ABOUT STUDENTS Consortium Meeting Minutes

Date: August 10, 2020
Time: 2:00-4:00 Location: Zoom Meeting
Facilitator: JoDee Slyter


Agenda:

- Welcome & Agenda Review
- CAEP Updates
- 2020/21 Annual Plan Approval
- ABOUT STUDENTS Updates
- WIOA Updates
- Wrap Up

CAEP Updates:

JoDee advised members that Neil Kelly is on medical leave; the length of which is not known. We are all wishing Neil a fast recovery.

- Directors’ Event: Disruptive Times Forge Innovation
  Date: Monday, October 5, 2020
  Time: 8:00-4:30 p.m.
  Location: A Spectacular Virtual Platform
  Cost: Is free

JoDee shared that the Directors’ Event is open to all members. JoDee did email all the members the information.

- CAEP Summit:
  Supporting Adult Learners through UNPRECIDENTED Change
  Dates: 8:00-2:00 p.m. daily
  Location: A Spectacular Virtual Platform
  Cost: FREE to all participants!

Call for proposals Now Open!
Proposals due August 28.

- Regional Networking Meetings/Webinars
  August 10, 2020 Region 1 Northern California: 1:00-2:30
  August 12, 2020 Region 2 Bay Area: 1:00-2:30
  August 17, 2020 Region 3 Central California: 1:00-2:30
  August 19, 2020 Region 4 Central/Costal Los Angeles: 1:00-2:30
  August 24, 2020 Region 5 East Los Angeles/Inland Counties: 1:00-2:30
August 26, 2020 Region 6 Orange/San Diego/ Desert Areas 1:00-2:30

- CAEP Webinars
  August 20, 2020 CAEP Program Area Report for 2020-21: 11:00-12:00
  September 02, 2020 TOPSpro Enterprise (TE) Basics: 10:00-11:30
  September 09, 2020 Generating Reports using TOPSpro Enterprise: 1:00-2:30

Deadlines and Due Dates

August 2020-
Aug 1: Student Data due in TOPSpro (Q4) Final
Aug 15: Annual Plan for 2020-21 due in NOVA

September 2020-
Sep 1: 18/19 and 19/20 Member Expense Report due in NOVA (Q4)
Sep 1: July 1, 2019 to June 30, 2020 expenses by program are due (estimates only) in NOVA
Sep 30: 18/19 and 19/20 Member Expense Report certified by consortia in NOVA (Q4)
Sep 30: 20/21 Member Program Year Budget and Work Plan certified by consortium
Sep 30: End of Q1

*JoDee requested that all members forward to her a copy of their Final DIR.

October 2020-
Oct 30: 2020/21 Member Program Year Budget and Work Plan Certified by consortia in NOVA
Oct 31: Student data due in TOPSpro (Q1)

December 2020-
Dec 1: July 1, 2019 to June 30, 2020 instructional Hours and Expenses by program are due (actuals) in NOVA and certified by consortium
Dec 1: 18/19, 19/20, & 20/21 member expense report due in NOVA (Q1)
Dec 31: 18/19, 19/20 & 20/21 member Expense Report certified by consortia in NOVA (Q1)
Dec 31: End of Q2

Paula Barrera requested that a list of due dates for when the Quarterly Expenditures are due for local purposes, be sent out to all members. JoDee replied that the due date is one month prior to the state’s due date; and that the local deadlines would be forwarded to the group.

Newsletter Topics

Reminder: California Adult Education Fund 11
CAEP Tap is growing

2020/21 Annual Plan

August 10: Review and approve final draft
August 11: Submit plan into NOVA
August 13: Members approve plan on NOVA
August 15: Annual Plan for 2020/21 due in NOVA
September 30: Member Program Year Budget and Work Plan due in NOVA
Motion to Approve 2020/21 Annual Plan Dr. Patricia Bazanos, Second Thea Quigley. All voting members Approved.

ABOUT STUDENTS 2019/20 Fiscal Reports

Member Budget Revisions
Quarter 4 Expenditures

Alvord USD
- Qtr. 4. Expenditures $360,036.13

Corona-Norco USD
- Budget Revision Proposal: The changes have been within program ABE/ASE and ESL books and supplies and services and other operating expenses. $500 was moved from ESL to ABE/ASE in 4000 and $1,300 moved to ESL to ABE/ASE in the 5000 to cover expenses that was covered in the ABE/ASE operations that covered summer edge classes in the ASE program during the pandemic and graduation celebration preparation expenses. There are no major changes in the overall budget.
- Qtr.4. Expenditures $1,552,309.24

Jurupa USD
- Budget Revision Proposal: Budget adjustment needed from 1,000 to 5,000’s to pay for CTE program liability insurance and ASAP contract.
- Qtr.4. Expenditures $784,878.40 – Kari reported during the meeting that the numbers were off so she will be sending a revised qtr. 4 expenditure.

Moreno Valley USD
- Budget Revision Proposals: We are moving money from categories: 1. Classified salaries ($2,262), 2. Books & Supplies ($4,527), and 3.Services ($6,489) =$13,278 to categories: 1. Certificated salaries ($9,038) and 2. Employee Benefits ($4,241) = $13,279.
- MMVUSD & VVUSD Qtr.4. Expenditures -MMVUSD $1,099,719.23; VVUSD $166,877.64

Riverside Community College District
- Qtr.4 Expenditures $516,224.33

Riverside County Office of Education
- Qtr.4. Expenditures $387,011.63

Riverside USD
- Qtr.4. Expenditures $2,786,577.03

Leadership
- Budget Revision Proposal: with the appointment of CNUSD adult school principal, the percentage of salary was changed to reflect appropriate responsibilities, requiring an adjustment of consortium salary percentage. The adjustment impacts certificated salaries and employee benefits. Additionally, consortium director completes all
system functions which eliminates the need for secretarial support; resulting in elimination of classified salary.

- Qtr.4. Expenditures $564,952.79.

Motion to approval Member Budget Revisions and Qtr.4 Expenditure Reports with corrections from Jurupa and Alvord. Dr. Patricia Bazanos, second Lucie Gonzalez. All voting members approved.

End of Year Submissions

August 1
CAEP
- Student Data in TOPS
- CAEP DIR

WIOA
- Official Payment Points Certification

August 15
CAEP
- Member Budget Revisions in NOVA

September 1
CAEP
- Member Expense Report in NOVA
- Estimate member expenses by program in NOVA

September 30
CAEP
- Certify Qtr.4 Final Expenses

CDE/WIOA Update

Welcome back video
GAN not yet released
Grantees responsible for tracking two sets of funds separately
CDE: Federal Program Monitoring AE Instrument Live Q&A Webinar, Aug 17, 10 am
CDE: Virtual orientation for new agencies September 21-24, 2020
PY 2020/21 only, CASAS proxy date range expanded to Jan 1, 2020
Force Majeure applied to 19/20 data
RLI- Reading level indicator for placement
CASAS is piloting listening tests on mobile phone (JoDee said ESL could use this)
Remote testing continues for agencies that can administer.
New/updated COAAPs for 20/21
Agency survey, student intake DL surveys to come (JoDee said in the next two weeks they will receive survey from Carolyn Zackery)
Combined deliverables (various plans) for 2020/21 due in April.
Upcoming Regional Activities

Distance Learning Office
Hours: Fridays, 10:00

Career Pathway Mapping

Virtual ABOUT STUDENTS Conference

Next Consortium Meeting:
September 14, 2020

Meeting Adjourned at 4:13