



About Student Regional Consortium for Adult Education

Meeting Minutes

November 9, 2015

2:00-4:00 pm International Brotherhood of Electrical Workers #440

I. Welcome & Agenda Review- Introductions; In Attendance: Sandra Castro, Olga Cornejo, Ashley Etchison Sandy Fielding, Michael Gray, Tammy Guzzetta, Araceli Marquez, JoDee Slyter, Sylvia Thomas, Eddie Villa, Darrell F.,

II. Reminder: IBEW is holding their toy drive through December 11th.

III. ToolKit Submission: JoDee Slyter notified the participants that the Governance Plan has been approved by the AEBG Office. Neil is requesting that hard copies of the agenda, be posted at each site- 72 hours in advance if possible, and the agenda be accessible to staff and students- Eddie (RCOE-Jail Programs) will need to work with administration on where to post agenda since the glass needs to be clear for deputies to see. Reminder these are open meeting.

IV. Website content and Timeline: (Ashley Etchison)

Ashley will email everyone by the end of the week and will work with each agency individually on gathering the content for the website. Please provide photos from your agency, resources, and contact information, hoping to have all information from all agencies by the end of the month.

Olga: What kind of resources will be on the site?

Ashley- There will be Community resource, workshops, info for DPSS, IBEW etc.

JoDee- Mentioned a tab for Consortium activities such as a calendar, minutes, and agenda on the home page.

The webpage can be translated to Spanish-hoping to have several translation icons through the website.

The costs will include-Website training and maintenance for a year.

Allegra can also do marketing/brand development.

V. AB86 Grant Expenditure Report (Beth Gomez)

JoDee stated that the planning grant budget has a balance but we don't know how much nor the categories where expenditure balances remain. We will try to get a copy of the report Beth submitted to discuss remaining balances.

*All expenditures for AB86 must be exhausted and completed by December 31st.

-IBEST Training –Faculty workshops –Professional Development conferences

VI. Appropriations Agreement:

Each agency received AB104 Block Grant/Funding Allocation schedule. Each member will use the information provided to inform their district administration and Boards of the funding allocation. The members each need to complete the first page of Appropriation Agreement. An electronic copy will be emailed to each member representative. Steps to be taken when sharing the information:

1. Attach allocation sheet specific to your agency so it is clear the amount of the LEA's allocation portion of the total amount.
2. Obtain the signatures of the Chief Executive Officer (Superintendent), and Chief Business Officer
3. Obtain Board approval if necessary, or present as an information item to the Board.

*There is no deadline because each agency has a different process of approval-but we want this completed ASAP. Contact JoDee if you have any questions or if you need additional information.

VII. Upcoming meeting: Fiscal departments from each member will receive an email from Sherry Mata scheduling a meeting to review in detail the allocation schedule. Ms. Mata wants to make sure fiscal departments are informed with the decisions being made by the consortium. Please encourage fiscal personnel at your district to attend. Consortium participants are also encouraged to meet with their fiscal staff to discuss the AEBG and to attend the upcoming meeting.

VIII. Preparing for Allocations and Reporting: Each member will be expected to establish a budget for their consortium allocation. JoDee asked the members to begin working on their budgets by:

- Follow guidelines for allowable expenditures
- Budget codes identifying expenditure
- Monthly expenditure reports for consortium fund reporting
- Schedule a meeting with your district fiscal and program leadership to inform them on how the money will be separated and expenditures identified for reporting purposes.

Differentiate between MOE and Consortium expenditures either through resource codes or goals.

IX. Future Consortium Meetings:

JoDee reviewed that the purpose of having meetings on a weekly basis was due to the amount of work that was needed to complete the Toolkit Deliverables. Now that the toolkit is complete, our work will focus on other ongoing items. Currently work in progress includes: By-laws, assessments-aligning the assessments, outcomes and projected outcomes, justifications for allocations. JoDee asked the group how often and what meeting schedule would be beneficial to our work going forward.

Responses:

Ashley: Recommends monthly meetings or as needed

Sylvia- Agrees.

Eddie: Virtual chat rooms, phoning in on CCC confers

Days:

Mike: Any Wednesday pm

Sandi- Afternoon not Wednesday, Tuesdays if possible

JoDee- Tuesdays are board meeting for CNUSD and can't do Thursdays. Monday, Wednesday or Fridays would be best.

Sandi- Prefer Monday

Mike- Any day is fine

Tammy- Any day except Tuesday

Sylvia- Any Monday except the 4th Monday, Wednesdays would be better.

Eddie-Monday

Darrell-Monday

Meetings will be Mondays- JoDee will send out an email with next meeting day.

Meeting Location:

Everyone agrees that IBEW Union Hall is the ideal location.

JoDee will check with Jim to see if it is available for Monday afternoons

Next meeting: To be determined