

**Coastal North County Adult Education Consortium (CNCAEC)
General Meeting**

Minutes

MiraCosta College, Community Learning Center, Community Room
Monday, September 17, 2018, 12:00 p.m.

	Agenda Topic	Discussion	Outcome
1	Call to Order	Alder called the meeting to order at 12:00 p.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	Lisa Tisdale, Admin. Asst. to the Dean, administered roll call; both Consortium members present.
3	Public Comments	No public comments.	
4	Approvals	A. June 18, 2018 General Meeting Minutes B. June 18, 2018 Budget Workshop Minutes	A. Consensus reached B. Consensus reached
5	Accept New Members	Alder introduced Lupe Gonzales, Alliance for Regional Solutions; Vicki Brannock, San Diego Workforce Partnership; and Vicki Gravin, Sr. Director of Academic Excellence and Innovation, Oceanside Unified School District. Gonzales and Brannock present and assumed their place at the dais.	Consensus reached. Three new board members accepted.
6	AEP Manager Update	Aguilar began her presentation with a reminder that all Consortia three-year plan will be due May/June of 2019. Much growth and knowledge has occurred since our initial plans conceived in 2015-16. At that time, some Consortia wrote very ambitious funding plans. During this new funding cycle, the State will require a more conservative approach. Alder requested Aguilar to plan a workshop to bring our new Consortium members up to speed. Gonzales asked that Aguilar send or post PowerPoint presentation. Of note: next plan may be no more than 35 pages maximum. Alder asked Aguilar to add new Board members and communicate with them on how to access NOVA, certify, etc.	
7	Calendar Special Meetings	Call for additional AEP workshop.	
8	Bylaws First Read	In our March meeting, the Consortium called for a group to convene and review current Bylaws. Alder commenced the Bylaws First Read, reviewing each Article and Section aloud. Alder paused at Section 4 under Funding: Prior to this funding year, MiraCosta College (the CNCAEC's Fiscal Agent) nor the Consortium has taken their 5% allowable allocation. The Consortium board was recently notified by the Fiscal Agent that they will be utilizing this 5% and Alder encouraged the board to consider possibly amending the approved budget for the Consortium to take its allowed 5%. Discussion regarding appointing a Chair for the Consortium. If Bylaws accepted and approved, Consortium will choose a Chair and Vice-chair at the last general meeting of the fiscal year. Given current timeline, these elections will need to take place during the next meeting after approval of the Bylaws. For the record, when Bylaws approved, required for each Consortium board member to identify an alternate from their respective organizations. Revisions noted during First Read: Section 4 to Section 5, subsequently, under Article 4; revise San Dieguito Unified High School District to San Dieguito Union High School District.	
9	Adjournment	Alder adjourned the meeting at 12:48 p.m.	