



Agenda
 May 8, 2019 || 9-11:00 AM
 City College of San Francisco: MUB 140

Time	Activity
9:00-9:10	<p>Welcome & Introductions <i>Alina Varona, Associate Dean, Adult Education & CCPT</i></p>
9:10-9:30	<p>Public comment (2 min per person)</p>
9:30-9:45	<p>Action Items <i>Lucy Runkel, Assistant Director, Adult Education</i></p> <ul style="list-style-type: none"> • Approve minutes from April meeting • Approve minutes from October meeting • Overview of revised SFUSD allocation for 2019-2020 <ul style="list-style-type: none"> ○ Approve revised SFUSD allocation for 2019-2020
9:45-10:15	<p>Consortium Key Updates <i>Dr. Theresa Fleischer-Rowland, Associate Vice Chancellor, Instruction, Career and Workforce Education, CCSF</i></p> <p><i>Dr. Elizabeth Coria, Associate Vice Chancellor, Student Affairs, CCSF</i></p> <p><i>Dr. Jennifer Fong, Executive Director, Student Learning Support, SFUSD</i></p> <p><i>Lucy Runkel, Assistant Director, Adult Education Program</i></p> <ul style="list-style-type: none"> • AEP Year-end review <p><i>Alex Guiriba, Dean of Outreach; Juan Fernandez, Outreach Coordinator</i></p> <ul style="list-style-type: none"> • New Noncredit Outreach Specialist position
10:15-10:30	<p>SF Adult Education Consortium Three Year Plan Overview <i>Alina Varona, Associate Dean, Adult Education & CCPT</i></p>
10:30-10:50	<p>Q&A and Discussion</p> <ul style="list-style-type: none"> • Vote on adoption of three-year plan
10:50-11:00	<p>Next Steps and Adjourn</p>



Meeting minutes: 4/6/18

Members present: Theresa Rowland, Associate Vice Chancellor, Workforce and Economic Development, CCSF; Trudy Walton, Vice Chancellor, Student Development, CCSF; Jen Fong, Director, College & Career Readiness, SFUSD; Wendy Miller, Associate Dean of Adult Education, CCSF

Also attending: David Walker, Senior Workforce Development Specialist, San Francisco Office of Economic and Workforce Development; Lucy Runkel, Assistant Director, Adult Education, CCSF

The meeting came to order at 10:17 am.

1. The consortium voted unanimously to approve the October 2017 meeting minutes.
2. Changes in voting members of the Consortium were announced:
 - a. CCSF's Vice Chancellor of Student Development Trudy Walton has replaced former Vice Chancellor of Student Development Samuel Santos.
 - b. CCSF's Associate Vice Chancellor Theresa Rowland has replaced former Vice Chancellor of Academic Affairs Anna Davies.
 - c. SFUSD's Executive Director of Student Learning Support Jen Fong has replaced Executive Director of College and Career Readiness Stephen Koffman.
3. Associate Dean Miller shared recent updates from the state AEBG office:
 - a. We have been informed of our 2018-19 and 2019-20 allocations, which include a small COLA. The new allocation is \$3,823,104 annually.
 - b. As previously, allocations begin on July 1 of the program year, and we have three years to spend them down.
 - c. The next three-year planning process has been postponed. The state is now indicating that 2018-19 will be a planning year, and that the new plan will cover the years of 2019-2022.
4. Associate Dean Miller reported on the Consortium's expenditures to date:
 - a. The 2016-17 allocation will be fully spent down by May 2018.
 - b. Following the guidance from the state of "first in, first out," we will begin spending on the 2017-18 allocation once the 2016-17 allocation is exhausted. We have until 6/30/20 to spend these funds.
 - c. The deadline for expenditures on the Data & Accountability allocation has been pushed back to December 31, 2018. We are on track to meet this target.

