



**AEBG**  
PARTNERING FOR A STRONG  
CALIFORNIA WORKFORCE

# Coastal North County Adult Education Consortium (CNCAEC)

**General Meeting**  
**Monday, June 17, 2019**  
**12:00 p.m.**

**Oceanside Unified School District – ESS Annex**  
**2080 Mission Ave., Oceanside, CA 92058**

## **AGENDA**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVE MEETING MINUTES
  - A. March 18, 2019 General Meeting Minutes
  - B. April 22, 2019 General Meeting Minutes
  - C. May 13, 2019 General Meeting Minutes
4. PUBLIC COMMENTS: Members of the audience may address the CNCAEC on any item listed on the agenda during this time. Comments will be limited to three (3) minutes per person for a total of thirty (30) minutes of public comment. Members of the CNCAEC are not required to respond directly to comments made at this time.
5. CHANGES IN AGENDA
6. CONSENT ITEMS
  - A. CNCAEC AEP Annual Plan – 2019-2020
7. ACTION ITEMS
  - A. Chair and Vice-Chair Elections
8. ADJOURNMENT

**Coastal North County Adult Education Consortium (CNCAEC)  
General Meeting  
Monday, March 18, 2019 – 12:00 p.m.**

**DRAFT Minutes**

MiraCosta College, Community Learning Center, Community Room  
1831 Mission Avenue, Oceanside, CA 92054

	<b>Agenda Topic</b>	<b>Discussion</b>	<b>Outcome</b>
1	<b>Call to Order</b>	Kate Alder called the meeting to order at 12:10 p.m.	
2	<b>Roll Call</b>	Kate Alder, Interim Dean, Continuing Education, MiraCosta College Manuel Zapata, Director of Accountability and Special Programs, San Dieguito Union High School District, Vicki Brannock, Director of Programs, San Diego Workforce Partnership; Vicki Gravlin, Senior Director of Academic Excellence and Innovation, Oceanside Unified School District	Absent: Lupe Gonzales, Director, North County Works Collaborative
3	<b>Approve Meeting Minutes</b>	A. December 17, 2018 General Meeting Minutes B. January 16, 2019 General Meeting Minutes	Vicki Brannock moved to approve, Manuel Zapata seconded; Approved 4-0
4	<b>Public Comments</b>	No public comments.	
5	<b>Changes in Agenda Order</b>	No changes in agenda order.	
6	<b>Presentations</b>	A. Tim Flood, MCCD Vice President of Administrative Services – not available. B. Sally Cox explained the process of creating and implementing a 3 year plan. It was emphasized that the focus would be an achievable plan with grounded goals and incremental changes that benefit students. C. Beatriz Aguilar reported on CAEP (California Adult Education program) updates. 2019/2020 Governor's Budget increased by 18 million with a 3.6% cost of living adjustment. CNCAEC data regarding student employment barriers was shared.	
7	<b>Consent Items</b>	A. Consortium Fiscal Administration Declaration (CFAD) B. 2019-20 General Meeting Calendar C. Additional meetings for approval of 3-year plan a. April 22 – first read b. May 13 – approval	A. Gravlin moved to approve CFAD, Brannock Seconded. Approved 4 -0 B. Alder moved to approve 2019-20 General Meeting Calendar, Zapata Seconded. Approved 4-0 C. Alder moved to approve 2019-20 meetings, Gravlin Seconded. Approved 4-0
8	<b>Action Items</b>	No Action Items	
9	<b>Adjournment</b>	Meeting adjourned at 1:04 p.m.	

**Coastal North County Adult Education Consortium (CNCAEC)  
General Meeting  
Monday, April 22, 2019 – 12:00 p.m.**

**DRAFT Minutes**

MiraCosta College, Community Learning Center, Community Room  
1831 Mission Avenue, Oceanside, CA 92054

	<b>Agenda Topic</b>	<b>Discussion</b>	<b>Outcome</b>
1	<b>Call to Order</b>	Kate Alder called the meeting to order at 12:03 p.m.	
2	<b>Roll Call</b>	Kate Alder, Interim Dean, Continuing Education, MiraCosta College Manuel Zapata, Director of Accountability and Special Programs, San Dieguito Union High School District, Lupe Gonzales, Director, Alliance for Regional Solutions;	Absent: Vicki Brannock, Director of Programs, San Diego Workforce Partnership;  Vicki Gravlin, Senior Director of Academic Excellence and Innovation, Oceanside Unified School District
3	<b>Public Comments</b>	No public comments.	
4	<b>Changes in Agenda Order</b>	No changes in agenda order.	
5	<b>Action Items</b>	A. CNCAEC 3 Year Plan 2019-2022 was read and reviewed.  Approval of 3-Year Plan meeting is set for May 13 <sup>th</sup>	
6	<b>Adjournment</b>	Meeting adjourned at 12:36 p.m.	

