



AEBG

PARTNERING FOR A STRONG
CALIFORNIA WORKFORCE

YOSEMITE / STANISLAUS MOTHER LODE CONSORTIUM MEETING

Monday, June 11, 2018

2:00 P.M. – 4:00 PM

STANISLAUS CULINARY ARTS OF INSTITUTE

1040 Wakefield Drive

Oakdale CA

www.yosemite.edu/aebg

AE Consortium Members Present: Dave Urquhart, Jared Hungerford, Dallas Plaa, Brandon Price, Eric Andersen, Pedro Mendez, Jeff Rowe, Araseli Zamora, Cindy Young, Roy Morlan, Stephen Sweitzer, Cathy Parker, Linda Alaniz, Peggy Herndon

Others Present: Alice J. Pollard, Parul Parikh, Cecilia Sobarzo (Recorder), Wynette Hilton (BOFG USD), Kelly Nery, Rebecca Sutis (Learning Quest)

Meeting Minutes

1. CALL TO ORDER

- Pledge of Allegiance

2. APPROVAL OF MINUTES

Action: Motion to approve May 14, 2018 minutes.

Moved _____ Eric Anderson _____ Second _____ Brandon Price _____

Roll call vote: Yes 14, No 0, Abstain _____

- ### 3. PUBLIC COMMENTS
- Public comments will be allowed at this time on the agenda. The Consortium Chairperson will recognize any member of the audience wishing to speak on a matter which is not on the agenda but is directly related to AB104 Adult Education Block Grant. The Chairperson may allot time for those wishing to speak, but the Consortium will take no action on matters presented (Ed. Code Section 35145.5). Presentations will be limited to 5 minutes. If appropriate, a matter may be referred to the Consortium Chairperson for placement on a future agenda. The public may ask questions relevant to agenda items at the time those items are under consideration.

4. ACTION ITEMS

Action: Approval of Stanislaus Mother Lode Region Adult Education Consortium Governance Procedures.

Moved Pedro Mendez Second Dave Urquhart

Roll call vote: Yes 14, No 0, Abstain _____

5. DISCUSSION ITEMS

- a. 2018-19 Work Plan - Members are to submit preliminary work plans to fiscal agent at mendezp@mjic.edu for initial review. Work plans will need to be aligned to 2018-19 CFAD allocations. When 2017-18 FY closes, any balance will need to be rolled into the 2018-19 FY, and the 2018-19 work plan will need to be adjusted if appropriate.
- b. Finalize 2018-19 Annual Plan – Executive Team will meet in July to prepare a draft. Consortium will meet Aug. 8 to review annual plan draft and collaborate on final review to meet August 15 State deadline.
- c. TopsPro Renewal of Annual Site Fee ([order form](#)) - One time purchase supported by YCCD expires 6/30/18. Moving forward members will need to renew their subscription from their own budget.
- d. Budget Revisions – Need to be submitted to Fiscal Agent to mendezp@mjic.edu cc: parikh@yosemite.edu for review and approval.
- e. Technical Assistant Training (Aug. 2) – Training to improve fiscal processes required to meet State guidelines. Anyone involved with AE fiscal reporting are encouraged to attend.

6. REPORTS AND INFORMATION ITEMS

- a. Upcoming [Deadlines](#)
 - ~~June 1:~~ 16/17 & 17/18-member expense report **due in NOVA** (Q1, Q2 & Q3)
 - **Jun 30:** 16/17 & 17/18-member expense report certified by consortia in NOVA (Q1, Q2 & Q3) YCCD central office is actively reviewing ledgers and expense summaries submitted and will approve expenses on behalf of consortia.
 - **Aug 01:** Final student data report **due in TOPSPro** (Q4) – Reports covering period 7/1/2017 – 6/30/2018 are to be submitted to aebg@casas.org and cc: Cecilia Sobarzo sobarzoc@yosemite.edu for record of submission. Members are to submit their report prior to leaving for summer break.

- **Aug 15:** Annual plans due for 18/19 (*available in NOVA*) - Executive Team will meet in July to prepare a draft. Consortium will meet Aug. 8 to review annual plan draft and collaborate on final review.
- b. Fiscal Updates
 - Expense Report Update – Financial ledgers & expense summary submitted are being reviewed by YCCD central office. Members who reflect negative balances in NOVA need to submit budget revision to correct it.
- c. AE Stanislaus Mother Lode Web Site – Proposal is being negotiated by Fiscal Agent. Update will be provided at our next meeting.

7. ANNOUNCEMENTS/ADJOURNMENT

Next meeting will be held on Wednesday, August 8, 2018 at 2:00 p.m.

Pursuant to California Government Code section 5454957.5, when a writing that is a “public record” as defined by law is distributed to Yosemite / Stanislaus Mother Lode Consortium members less than 72 hours before a regularly scheduled Consortium meeting, copies of these writings shall be available for public inspection during normal business hours at Modesto Junior College, West Campus, Sierra Hall, Room 255, 2201 Blue Gum Avenue, Modesto, CA.