

About Student Regional Consortium for Adult Education  
February 15, 2017  
2:00 p.m. International Brotherhood of Electrical Workers #440

## **I. Welcome & Agenda Review**

Introductions-in attendance: Omar Andrade, Linda Aranda, Rachel Bramlett, Greg Busbee, Beth Davis, Ashley Etchison, Dr. Charles Fischer, Tammy Gruzeta, Brenda Hofer, Makayla Jeffers, Cheryl Kanechika, Richard Keeler, Arcy Marquez, Annamarie Montanez, Joan Patrick, Thoibi Rublaitus, Jim Rush, JoDee Slyter

## **II. Updates from AEBG Office**

- A Strategic Planning Draft was presented to show what long term planning looks like. JoDee will post the PowerPoint presentation on the website. It's informational and covers overall information, but doesn't impact day-to-day activities.
- The State AEBG office is planning on releasing the preliminary allocations for 17-18 by 2/28/17; the expectation is that the amount will remain unchanged from recent years, The CFAD will open as soon as the allocation is released.
- If you have made, or plan to make, a change in your official consortium representative, please recall that your governing board must approve the official voting designee. Once the governing board approves the representative, then JoDee can officially make the change.
- A reminder to spend down ALL 15-16 funding as the deadline for such expenditures is 12/31/17. No confirmation from the AEBG office as yet, but it's believed that any unspent funds must be returned to the state!
- Sign-ups for Regional Student Data Collection Training are being accepted for March 7<sup>th</sup> in San Bernardino and March 8<sup>th</sup> in Los Angeles. At the last WIOA meeting Jay Wright conducted part 1 of the training. Anyone responsible for data submission for each member should attend this session. The focus will be on AEBG. Part 2 is mainly hands-on training on TOPSpro Enterprise. All members are mandated to report through TOPSpro Enterprise starting this year. To register for training please log on to their link at:

[https://www2.casas.org/online\\_registration/](https://www2.casas.org/online_registration/)

You must login to sign up for the training.

- It is extremely Important to understand that individual consortium members will be responsible for submitting their individual reports, which in return will generate a full report for the entire consortium. JoDee will no longer be submitting for everyone.

- ABE, ESL, ASE must be pre-and post-tested with federal approved instruments such as Casas or TABE. If a student has a HSD or a HSE certificate no testing is required.
- Two agencies have recently purchased TOPSpro: Alvord Unified School District and Riverside Community College District.
- TOPSpro enterprise covers training for:
  - Basic navigation installation, file format, create and edit data and scan and import data. It will cover the use of Tops Enterprise reports as well as the use of Tops Enterprise with other student data.
  - Additional training programs coming up at the CASAS Summer Institute conference that will be held in Garden Grove
    - early registration closes February 17<sup>th</sup> \$495 registration fee
    - February 17<sup>th</sup> through May 1<sup>st</sup> \$595
    - February 17<sup>th</sup> to May 26<sup>th</sup> \$625 registration fee for the summer Institute conference will close at the end of me.
- Expenses for the CASAS Summer Institute may come out of the Data and Accountability funds; JoDee recommends several people attend.

### **III. Digital Badging Launch Event**

A tentative launch date was scheduled for April 19<sup>th</sup> or April 26<sup>th</sup> from 9:00 am to 3:00 pm; location is pending at International Brotherhood of Electrical Workers with the help of the implementation consultant.

- Thoibi Rublaitus shared the purpose of the launch event is to inspire, inform and engage staff. Jim Rush added keeping it specific to the people who come, who care, and focus on people who are going to be running the program at each site.
- The committee is aware that everyone is at different levels and people will come on board gradually. Each member will know when their site will be ready.
- Next scheduled digital badging meeting is March 1<sup>st</sup>.

### **IV. Data and Accountability Work Plan and Budget**

- Due February 20, 2017
- Quick summary and activities in the plan
  - purchase of TOPSpro Enterprise software
  - purchase to update Student Information System Software
  - purchase of equipment to support the software (computer stations, scanners, printer etc.)
  - purchase of assessment delivery devices

