

GATEWAY SCV ADULT EDUCATION CONSORTIUM
MEETING MINUTES
College of the Canyons
26455 Rockwell Canyon Rd, Santa Clarita, CA 91355
12:00 – 1:00 p.m. Friday
November 4, 2016

Members Present: Jerry Buckley, Audrey Green, Jodie Hoffman, Mike Kuhlman

Guests Present: Gregory Dobie, John Makevich, Kevin Sarkissian

1.1 Call to Order	Jerry Buckley called the meeting to order at 12:11 p.m.
1.2 Flag Salute	John Makevich led the flag salute
1.3 Welcome to Guests/Recognition of Staff Representative(s)	<p>Greg Dobie, Consultant for the Library Foundation of Los Angeles and Literacy Office of the LA Public Library, requested to address the board. Robert's rules were suspended for discussion. Mr. Dobie shared the Literacy Center in Pacoima wishes to work with consortia in Los Angeles area to provide a continuum of service for learners. The literacy center offers pre-adult school offerings/ pre-literacy programs for students who can speak but cannot read/ write in their native language. In addition, learners are paired with tutors. Members present agreed to share class schedules and literacy flyers with the purpose of providing appropriate referrals. Mr. Dobie will share contact information for Brian Basilar, Pacoima Literacy Center, for materials exchange.</p> <p>Audrey Green inquired about rules applying to advertising out of district. Jerry indicated that distribution of materials at public libraries is acceptable.</p>
1.4 Approval of August 26, 2016, Board Minutes	Motion to approve minutes: Mike Kuhlman Second: Jerry Buckley
1.5 Approval of Agenda	Motion to approve agenda: Mike Kuhlman Second: Jerry Buckley
1.6 Recognition/ Information	Jerry recognized John Makevich for sitting in for Diane Stewart who has been off for a few weeks.
2.4 16/17 Proposed Budget	<p>Proposed 2016/17 budget submitted on 10/31/16 was distributed. Jodie Hoffman shared on behalf of Dr. Mariane Doyle that the Hart District has set aside rollover funds for growth, development, and potential facilities. Audrey Green noted that COC also has rollover funds for this purpose.</p> <p>Motion to accept Proposed 16/17 Budget: Jerry Second: Mike</p>

<p>3.1 Programming and Planning Golden Oak Adult School</p>	<p>Jodie shared on behalf of Dr. Cherise Moore that Golden Oak Adult School ESL classes will end the first trimester on 11/17/16; winter session trimester will begin 1/11/17. Community interest classes will continue through mid-December. There are over 100 students enrolled in the High School Diploma program. GOAS is currently working on the spring scheduling of classes, including a new makerspace fee-based class. Other new community interest classes will include classes in fine arts, computers, and parent support. Academic classes resume 1/9/17. GOAS will continue to offer Certified Medical Assistant and Pharmacy Technician as the focus for the health careers program.</p>
<p>3.1 Programming & Planning Canyons Extension</p>	<p>John reported on behalf of Diane Stewart and Lisa Pavik regarding Canyons Extension. 56 total sections are being offered in Spring. Saturday classes for citizenship, GED, and computer may be added. In addition, COC Student Services staff visited GOAS and met with staff, reviewed the registration and assessment calendar, asked questions regarding transcript assessment, and reviewed GOAS ESL sequence. Recommended: A visit to COC's Valencia campus for another visit would be beneficial. COC is also working with faculty to develop and approve curriculum for non-credit courses.</p> <p>Jerry noted that work is being done to add short term vocational courses in a few areas.</p>
<p>Job Placements</p>	<p>Kevin Sarkissian reported updates from the North Los Angeles Regional Center through the California Competitive Integrated Employment (CIE) which will release the Blueprint for Change initiative in a few months. New requirements will move intellectually disabled individuals out of sheltered workshops and into the competitive workforce at minimum wage. Funding for employer incentives, wages, and training at the adult level is now available. Hart is working to become an LEA and vendor with Regional Center. There may be funding available for a shared Job Developer.</p> <p>Jerry requested that Kevin report at the next Mayor's Committee Luncheon. Kevin agreed following release of Blueprint for Change.</p>
<p>4.0 Subcommittee Reports</p>	<p>Jodie shared that in addition to the following reports, the Management Team is putting together sub-committees to address Budget, Data Collection & Accountability, and Serving Adults with Disabilities.</p>
<p>4.1 Gateway SCV Marketing Subcommittee Report</p>	<p>Jodie shared that the committee is working on a joint Gateway SCV postcard mailer. Language for the mailer will come from the Gateway SCV website. A draft will be ready in December.</p> <p>Jerry requested the Marketing Committee develop a statement of purpose to identify the purpose and goals of the Gateway SCV Consortium.</p>

