

About Students Regional Consortium for Adult Education Meeting Minutes

December 12, 2016

2:00 p.m. International Brotherhood of Electrical Workers #440

I. Welcome & Agenda Review -

Introductions - In Attendance: Omar Andrade, Jaqueline Benson, Rachel Bramlett, Greg Busbee, Beth Davis, Ashley Etchison, Dr. Charles Fischer, Robert Grajeda, Tammy Guzzetta, Brenda Hofer, Richard Keeler, A. Marquez, Annamarie Montanez, Joan Patrick, Hugo Ramirez, Jim Rush, Craig Shiftlett, JoDee Slyter

II. Updates from AEBG Office

- New Data and Accountability Submission requirements for 16-17
- Immigration Integration Discussion- How to capture student information on this population, Majority served is ESL, but they don't usually get a HSD/HSE
- Budget changes due on 12/20/16

III. Data and Accountability

- The 10 tables are gone. Data to fill tables was hard to capture. Matrix had age, program, gender, and goals, breakdown. The student systems used by schools didn't currently track all of that.
- The replacement for the 10 tables will require each consortia to track only students funded by AEBG. Data will not be counted by member but by consortia.
- ***All data must be reported in CASAS Tops Pro Enterprise and use the National Reporting Systems (NRS)***
- AEBG office is aligning everything with WIOA - If a student is absent for 90 days, that student must exit the program.
- Data will be uploaded quarterly starting March 2017 and annually starting June, 30 2017.
- The consortia can use any student attendance system as long as it communicates effectively with Tops.

IV. Digital Badging Update

- Karen Jeffery met with Riverside Unified, RCOE, Moreno Valley, Corona-Norco, IEBW, and Jurupa Unified regarding how Digital Badging helps students. There was one-on-one conversations as well as Q &A with staff.
- Karen is already working with developers and she gave the team direction on what's next.
- She will be back in Jan/Feb when the product is ready.
- A kick off meeting to introduce Digital Badging is in the works for some time in February
- Next Digital Badging meeting 12/14/16 2-4pm at RCOE.
- There is interest across the state on Digital Badging and 3 meetings have already been scheduled with other consortiums.

V. Budget Revision Proposal

- Revisions - Alvord, Jurupa, Riverside, RCCD
- Last minute revisions discussed with the group: Alvord moved teacher salaries from one program to another.
- Revisions for 15-16 and 16-17 must be separate.
- Expend the 1st allocation first as long as it matches the Budget and Annual Plan. There is a 3 year spending limit.
- Ashley Etchison motioned to approve revisions and Chuck seconded the motion.
 - *Agreed- ALL Opposed- NONE*

VI. 15/16, 16-17 Expense and Progress Report

- The expense and progress reports for 15-16 and 16-17 are due 1/31/17
- 15-16 Period 3
- 16-17 Period 1
- There is 6 periods for each allocation
- To be reviewed and approved at the next consortium meeting.
- Teachers can be paid from remaining 15-16 dollars to exhaust these funds.
- The progress report piece goes along with expenditure report narrative will be required.
- Consortium approval for January 23, 2017

VII. Showcasing programs in our Region

- Riverside Unified and Corona-Norco shared with the group their schools and what new and exciting things have been added.
 - RUSD added and upgraded the technology in every classroom
 - New locations where classes will be offered,
 - a new CTE Billing and Coding
 - Picture Day for students
 - reclassified a position
 - hired a new campus manager
 - Corona-Norco Adult School increased their student population
 - Increased class hours
 - hired new teachers
 - added additional programs such as Basic Compute Skills and Digital Literacy and Citizenship classes,
 - Purchased Burlington English
 - 6 new facilities.

VIII. 2016/17 Annual Plan Revision Discussion

- The Annual Plan and Budget Reporting are both interconnected.
- Annual Plan must align with each consortium and members approve expenditures.
- If members wish to spend allocation on an activity not described in the annual plan for that year, the annual plan must be revised and member's budget must be revised. Everyone in the consortia must approve the changes in a public meeting.

IX. Next Steps

- **December:**
 - WIOA Request for Application (RFA) Meeting, 12/14/16 from 9:00 to 11:00am at RCOE
 - Digital Badging Implementation Team Meeting, 12/14/16 from 2:00-4:00pm at RCOE
 - Data and Accountability Meeting, 12/16/16 from 2:00-4:00pm at RCOE (If you don't have Tops Pro please be at this meeting)
 - Consortium Budget Revision Submission 12/16/16

Next meeting:

- January 23, 2017 2:00pm IBEW Union Hall

Meeting adjourned 3:55pm