- attend professional development training both on and off site (for example the Casas Summer Institute)
  - Conduct Digital Badging Launch Event
  - Hire consultant for Digital Badging Implementation
- Each member received a copy of the work plan budget in the amount of \$634,355. No direct funding available because it's one-time funding. In the budget detail sheet you will see Corona Norco Unified School District has the majority of the funds because they're the fiscal agent for those funds.
- Items in the 5000's outlines member allocation for all activities and the committee has met several times for each member to effectively and accurately report data.
- Leftover funds were divided by 7 and split evenly just like the allocation was done.
- The overall application summary covered objectives 1 – 4; there is no 5<sup>th</sup> objective. Any edits and changes that need to be done please let JoDee know so she can make the changes necessary.
- Makayla Jeffers from Corona-Norco Unified School District is overseeing the funds and clarified once the budget and work plan is approved in the consortia's minutes, members will submit one invoice using Resource 6392 for their entire amount allocated and submit a W9 for a check to be processed.
  - Invoices can be mailed to: Corona-Norco Unified School District  
Attn: Makayla Jeffers  
2820 Clark Ave.  
Norco, CA. 92860
- JoDee opened the floor for anyone who wanted to add activities to the plan.
  - Riverside Community College District wants to be added to each activity.
  - Riverside Unified School District asked to be extended to December for ASAP renewal and Professional Development
  - Jurupa Unified asked to be added to 1.1 and 1.2
- JoDee clarified some activities will show "All Consortium Members"
- For the purpose of getting up and running, after the allocation is received each member will create a budget solely for the consortia's operating purpose (not for the state). Keep in mind costs of ongoing personnel cannot come from these funds. You may use funds for extra hours for the purpose of getting the program up and running only.
- JoDee asked for any other adjustments at which point nobody had any, therefore Rebecca motion to approve the budget, Beth second and the motion passed.

## V. Showcasing Programs in our Region

Jim Rush Assistant Business Manager IBEW Local #47 became a consortia partner since it began in 2012.

- IBEW covers all of Riverside County from residential to commercial to solar.
- They have created pathways with Norco College and is the first in the Inland Empire region tied to a local community college.
- The apprenticeship program is a 5-year program attending school twice a week. There are three requirements: 18 year or older, high school diploma or GED and 1 year of high school algebra.
- A reading, writing and math test are required and if the students pass the test they move on to an interview. they are very selective in their interviews this past year only 15 people made it in the apprenticeship program. It costs IBEW approximately \$25,000 per apprentice
- The famous *Earn while you Learn* is in practice.
- Workers get a \$4 raise every year. A worker can make \$70,000 a year working including health benefits and pensions.
- Workers are state certified when you graduate.
- They offer OSHA training to schools, if members would like to offer something similar please contact Jim.

## VI. Southern Regional Leadership Meeting

CCAE-CAEAA Regional Collaborative- Topics to be aware of:

- At a state level where expenditures are and where they are not.
- Did you spend 15-16 allocation and if you didn't spend it all what can be done so you do.
- Are you thinking of re-allocating funds for 17-18? Some consortia's are considering re-allocating their funds within their consortia. It doesn't help if funds are sent back to the state instead of going to a new member.
- 45-day Pass-Through Language- if you are a fiscal agent. Member funds must be sent to them within 45 days. Our consortia is direct funding.
- What are unmet needs in the region and how can we target them?
- Consortia's aligning with WIOA
- Upcoming Professional Development
  - CCAE/CAEAA Regional Leadership Meetings, May 3, 2017 in Long Beach
  - CCAE State Conference, May 4-6 in Long Beach

- CASAS Summer Institute, June 13-15 in Garden Grove

## **VII. Unspent 2015-16 funding**

Richard Keeler requested a redistribution of the 15-16 AEBG allocation in order for them to be able to expand the entire 15-16 budget by December 31, 2017.

- The redistribution would focus on transitional assistance, educational advising, academic planning and related services dedicated to adult school students and adult learners in the service area.
- Increased outreach to adult students and other adult learners that includes college awareness fairs, campus tours, orientations, application assistance, etc.
- A strong and sufficiently resource Pre-Apprenticeship Program.
- Employment skills building and short-term CTE certificate trainings.
- The hiring of dedicated educational advisors who will work exclusively with adult school students and adult learners in the community to provide them with focused academic advising.
- Educational advisors and outreach specialist to rotate visits to each of the schools and provide on-site assistance.
- The purchase of Career Exploration Software for adults, the software that is currently used is geared more for high school students.
- JoDee asked if the redistribution plan will allow them to expand all of the 15-16 allocations. Richard replied yes.
- Rebecca motioned to accept the proposal, Tammy second and the motion passed.

## **VIII. Next Steps**

- JoDee encouraged members to attend the Regional Student Data Collection Training and the Casas Summer Institute

### **Next meeting:**

- March 13, 2017 2:00pm IBEW Union Hall

**Meeting adjourned 3:57pm**