data fund budget.

- Motion to approve – Ken Swanson, SJUSD
- Second by Deanna McCarty, RCOE
- All approved.

XI. Counselors

Amy sat with the four AEBG counselors last week – absolutely one of her greatest joys. Counselors shared common practice and what they've discovered. They brought up different ways they are being used at various sites, the respect they receive and the enthusiasm our consortia has towards the counseling program. The counselors love what they do! They will be setting up tours of MSJC. Providing banners, pennants and such to those sites that may want to use them. Not as an advertisement for MSJC – not the goal. Rather an encouragement to students to further their education. Counselors want to make sure that everyone knows they do not view transcripts or schedule classes. They talked about seeing your high school students. They can be combined with

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your adult classes as that is how we are funded. Sites can do FASFA nights and include high school students with adult ed students. Feel free to ask them questions as they are a direct line to Amy. They will have handouts they can share. Unable to share our student handbook or resource book as it is MSJC specific. Counselors are assigned to specific sites. They are already tracking data for MSJC and can help you with tracking. They are trained on Update Forms.

XII. Work Groups

Once we have reallocated funds, let's go back and redefine what components we want to align within the consortia. We could match curriculum within the consortia so that it would align with the college. We could have staff development where we could do break-out sessions with staff to share successes and gather ideas. April 14, 2017 is a possible date to proceed.

XIII. Fiscal Meeting

The meeting was held to clarify required documentation and to discuss policy and procedures. Timelines were reviewed. The next quarterly report is due April 10. The fiscal staff can help with the narrative. All districts (fiscal staff) are on the same page. Lourdes is MSJC's fiscal contact. She can be reached at lescamilla@msjc.edu or by phone at 951-639-5708 Ext. 5708.

XIV. Other Business

It was agreed that we would hold the community meeting on May 5. Irene, from the state, will be joining us. We may be able to have it at THEC. Once we get the room reserved, we will let you know. Then, you can let your partners know. We could have a slide show to highlight what we are accomplishing.

XV. Adjourn

The meeting was adjourned at 11:45am.
Motion to adjourn – Deanna McCarty, RCOE
Seconded by – Ken Swanson, SJUSD

Next meeting scheduled for March 3, 2017 in Room 932 from 10:00am-12:00pm