



---

**Minutes | Santa Barbara AEBG Consortium Public Meeting  
November 1, 2017 | SBCC Wake Campus Room 28 | 9:09am – 10:33am**

**I. Call to Order**

**II. Roll Call & Establishment of Quorum**

- a. Members present: Melissa Moreno, Ray McDonald, Tony Bauer
- b. Member In Absentia: Gerardo Cornejo
- c. Quorum established

**III. Welcome from the Chair**

- a. Melissa welcomes Sachi Oates as a visitor to the Consortium meeting as she will now serve our new noncredit faculty lead for the ESL program.

**IV. Public and Entity Comment**

- a. Gabriel Morales from KRA one-stop comments and stresses the importance of the collaboration with workforce centers.

**V. Announcements**

- a. Consortium Members
  - i. Melissa will be participating in a workforce and AEBG collaboration meeting in Sacramento.
- b. AEBG Coordinator Corlei Prieto provides updates on the following:
  - 2017 - 2018 Budget deadline
    - i. AEBG has announced a new platform for budget and strategy revisions called NOVA. A training will be held in late November and the budget upload will be due by December 15, 2017.
  - Student Data Report
    - i. The CASAS student data report was successfully uploaded yet Corlei reiterates that 1) the data does not include all of our external program participants and 2) to remedy this, a new data collection administrator managed by the Executive Vice President of the Educational Programs will lead the collection effort.
  - CLASP Report
    - i. Corlei briefly summarizes the CLASP report. She reiterates the impact and goals of the grant and relays the 7 AEBG areas.

**VI. AEBG Budget Discussion: Year 3 (2017 - 2018)**

- a. Year 3 (2017 -2018) Annual Plan alignment
  - i. Melissa provides an overview of the 72% percent budget to programs. She recognizes that our Consortium has been committed allocating this amount to to our educational programs and not a majority for administrative staff support. She notes that a challenge we to address is to ensure effective and open communication with our credit faculty partners. She proposes a credit/noncredit faculty liaison which is included in both the 3<sup>rd</sup> Year Annual Plan and tentative budget.
- b. Allocation process for programs
  - i. Melissa recommends that we allow a month for the public and our partners to comment on the proposed budget and to finalize the budget at the December 6<sup>th</sup> Public Meeting. Melissa summarizes the annual plan and the allocation for existing programs for elementary basic skills, ESL, adults related to entry or reentry. New areas to develop are new training in industrial technologies, curriculum development, environmental scan to identify what gaps we are not serving, learning assistance and job assistance internship program, data collection analytics personnel, student support services to complement our SSSP support, professional development, refurbishment of the newly designated AEBG Hub in Wake Room 2, and the AEBG Coordinator's salary.
  - ii. Ray is supportive of the tentative budget
  - iii. Tony does not have comment at this time
  - iv. Melissa reiterates that the Request for Proposal process is effective and allows each of our programs the opportunity to apply for funding and for the Consortium to identify gaps and needs.
  - v. Corlei comments and describes the State's educational goals to address marginalized populations, literacy, ESL, adults with disabilities, reentry into the workforce, career technical education leading to employability. The tentative budget proposed aligns with these objectives.

**VII. Action Items**

- a. AEBG 3<sup>rd</sup> Quarterly Report of Program Deliverables
  - i. Corlei summarizes the progress of the following AEBG programs and reminds the Consortium that the deadline to expend Year 2 funds is by December 2018:
    - Pre-Apprenticeship Training: Construction Technology Pilot Program
    - Work Readiness and Career Planning Certificate for People with Disabilities
    - Santa Barbara Public Library: Digital Literacy Hub
    - Santa Barbara Public Library: 1 in 5, SB Dyslexia Initiative
    - Santa Barbara County Employees' University Passport Program
    - KRA: Program for Older Adults
  - ii. Corlei recommends approval by the Consortium. Melissa entertains a motion to approve, Tony made the motion, and Ray seconded.  
Vote: Ayes: 3, In Absentia: 1
- b. AEBG Program Leader Requests for Addendums to Programs
  - i. KRA: Program for Older Adults, presented by Gabriel Morales
    - a. Melissa entertains a motion that we allow Gerardo to review the request and make a vote within 7 days. Tony entertains a motion to approve, Melissa made the motion.  
Vote: Ayes: 2, Recusal: 1, In Absentia: 1
    - b. Gabriel requests \$8,200.00 from the \$45,000.00 to pay for marketing and communication costs. Tony asks what the SBCC cell phone policy is for reimbursement and usage. Melissa comments that there is a reimbursement. The Consortium charges Corlei to identify the cell phone protocol.
    - c. Tony entertains the motion to approve the budget change request except for cell phone purchase and approve a monthly stipend reimbursement subject to Gerardo's approval and that it falls within SBCC's current cell phone policies. Melissa entertains a motion to approve, Tony made the motion.  
Vote: Ayes: 2, Recusal: 1, In Absentia: 1
  - ii. Santa Barbara Public Library: Digital Hub, presented by Brent Field
    - a. Brent requests that the original amount of \$12,800 from the 4000 category originally intended to purchase supplies be amended and transferred to the 5000 category to pay for library technicians through March 2018 who serve as staff offering the unemployed computer training skills.
    - b. Melissa entertains a motion to approve the budget change, Ray made the motion, Tony seconded.  
Vote: Ayes: 3, In Absentia: 1

**VIII. Consent Items**

- a. October 4, 2017 Public Meeting Minutes  
Tony makes a motion to approve, Melissa seconded.  
Vote: Ayes: 3, In Absentia: 1

**IX. Next Regular Public Meeting**

- a. December 6, 2017
  - i. Melissa relays there will not be a Public Meeting in January 2018 as we will be participating in the AEBG Annual summit held during this time.

**X. Adjournment**

10:33am