

Long Beach Adult Education Consortium
 Working Group Meeting
 May 6, 2016 | 8:00 AM
 Minutes

Attendees: F. Anderson (LBSA), J. Cassara (LBSA), A. Chean (LBCC), K. Connolly (LBSA), D. Gonzales (LBCC), B. Hearn (LBSA), C. Levia (LBCC), M. Lynch (LBCC), S. Lewis (LBCC), H. Neu (LBCC), C. Ortega (LBUSD), K. Rothstein (LBCC), M. Smith (LBCC)

Agenda Item	Discussion	Action Items
Introduction	1. Mollie Smith introduced the Adult Education project management team: Stephanie Lewis, Adult Education Director; and Annie Chean, Administrative Assistant. 2. Stephanie will begin May 9	
Previous Work	1. Documents were shared with the group, including: <ul style="list-style-type: none"> a. AB 86 Advisory Group Forum handout – developed November 2014. Provided guidance for developing short-term Career Technical Education Programs b. One-Year Plan handout –summarizes the required major components and proposed strategies of the 15-16 Annual Plan. 2. Mollie Smith requested to have a meeting later in May to populate action items for summer with possible stipends	
Budget	<ul style="list-style-type: none"> a. 50/50 split b. 15-16: LBUSD is the fiscal agent. LBCC will provide LBUSD invoice(s) for cost of funding. 15-16 budget carries-over for two years (16-17; 17-18) c. 16-17: Direct funding. Member allocations will go directly to each member. LBCC and LBUSD will coordinate data and plans together. 	
Governance	1. Mollie reviewed the 15-16 Governance structure shown on the agenda 2. Advisory Committees:	

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	<ul style="list-style-type: none"> a. The PROPOSED chairs for each advisory committee are – <ul style="list-style-type: none"> i. Basic Skills/HiSET/HS Diploma: Kim Anderson, Heidi Neu, and Emily Yasutomi ii. ESL/Citizenship: Janet Cassara and Anna Rodriguez iii. Older Adults/Reentry into the workforce: Mollie Smith iv. Disabilities: *Contact Shauna Hagemann * v. CTE/Apprentice: Mollie Smith and David Gonzales <ul style="list-style-type: none"> 1. The Working Group agreed that CTE and Apprenticeship should be combined 3. Carol Ortega noted that community partners could be invited to join advisory committees 4. Members’ Co-Chairs: <ul style="list-style-type: none"> a. LBUSD: Split between Felica (LBSA) and Carol (LBUSD) b. LBCC: Terri Long (LBCC) or designee 	
<p>Service Contracts</p>	<ul style="list-style-type: none"> 1. Rief Media maintains the Long Beach Adult Education website: www.longbeachae.com. Currently have 79/100 hours remaining in the contract. The Working Group agreed that the website needs to be updated and be more student friendly. 2. Heying & Associates and BW Research Partnership are possible marketing and research firms that has experience working with other consortia and can benefit the Long Beach Consortium. 	

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Next Steps	<ol style="list-style-type: none"> 1. Convene advisory groups to create summer agendas 2. Create a common placement tool 	<ol style="list-style-type: none"> 1. Summarize Hanover Research – Stephanie Lewis
2016-17 Annual Plan	<ol style="list-style-type: none"> 1. Due July 15, 2016 	
Name Change	<ol style="list-style-type: none"> 1. Mollie Smith proposed a name change to the Long Beach Adult Education Consortium to reflect the population we serve. Suggestions are welcomed. 	
Next Meeting	<ol style="list-style-type: none"> 1. Stephanie Lewis and Annie Chean will finalize the new organization chart and student flowchart for the next meeting 	
Meeting Adjourned		