**Coastal North County Adult Education Consortium (CNCAEC)  
General Meeting  
Monday, May 13, 2019 – 12:00 p.m.**

**DRAFT Minutes**

MiraCosta College, Community Learning Center, Room 119  
1831 Mission Avenue, Oceanside, CA 92054

	<b>Agenda Topic</b>	<b>Discussion</b>	<b>Outcome</b>
1	<b>Call to Order</b>	Kate Alder called the meeting to order at 12:07 p.m.	
2	<b>Roll Call</b>	Kate Alder, Interim Dean, Continuing Education, MiraCosta College Manuel Zapata, Director of Accountability and Special Programs, San Dieguito Union High School District, Lupe Gonzales, Director, Alliance for Regional Solutions; Vicki Gravlin, Senior Director of Academic Excellence and Innovation, Oceanside Unified School District	Absent: Vicki Brannock, Director of Programs, San Diego Workforce Partnership;
3	<b>Public Comments</b>	No public comments.	
4	<b>Changes in Agenda Order</b>	Kate Alder added Reports from the Board after the Consent Item on the Agenda.	
5	<b>Consent Items</b>	A. CNCAEC 3 Year Plan 2019-2022 approval. It was agreed that it was well put together and the data had contained great information.	A. Kate Alder moved to approve the 3 Year Plan. Approved 4-0
6	<b>Adjournment</b>	Meeting adjourned at 12:23 p.m.	

# CAEP Annual Plan: 2019-20

## 32 Coastal North County Adult Education Consortium

### Plans & Goals

#### Executive Summary

The Coastal North County Adult Education Consortium (CNCAEC) continues its endeavor to increase and improve the adult education opportunities for residents of the north San Diego County region. This past year we have made great strides including creating a formal structure at MiraCosta College, the only provider in our consortium, to marshal implementation of our plan and expanding the CNCAEC Board to five members with representation from K-12 districts, the workforce development board, and a regional NGO.

During the 2018-19 Program Year the faculty workgroups at MiraCosta College led the way in accomplishing goals set forth in that year's annual plan. Academic support services were expanded across all the instructional programs and off-site locations ensuring that all students are aware of, and able to access, tutoring and library services to support retention, progress, and completion for students. In addition, instructional equipment was purchased and a system implemented to provide that equipment to the offsite locations bringing them into greater parity with the courses taught at our primary location for adult education, the MiraCosta College Community Learning Center (CLC).

At the CLC we were able to extend the number of hours per day that the computer lab is open for students. The additional hours enable more students to use the resources of the lab to practice skills, complete homework, prepare for citizenship exams, and complete research. The new GED Testing Center was established during this program year and within a few days of opening the center nearly a dozen students and community members had completed their exams. We provide exam vouchers to our students through WIOA funding ensuring that the cost of the exams is not a barrier.

Adult high school faculty are completing a series of directed learning packets that will be accessible to students in the tutoring centers. These packets will allow a faculty member to refer a student to the tutoring center to complete a particular packet to reinforce classroom learning. This collaboration between tutoring and instruction is strengthening the connections for students with both areas.

A newly hired part-time DSPS counselor is actively supporting students with disabilities across all adult education programs with an emphasis on advising students in the AWD area on class choices, pathways, etc. The counselor is also a regular member of the Transition Task Force which is a regional collaboration of education, government, and NGO partners seeking more effective ways to help individuals with disabilities transition to work or higher education.

Short-term vocational faculty have been developing curriculum to transition the College's office technology program from credit to noncredit. That process has included formalizing course competencies to allow for consistent grading and the ultimate creation of stackable certificates for entry-level work, advancement, and articulation with credit computer technology courses.

The primary goal for this year is stabilizing and increasing enrollments. We will be working on that goal first with marketing. A marketing committee with representation from all instructional programs, student services, counseling, and PIO will be formed. The committee will create an RFP for a consultant firm to create and implement a marketing plan to raise awareness of programs offered, increase enrollments to meet regional needs, and improve student retention/persistence. After vetting the applications, the committee will provide the CNCAEC Board with recommendation prior to the end of the program year ensuring that work on the branding and marketing plans can begin in earnest by the beginning of the second year of our 3-year plan.

The primary goal will also be addressed through the creation of academic maps in all program areas and building bridges with our credit colleagues to support student transitions. Furthermore, we will convene with our planning group and other interested stakeholders to create a formal, standing advisory group to ensure we are continuing to meet the needs of our broader community.

## Regional Planning Overview

This 2019-20 annual plan, and the strategies, are based on your new 3-year plan, how is your consortium implementing the new 3-year plan?

### **Meeting Regional Needs**

What are the primary gaps / needs in your region? How are you meeting the adult education need in your region, and identifying the gaps or deficits in your region? Please provide the reasons for the gap(s) between the need in the region and the types and levels of adult education services currently being offered. (OR Please explain the gaps between the need in your region and the types and levels of adult education services currently being offered)

- Gaps in service/regional need
- How did you know? What resources did you use to identify these gaps?
- How will you measure effectiveness / progress toward meeting this need? Please be sure to identify any local indicators planned for measuring student progress.