5. Associate Dean Miller provided updates on 2017-18 activities in the Spring 2018 report. Executive Director Fong expressed her appreciation for the partnership work that has emerged from Adult Education funding, which has allowed SFUSD to provide expanded services to the over-18 population.
6. The Consortium discussed the upcoming three-year plan, and invited meeting attendees to contribute their ideas. Suggestions included:
 - a. Using technology to improve the noncredit application and registration process, and allow for real-time reporting on student attendance and progress;
 - b. Supporting the purchase and installation of Smart classrooms and other educational technology;
 - c. Aligning and streamlining issues between workforce system and CCSF;
 - d. Involving CBOs in planning process to better align services;
 - e. Providing additional services for undocumented students;
 - f. Providing ESL support in General Education courses;
 - g. Providing department-specific counseling and advising for English language learners;
 - h. Assisting with bridging students from noncredit to credit classes;
 - i. Serving high-school students whose families don't speak English;
 - j. Providing childcare and other services for new parents;
 - k. Replicating and expanding existing successful programs, i.e., Youth Worker Institute, and Teacher Training pipeline.
 - l. Creating a job & education fair for adult ed populations, that includes service providers, resume-writing, mock interviews, etc.
7. Associate Dean Miller explained the upcoming action items and provided an opportunity for public comment. There was no public comment.
8. Associate Dean Miller reviewed the proposed 2018-19 Consortium Fiscal Administration Declaration (CFAD). This year's CFAD changes the Consortium's fund disbursement structure from Fiscal Agent to Direct Funded. Starting with 2018-19 funds, SFUSD will receive their Adult Education funding directly from the state, rather than having them pass through CCSF. There is no meaningful change in funding to either party.

The Consortium voted unanimously to approve the proposed CFAD.

9. The Consortium discussed the draft plans for the 2018-19 year outlined in the Spring 2018 report. AVC Rowland suggested edits to the list of priorities: combining a number that are specific to CCSF, and adding additional coordination with the existing workforce development system, in alignment with city-wide goals.

The Consortium voted unanimously to approve the 2018-19 planning outline with these changes.

10. The meeting adjourned at 11:43.



Meeting minutes: 10/1/18

Members present: Dr. Theresa Fleischer Rowland, Associate Vice Chancellor, Workforce and Economic Development, City College of San Francisco (CCSF); Dr. Shalomon Duke, Associate Vice Chancellor, Student Services, CCSF (designee for Vice Chancellor of Student Development Trudy Walton); Dr. Jen Fong, Executive Director, Student Learning Support, San Francisco Unified School District (SFUSD); Alina Varona, Associate Dean of Adult Education & CCPT, CCSF

Also attending: Lucy Runkel, Assistant Director, Adult Education, CCSF

The meeting came to order at 12:41 PM.

1. Associate Dean Varona reviewed the Adult Education program's objectives and program areas and reported that the name of the funding has been changed from Adult Education Block Grant (AEBG) to Adult Education Program (AEP) to reflect the fact that these are ongoing categorical funds rather than a grant.
2. Assistant Director Runkel informed the consortium that the state has provided a draft of a template for the 2019-2022 three-year plan, which will be due in late spring 2019. The State has not yet released final guidance or an exact due date for the plan. She also reported on the Consortium's expenditures to date:
 - a. 2016-2017 funds have been completely spent as of Spring 2018.
 - b. As of June 30, 2018, 37% (\$1,359,879) of 2017-2018 funds have been spent, leaving \$2,305,180 remaining.
 - c. Based on current projections, Data & Accountability Funds (\$586,944) will be depleted by December 31, 2018.
 - d. The State provided a 4.1% cost of living adjustment (COLA) for 2018-2019 and 2019-2020, increasing the annual Consortium allocation to \$3,823,104.
3. Charlie Cardillo from Underground Marketing provided an update on CCSF's latest marketing campaign for noncredit, which was funded by AEP.
 - a. Ilona McGriff, CCSF Dean of Grants and Resource Development, requested that future campaigns include more images of African-American students.
4. Liz Leiserson, Senior Research Analyst in CCSF's Office of Research and Planning, reviewed data from the latest Noncredit Numbers Report.
 - a. Greg Keech, Chair of the ESL department, suggested doing further analysis of where students live in order to inform program planning and assess the need for classes in outlying neighborhoods, such as the Sunset or Visitacion Valley.
 - b. Vice Chancellor of Instruction Tom Boegel suggested working with the Office of Research and Planning to identify appropriate enrollment goals.

- c. AVC Rowland suggested linking additional college services to ESL in order to increase student persistence and market other college programs.
5. Executive Director Fong reported on SFUSD's Early College program for English Language Learners.
6. Assistant Director Runkel reviewed recent CCSF Adult Education projects.
 - a. Greg Keech, Chair of the ESL department, requested revisiting current name convention: "Supported Instruction" because it causes confusion with the Supplemental Instruction program. His department would prefer that the college return to using the name I-BEST.
7. Associate Dean Varona provided an opportunity for public comment. No public comment was forthcoming.
8. The meeting adjourned at 1:53 pm.

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