

**Coastal North County Adult Education Consortium (CNCAEC)
General Meeting
Monday, December 16, 2019 – 12:00 p.m.**

Minutes

MiraCosta College – Community Learning Center – Room 119
1831 Mission Avenue, Oceanside, CA 92058

	Agenda Topic	Discussion	Outcome
1	Call to Order	Dr. Kate Alder called the meeting to order at 12:02 p.m.	
2	Roll Call	Dr. Kate Alder, Vicki Gravlin, MaryLynn McCorkle	Absent: Manuel Zapata and Sara Fox
3	Approve Meeting Minutes	A. September 16, 2019 General Meeting Minutes	Vicki Gravlin moved to approve minutes. MaryLynn McCorkle seconded.
4	Public Comments	No public comments.	
5	Changes in Agenda	No changes	
6	Presentation	<p>A. Student Data</p> <p>Dr. Cheryl Harris, Research Analyst, shared an update on enrollment and outcomes for the past two program years.</p> <p>MaryLynn McCorkle commented on “Duplicated Student Headcount” – distinction is within the “Unduplicated counts” – individual students. Kate supplied a simpler definition.</p> <p>Vicki Gravlin mentioned decrease in enrollment of 10% for OUSD.</p> <p>Dr. Kate Alder: Discussion on the last slide (Pictures of monuments sign and Student Services building) Measure MM Bond –Spring ground breaking. Once Student Services building is complete (Projected Spring 2021) renovations will commence on buildings A &B and building C will be demolished</p>	
7	Action Items	<p>A. Vice-Chair Election</p> <p>B. Bylaws amendment</p> <p>Dr. Kate Alder stated that CNCAEC currently meets quarterly, seems excessive. Proposed meeting three times a year: March (Approve CFAD), four months later, July (Budgets), November (Data/Questions).</p> <p>Next Meeting: March 2020, Date TBD, at March 2020 meeting will calendar for remainder of 2020/2021 Academic Year.</p>	<p>A. Dr. Kate Alder nominated Vicki Gravlin. Seconded by MaryLynn McCorkle</p> <p>B. Dr. Alder moves to meet three instead of four times a year. Seconded by Vicki Gravlin.</p> <p>C. Dr. Alder will follow up on voting electronically under special circumstances.</p>

		Special meetings can be scheduled if needed. Remote meetings are possible but only if remote space is also opened to the public. A Board Member asked if it was possible for them to vote electronically under special circumstances.	
8	Adjournment	Dr. Alder adjourned meeting at 12:28 p.m.	