

MINUTES

Participants

Elaine McCallen, MSJC; Joan Patrick, RCOE; Arthur Kimball, RCOE; Melanie Petago, RCOE; Joyce Johnson, MSJC; Lisa Campbell, MSJC; Chris Tucker, Hemet DPSS; Deanna McCarty, RCOE; Todd Peel, SJUSD; Ken Swanson, SJUSD; Martina Beach Hedges, MVUSD; Nohora Vazquez, LEUSD; Greg Cleave, LEUSD; Kris Sension, MSJC; Amy Campbell, MSJC; David A. Sanchez, MSJC; Lourdes Escamilla, MSJC; Dean Hauser, PUSD; Matt Russo, BUSD; Recorder, MSJC

I. Call to Order

The meeting was called to order at 8:15am by Amy Campbell, MSJC.

II. Review/Approval of Minutes

The Steering Committee members reviewed the minutes from March 3, 2017 and March 22, 2017.

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

III. Financial

If there are any requests for FY15-16 roll-over funds (approximately 115,000), come prepared to briefly meet after the Executive Meeting on May 5, 2017 with your request (specific description and dollar amount). These funds must be spent by December 31, 2017. Think about ways it can be effectively spent. If something is changed but within the same object it needn't be approved. It was suggested that fiscal training occur once a quarter. Elaine and Lourdes will come up with a schedule. August meeting will be the first fiscal training meeting. Fiscal to meet 9-11 and Steering Committee 10-12, meeting together at the end for review. No one had additional FY15-16 changes. The Chancellors Office requires that everyone sign the CFAD acknowledging all increases and pay outs for FY15-16 Funding were approved. The Summary Report was provided by Lourdes to all members. If agreed, all were asked to sign. All in attendance signed.

IV. Quarterly Reports – Due 4/10/17

Lourdes has received some of the financial forms but not all. Make sure the forms that you provide to her include your MOE. For the record, Ken Swanson, SJUSD and Dean Hauser, PUSD, will meet with Lourdes Escamilla, MSJC, for clarification and assistance.

V. CASAS

CASAS will be providing two additional training dates. Agencies that are new will have trouble. Per Jay, changes are coming down from the state level and he will keep us updated as information is available. All but Perris use ASAP. We all use CASAS. RCOE has concerns about the separation of data – worrisome that the data won't be correct. Per Nora, we need an answer from CASAS. Amy will check with Jay on Monday and get back with everyone as soon as there is an answer. CASAS will make sure that everyone will be able to submit data. Once TopsPro is in play, it will be more effective.

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VI. Community Forum

Distributed additional Community Forum invitations. Hopefully, it will be better attended than in previous years as many invites have been sent out. It is a great meeting to bring your superintendent. If someone might be interested in partnering with you it is a great introductory meeting. A rough draft of the presentation was distributed. Please get your slide to Amy early next week.

VII. ASAP Training

David – Appreciated the ASAP training.

Nohora – All problems with ASAP were corrected within 24 hours. Very pleased.

VIII. Other Business

Please get your WestEd Surveys in as soon as possible. Chris Tucker and Angela Noel will be serving on the Executive Committee effective May 2017. Lisa Campbell is moving over to San Jacinto. Congratulations to Lisa on her promotion. It was agreed that we will go dark in July.

IX. Adjourn

The meeting was adjourned at 9:57am

Motion to adjourn – Dean Hauser, PESD

Seconded by – Deanna McCarty, RCOE

Next meeting scheduled for May 5, 2017 at THEC from 9:00am-12:00pm.

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