

**Coastal North County Adult Education Consortium (CNCAEC)
Public Meeting (Approved June 18, 2018)**

Minutes

MiraCosta College, Community Learning Center, Room 111
Monday, March 19, 2018, 10:30 a.m.

	Agenda Topic	Discussion	Outcome
1	Call to Order	Promotional video for Continuing Education shared prior to meeting being called to order. Will be posted publicly on MiraCosta College website soon after language and Closed Captioning options added. The video is a result of one of our AEBG projected/scheduled outcomes. Alder called the meeting to order at 10:34 a.m.	
2	Roll Call	Kate Alder, Interim Dean, Continuing Education, MiraCosta College; Manuel Zapata, Director of Accountability and Special Programs, San Dieguito Union High School District	
3	Public Comments	Lucile Lynch commented on Agenda Items 4 A, B, & C. Resident of district and an advocate for Adults with Disabilities (AwD); parent of an adult child with disabilities. Asking Consortium to hold off on approving the budget. Requesting a more defined document for public in order to have a better idea of where the money is being spent. It's three-year budget and nobody knows where the money's going. Lynch suggested minutes should be posted with agendas and supportive documentations, i.e., budget, and referred to the previous CFAD. (New CFAD requires less information in NOVA system, and public not aware of this prior to this meeting). Lynch suggested we rotate some of the upcoming meetings in southern area of the district in addition to the Oceanside and Community Learning Center locations, i.e. San Elijo campus in order to serve the community better like the Board of Trustee meetings are scheduled. Pamela Kerr, Educator, MA in Special Education. Kerr attended previous CNCAEC Advisory Team meeting February 28, 2018. Mentioned at that meeting the opportunity for a teleconference call with the Orange County Local Partnership Agreements (LPA), which took place on March 15, 2018. Featured Linda O'Neal, Consultant and Program Specialist with Chapman University's Thompson Policy Institute. Interested in developing a framework and instructional materials to help with AwD classes, but also to help with other area of the AEBG and was most impressed with their organization. This group (OCLPA) is interested in supporting our consortium; waiting for our enthusiasm and invitation. Kerr is offering her assistance as a liaison.	Alder noted Cole Bezzant, MCC Career Specialist, is actively engaging with Kerr OCLPA. Alder thanked Lynch and Kerr for their input.
4	Approvals	A. December 13, 2017 Public Meeting Minutes. B. 2017-2020 Allocation Tentative Budget. Aguilar stated final approval for presented budget will occur in our June meeting. Alder asked about how the budget is reported by object and not program area within object area? Aguilar explained the last time Chancellor's office required program area reporting was during 2015-16. Aguilar explained all initiatives, including AEBG, utilizing a new platform, NOVA fiscal services system as per Chancellor's office. Zapata wanted clarification on non-instructional salaries (classified) vs. instructional salaries. Aguilar defined positions that fall under non-instructional salaries (Instructional Aides in classes, etc.). Aguilar gave example of what AEBG purchased under equipment/capital outlay (laptops/laptop carts/ELMO projectors for classroom/student use). Alder asked what the instructional salaries of \$130k will cover. Aguilar explained how we will need faculty (instructional personnel) to workgroups. Integrated Education and Training (IET) is 100% faculty-driven; new curriculum, course outlines. All of this support is included in the tentative instructional \$130k budget. Zapata emphasized that a submitted budget can be revised. Aguilar just an approval of tentative budget to	A. Consensus reached. B. Zapata called for a budget workshop prior to our June 18 mtg. Aguilar will include Fiscal Services support. Alder moved to approve tentative budget. Zapata seconded. Consensus reached. C. Consensus reached.

		<p>enter in NOVA system. If nothing entered, we would be at a disadvantage. For now, we need some figures. Writing a new annual and three-year plan and will drive future budgets.</p> <p>C. 2018 Consortium Fiscal Administration Declaration (CFAD). The CFAD appears shortened than previous submissions. This is due to less information required than prior version due to new NOVA Fiscal Reporting system. Aguilar explained week of March 12, the Chancellor's office webinar directed CFAD to be submitted via NOVA system. Shorter form online; no hard copy. Approval today shows interest in receiving funds, which will include 2018-19 budget with a Costs Of Living Adjustment (COLA) factored. Expectation that Governor Brown will sign in June 2018. AB104 states Consortia cannot receive less than previous year(s). Adler commented that the COLA provided from Chancellor's office is based on the May revise for Governor's budget. Number reflects full COLA.</p> <p>D. 2018-19 Public Meeting Calendar. Proposed quarterly public meeting on Monday morning. Times and locations to be determined and are subject to revision and shall be publicly posted.</p>	D. Consensus reached.
5	Information Items	A. Updates from CNCAEC By-laws Working Group. Working Group consists of Kate Alder; Bea Aguilar serving as our AEBG resource; Vicki Brannock, San Diego Workforce Group; Vicki Gravlin, Oceanside USD; and Lucile Lynch, public representative. First meeting scheduled for Wednesday, March 28, at 2:00 p.m., at the Community Learning Center's Conference Room.	
6	Adjournment	Alder adjourned the meeting at 11:00 a.m.	