

**Coastal North County Adult Education Consortium (CNCAEC)
General Meeting
Monday, December 17, 2018 – 12:00 p.m.**

DRAFT Minutes

San Dieguito Union High School District Office – Board Room
710 Encinitas Blvd., Encinitas, CA 92024

	Agenda Topic	Discussion	Outcome
1	Call to Order	Kate Alder called the meeting to order at 12:10 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, Vicki Brannock, Director of Programs, San Diego Workforce Partnership; Lupe Gonzales, Director, Alliance for Regional Solutions; Vicki Gravlin, Senior Director of Academic Excellence and Innovation, Oceanside Unified School District	
3	Approvals	A. September 17, 2018 General Meeting Minutes	Vicki Brannock moved to approve, Manuel Zapata seconded; Approved 5-0
4	Public Comments	No public comments.	
5	Changes in Agenda Order	No changes in agenda order.	
6	Presentations	A. AEP (Adult Education Program) Updates from State: Beatriz Aguilar, Adult Education Program Manager, MiraCosta College Overview of AEP 3-year planning: AB104 legislation and EdCode 84906 (see agenda). Plans shall be uploaded and certified by consortium members in NOVA by June 7, in MS Word and PDF formats. Reviewed graphic (four different stages we are asked to follow: Pre-planning assessment, Community Needs (who are our customers), ID goals and strategies, Piloting and implementation. Kate clarified we do not have to plan new strategies; we can strengthen what we are currently working on. <u>NEW Special Reporting</u> Budget Bill Requirements – Data Request <ul style="list-style-type: none"> • Hours of instruction <u>by Program Area (beginning from July 2017, FY 17-18)</u> • Operational costs <u>by Program Area (beginning from July 2017, FY 17-18)</u> • Due by February 15, 2019 via the NOVA system (date just released). 	
7	Consent Items	A. CNCAEC By-Laws B. 2018-19 Budget (Watch for notification from NOVA after Bea inputs information).	Brannock moved to approve Consent Calendar, Gravlin: Seconded. Approved 5-0
8	Action Items	A. Nomination of Chair and Vice-Chair B. Development of new 3-year Plan Alder proposes creating a <u>planning workgroup</u> that would consist of Alder and one other Board member, three MCCD faculty, and an individual from the region to reflect the four instructional program areas. Suggestions included Nathan	A. Brannock nominated Alder for interim chair. Brannock nominated Manuel Zapata for interim vice-chair;

		<p>Molina, SDUHSD; Matt Roman, AJCC; Linda Martinez, North County Immigration & Citizenship Center; Vicki Gravlin, OUSD. Vicki would also be the second board member. Discussed contracting with facilitator for the process. Alder to send RFI. Meeting to be held January 16, 2019 to review proposals and choose the facilitator.</p> <p>C. Meetings scheduled for first read and approval of 3-year Plan: Monday, April 29, 2019 and Monday, May 20, 2019 respectively. Both meetings to be held at 12:00 p.m. at the MiraCosta College Community Learning Center.</p>	<p>Approved 5-0.</p> <p>B. Zapata moved to approve planning group structure with Alder and Gravlin to represent the Board and hiring of facilitator; Brannock seconded; Approved 5-0</p>
9	Adjournment	Meeting adjourned at 1:45 p.m.	