<p>4.2 Gateway SCV Facilities Subcommittee Report</p>	<p>Jodie shared that one of the outcomes of the Facilities subcommittee meeting was a tour of the new Santa Clarita Valley Coworking Space. There is another tour planned on 11/17/16 at 10:00 a.m. Audrey Green noted she will invite COC's Deans to this event. Jodie Hoffman will RSVP for 15 guests. The subcommittee is also looking at the Hart District's lot at the corner of Nadal and Whites Canyon in Canyon Country. Mike Otavka, Hart District Director of Facilities, is consulting with an architect for preliminary designs for a possible Gateway SCV facility at that site. Mike noted the costs for "containers" planned on the site appear reasonable.</p>
<p>4.3 Gateway SCV Professional Development Subcommittee Report</p>	<p>Jodie shared that the PD sub-committee met to discuss ideas to build the consortium members' teacher and staff teams. In addition to identifying workshops and conferences, we are looking at dates in January for another joint PD event to continue the work on persistence and diversity that was started last August with Dr. Moore and Dr. Kennedy.</p>
<p>5.1 AEBG Summit Report</p>	<p>John reported out regarding the AEBG Annual Summit in Sacramento November 1-2. John, Mariane, and Jodie were in attendance. Primary focuses were data, accountability, and alignment with WIOA.</p>

The next regular business meeting has been scheduled, Friday, April 21, 2017, WSHUHSD Board Room.

Meeting adjourned at 12:57 p.m.

SCV Gateway
AB 104 - 2016/17 Apportionment
Budget by Object Code
as of October 31, 2016

	WSHUHSD	CoC	Total
1XXX - Salary	\$ 320,294	\$ 23,000	\$ 343,294
2XXX - Salary	\$ 140,000	\$ 30,000	\$ 170,000
3XXX - Benefits	\$ 122,824	\$ 7,126	\$ 129,950
4XXX - Materials/Supplies	\$ 28,500	\$ 5,600	\$ 34,100
5XXX - Services	\$ 60,000	\$ 294,445	\$ 354,445
6000 - Capt'l Expenditures	\$ 100,000	\$ 8,000	\$ 108,000
Other		\$ -	\$ -
Subtotals	\$ 771,618	\$ 368,171	\$ 1,139,789
Indirect (7000)	\$ 69,060	\$ 18,337	\$ 87,397
Total	\$ 840,678	\$ 386,508	\$ 1,227,186

Indirect % 8.95% 4.981%

Consortium Allocation: \$ 1,227,186.00
 WSHUSD District Allocation: \$ 840,678.00
 CoC District Allocation: \$ 386,508.00



AB104 Adult Education Consortium Block Grant YEAR-TO-DATE EXPENDITURES AND PROGRESS REPORT

(66A) Santa Clarita Valley

Grant Agreement No: 16-328-55 Total Grant Award: \$1,227,186

(2016-2017 Application Budget has been certified on 2016-10-28 08:49:00.0)

(Enter dollar amount only - Rounded off to the nearest whole dollar)	
Object of Expenditure	2016-2017 Application Budget
1000 Instructional Salaries	343294
2000 Noninstructional Salaries	170000
3000 Employee Benefits	129950
4000 Supplies and Materials	34100
5000 Other Operating Exp. & Svs.	354445
6000 Capital Outlay	108000
7000 Other Outgo	0
Total Direct Expenditures	1139789
Total Indirect Expenditures*	87397
Total Expenditures	1227186

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