ABOUT STUDENTS Regional Consortium Meeting Minutes

Monday November 26, 2018
Riverside Adult School 2:00 p.m. – 4:00 p.m.

Present: Omar Andrade, Dr. Patricia Bazanos, Rachel Bramlett, Dr. Charles Fisher, Julie Pehkonen, Lucie Gonzalez, Joan Patrick, Thea Quigley, Thoibi Rublaitus, Craig Shiflett, Lori Shihad, JoDee Slyter, Jimm Toth, Aracely Molina, Renae Myatt, Autumn Valencia.

I. Welcome & Agenda Review
II. 2018/19 Member Budget Submissions in NOVA
III. 2017/18 Expenditures by program in NOVA
IV. BW Research Report for ABOUT STUDENTS
V. Webinar: Friday November 30, 2018
VI. Full Capacity Marketing Plan
VII. Reporting Transitional Services
VIII. DPSS Contract Completion
IX. Project Review, Open Discussion & Next steps

AEP UPDATES, WEBINARS, EVENTS

November 2018

2017/18 Budget Bill Data Requirements (due Feb. 15, 2019)! Members will try to have this done by January’s consortium meeting.

- Total hours of instruction provided to students in 7 AEP Programs
- Total operational costs in 7 AEP programs, including fees.
- State summary report to be provided to legislation
- 3-year plan template to be released
- 3-year plan resources
  - WESTED is going to walk us through our 3-year plan process.

2018/19 members budgets (with 17/18 carryover) and work plans must be submitted in NOVA by November 30 (Friday)
  -Both Alvord and RCCD are in draft mode; each needs to complete submission
2018/19 Quarter 1 Expenditure Reports Due in NOVA by December 1 Saturday

- All members are encouraged to submit by Friday rather than Saturday.
- July 1 to September 30 expenditure reports in NOVA.
- 1000 – 7000 Categories.

- Nov 28: 3- Year Planning key Resources
- Nov 30: Logic Modeling to Support the 3 – Year planning Process
- Jan 15: Pre- Planning Guidance and self- Assessment Tool
- Jan 22: Community Asset Mapping
- Nov 29: 3- Year Planning
- Nov 30: SMART goals for the Technology and distance learning plan
- Dec 1: Google: Tools and Drive
- Dec 3: The write stuff: Writing Skills for ESL and ABE students

Meetings:

Dec 5: WIOA/ACSA (Chaffey AS)
Jan 24: TOPS Networking (Corona- Norco AS)

Upcoming Events:

Dec 6-9: CATESOL Annual Conference (Anaheim Hilton)
Jan 18: El Civics Conference (Pasadena City College)
Feb 2-3: CAEAA Conference (Sacramento)
Feb 22: El Civics Conference (North Orange Community College)
April 8: CCAE/CAEAA Legislative Action Day (Sacramento)
April 25-27: CCAE State Conference (San Diego) – Registration almost full!!
June 11-14: CASAS Summer Institute (Orange County)

*JoDee asked members if there are any other events that we should know about.

Thea Quigley said March 9 is the Los Angeles Consortium Professional Development Day.
Budget Bill Requirements 17-18

Data Request due February 15, 2019. Via NOVA System.

- Hours of Instruction by program area
- Operational Costs
- Leveraged Funds by program area

*JoDee talked to Neil and explained that WIOA & ABE do not align together
* JoDee advised all members to provide their best estimate.

2018/19 Budgets, Expenditure Reports

2018/19 Budget submissions

• Report approved budgets from October Consortium Meeting
• Indirect costs: use approved rate, not to exceed 5%
• All drafts must be submitted by November 30, 2018

Q1 2018/19 Expenditure Report

Members to submit Q1 Expenditure reports into NOVA by December 1.

2017/18 member budget Bill data Requirements

• Members report 17/18 expenditures by program for all funding sources
• Members report 17/18 hours of instruction by program
• All data reported in NOVA due Feb. 15, 2019
• Webinar: 11 17/18, AEP NOVA Reporting – 17-18 hours and expenses by program area

BW EMPLOYMENT AND DATA ANALYSIS REPORT / FCM UPDATE

• Copies were emailed to leaders 11/21/18
• Basis for 3 year plan and marketing plan with Full Capacity Marketing
• Webinar: Friday, November 30, 11:00 ( invitation sent)
• Review report, discuss process for brand strategy, update timeline
• Once FCM has the final report, they will research information needed on the personas, finalize the communications audit, and present their findings and recommendations for positioning to the consortium approximately 12/14 (before the holidays), and then address the logo, campaign name and marcomm plan in January.

Final Report will be shared with WestED for 3-Year planning Process.

- Rachel Bramlett posed questions regarding the BW Report:

PG 11. 92337-92316 – Why are these two zip codes included in our report these two zip codes are Fontana and Bloomington, they are not in our region and should not be under recommendation as underserved when they do not apply to this region.

PG 10. March Air force Base? Adults with disabilities underserved 4,500 why is this number so great. What can we provide for these students, etc….?

PG 23. “Reside” instead of “home to” sounds better.

PG 31. Older Worker Clarification. Will ask Josh

• JoDee asked all members to send in their questions and concerns to her, by Wednesday and she will forward those to Josh.

OPEN DISCUSSION AND PROJECT UPDATES

Open Discussion:

○ Digital Badges Update
○ Update on ASAP
○ Visit from Karen Jeffery for implementation
  ○ CN has already began to onboard.
  ○ ASAP is still not working yet
  ○ JoDee asked how onboarding can happen if ASAP is not yet working.
    Thoibi - it can be done manually.
  ○ JoDee will talk to Karen and see if she can come to show members how to onboard in January.
  ○ Thoibi stated that there needs to be some type of education that needs to happen.(onboarding)
Regional Reporting on Transitional Services

- Consistent reporting definitions
- Methodology/ system
- Launch board
  - TOPSPRO will no longer be used by the colleges, and they will no longer report data through TOPSPRO as well.
  - Neil Kelly told JoDee that both the college and the members need to be on the same page.
  - Thea stated that data will have to be input by members if they want the student’s data to count.
  - Column P is where the Adults will input services, College Transition services (webinar chart).
  - Rachel(RAS) explained how she inputs data:
    
    She create a class on ASAP  
    Name of Teacher is RCCD Teacher Advisor  
    Mass enrollment list  
    Gives all students an hour.  
    By Q1, Q2, Q3, Q4

All members agreed that they will use Column P College Transition Services.

- Regional Annual Conference Review
- 144 attended, sign-in sheets
- Feedback from online
- Photos - please send any photos to JoDee that you may have from the event.
- DPPS: Gain/CalWORKs Contract update.
- Contact Completion – ending
- Attendance/testing / progress reporting after contract
- Cost for students transcript /report requests
  - This may be impacting on time and not good.
  - Practice/ Policy
  - You can charge a fee for services.

Next Meeting: Monday, December 10, 2018, 2:00-4:00, Corona – Norco Adult School

Meeting Adjourned