

AB 104 Consortium Meeting

February 5, 2016

2:30 – 4:30 in HRC101

In attendance: Dennis Browne, Nicole Cisneros, Frank Hernandez, Dan Sanidad, Pat Lawson-North, Alma Quintana, Randy Brown, Marcela Serrano, Mary Ann Sanidad

I. The minutes of January 15, 2016 were approved.

II. Invoicing

Laurel reviewed procedures for consortium partners to invoice the Business Office, The following are the main points.

• Run a report by account code and month

• Use own district invoice template, but be sure to include an invoice number, the name of whom the check is to be made payable, a title showing that the expenses incurred are AB 104 for the month of X.

• The invoices may be brought in, mailed or emailed. If emailed, send to accountspayable@gavilan.edu (all lower case). Send a copy to Mary Ann Sanidad @ msanidad@gavilan.edu , as she has to approve payment.

• Invoices will normally be submitted once a month, but if there is a large payment that a district cannot wait reimbursement for, do not hesitate to send that in immediately. Each district may choose its own cut-off date of the month and bill accordingly.

• Once approval to pay is given, payment will be made in the next check run, which is done twice a week.

• Year one ends June 30. Expenditures should be made prior to end date so that checks and invoices can clear before the end of July when the report is due.

III. Updates:

1. MHCAS hosted an OTAN training, which was attended by MHCAS and GUSD staff. Alma reported it was very interesting and informative.

2. Vision Literacy (VL) reported activity on many fronts:

• The new Center is being prepared to open.

• Frank is teaching literacy for GC Adult Education Program (GCAEP) at their site.

• A brochure is being designed to promote VL services; VL staff also asks that consortium members send them brochures so that they can promote consortium member site services. Credit ESL does not currently have one.

• Dan is working with Scott Sandler (Gavilan College) to place English 250 Service Learning students.

• Dan will be working with MHCAS and GCAEP to align CASAS scores with placement into each school’s programs. HE will meet with SBHSD and Aromas-San Juan staff to connect and align services.

3. Noncredit ESL is offering two classes on the college campus. Both are fairly well

enrolled, and students report content with the classes.

4. At the joint Professional Development meeting, a number of requests came in

regard to the ACES website. The materials have been forwarded to Patty, who

will work with Jason to see that they are added (the consortium slide, a press

release form, the final planning report for AB 86, and the inclusion of

information about Vision Literacy). They also asked that the icon for Spanish

language translation be placed at the top of the website.

5. Many thanks to Patty for picking up the food for the Professional Development

meeting and to Dennis and Randy for preparing handouts and activities for all.

6. Mary Ann typed and emailed the requests for professional development that were voiced at the meeting. She has asked that a subcommittee be formed to assist with the organization of the symposium, scheduled to take place June 6-8. If anyone knows of trainers/organizations or has contacts, please forward them to her.

IV. Data Collection

• Frank suggested that the consortium consider using Sales Force, which is currently used by VL, to track student data. The cost is $110/10 licenses.

• TOPSpro Enterprise is another system that should be considered by the consortium. Jay Wright will come February 23, 3:30-5:00 (HRC 101) to make his presentation and field questions.

• At BACCC, it was mentioned that WestEd and Calpass Plus are working together to design a data collection program. They suggest that it might be worth it for consortia to co-invest for the time being until the State has designed a state-wide system.

• Terrence Willett, former CALpass employee and current researcher at Cabrillo College, proposed that if neighboring consortia are interested, they could co-invest and request Cabrillo to manage and report data for them.

V. Rollover policy

• Mary Ann reported that direction, thus far, regarding rollover policy is that use of money must reflect original intent; expenditures must continue to support the annual plan. If monies are expected to achieve a different outcome/activity, it must be approved by the state first.

**The next meeting will take place February 19, 2:30 at Vision Literacy, 60 4th Street, Suite 103, Gilroy.**