### **Regional Need #1**

Description of Gaps in Service or Regional Needs

According to data provided by the CAEP Office, there are slightly more than 300,000 adult residents in the CNCAEC service area. Among those adults are 22,133 individuals without a high school diploma, nearly 60,000 living in poverty, more than 30,000 with limited English, and thousands of adults with a wide range of disabilities.

### Description of How the Gaps Were Identified

As part of the latest 3-year planning process the CNCAEC identified needs in the region we serve as well as areas for improvement within MiraCosta College to better meet those needs. The regional data continues to demonstrate strong needs for high school diploma preparation, instructional programs for adults with intellectual or developmental disabilities, English language acquisition, and job skills training for entry-level employment. These are the instructional areas where the CNCAEC, through its only education provider – MiraCosta College, has been concentrating its efforts since the inception of adult education consortia in 2015. In addition to reviewing data provided by the CAEP office, the CNCAEC engaged in rigorous dialogues with adult education practitioners at MiraCosta College and representatives from the region’s K-12 districts, workforce development board, and NGOs whose missions are aligned with the goals of AB86. These planning meetings resulted in the development of three specific goals that will expand awareness of educational opportunities through more effective marketing, provide clearly defined pathways for individuals to attain their educational goals, and ensure the rigor and relevance of the educational opportunities through curriculum development informed by our stakeholders.

### Description of How Effectiveness Will Be Measured

Progress will be tracked by the AEP Faculty Workgroups at MiraCosta College through the use of implementation tables that include specific activities and related benchmarks. For example, within goal of marketing one of the primary tasks for 2019-20 will be the creation of a marketing committee with responsibility for identifying a consulting firm to work with the CNCAEC to develop a marketing plan, etc. The CNCAEC Board will be provided with a list of recommended firms before the end of the 2019-20 fiscal year.

Additionally, success will be measured with quantitative data about enrollment, progress, transition, and completion for students in the CNCAEC region. Each of these areas will be directly impacted through improved marketing, clear academic maps, and robust course offerings.

## **Gaps in Service 2019-20 Strategies**

What strategies are planned to incrementally increase capacity in identified gap areas and / or help maintain established levels of service? **You must list at least one.**

### Strategy #1

A marketing committee with representation from all instructional programs, student services, counseling, and PIO will be formed. The committee will create an RFP for a consultant firm to create and implement a marketing plan to raise awareness of programs offered, increase enrollments to meet regional needs, and improve student retention/persistence.

## Seamless Transitions

### 2019-20 Strategies

What new and/or existing strategies are planned to integrate existing programs and create seamless transitions into postsecondary education or the workforce? **You must list at least one.**

### Strategy #1

In collaboration with credit faculty at MiraCosta College, create bridges from the noncredit academic mapped programs to the College's Academic and Career Pathways programs.

## Student Acceleration

### 2019-20 Strategies

What new and/or existing strategies are planned to accelerate student progress? **You must list at least one.**

### Strategy #1

Develop academic maps for each instructional discipline that provides students with a clear plan for how to successfully and efficiently complete the instructional program.

## Shared Professional Development

### 2019-20 Strategies

What new and/or existing strategies are planned to provide shared professional development? **You must list at least one.**

### Strategy #1

Convene cross-discipline faculty workshops to inform the development of academic maps that support student acceleration through programs and transition to career education, higher education, and/or employment.



## Leveraging Resources

### 2019-20 Strategies

What new and/or existing strategies are planned to leverage existing regional structures with, including but not limited to, local workforce investment areas? **You must list at least one.**

#### Strategy #1

Create an Advisory Group consisting of stakeholders, like those who participated in the 3-year planning process, to meet at least annually in support of MCCD faculty and staff in their curriculum and academic map development work.

## Fiscal Management

### Narrative

MiraCosta College is the only education provider in the CNCAEC based on MOUs with the three member high school districts. Therefore 100% of the funds are allocated to MiraCosta College.

### Approach to Incorporating Remaining Carry-over Funds

The remaining carry-over funds will be incorporated directly into the 2019-20 budget as reported to the state. The internal processes for the CNCAEC fiscal agent support the assignment of different budget numbers that are used to ensure that first in funds are expended first.



**AEBG**  
PARTNERING FOR A STRONG  
CALIFORNIA WORKFORCE

# Coastal North County Adult Education Consortium (CNCAEC)

## Tentative 2019-20 Allocation Budget

1000 Instructional Salaries	\$	150,000
2000 Noninstructional Salaries	\$	500,000
3000 Employee Benefits	\$	200,319
<b>TOTAL Salaries plus Benefits</b>	<b>\$</b>	<b><u>850,319</u></b>
4000 Supplies and Materials	\$	75,000
5000 Other Operating Expenses & Services	\$	100,000
6000 Capital Outlay	\$	50,913
<b>TOTAL Other Expenses</b>	<b>\$</b>	<b><u>159,274</u></b>
Consortium Level Administrative 5%	\$	60,992
Indirect Rate for Members (MCCD) 5%	\$	57,943
<b>Total Budget</b>	<b>\$</b>	<b><u>1,219,848</u></b>