



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.