

Los Angeles Regional Adult Education Consortium Special Meeting  
East Los Angeles Skills Center  
3921 Selig Pl, Los Angeles, CA 90031  
September 21, 2018 | 4:00 PM – 5:30 PM

Executive Committee in attendance: Emilio Urioste, BUSD  
Joseph Stark, LAUSD  
Alice Jacquez, MUSD  
Veronica Montes, CCUSD  
Robert Miller, LACCD

Project Manager: Lanzi Asturias

Welcome – Ms. Montes called the special meeting to order at 3:49 PM.

1. Develop a calendar and a list of topics/items to be covered in future workshops
  - a. Ms. Montes introduced the general purpose of the meeting: to talk about topics/items to be covered in future workshops for the LARAEC board and stakeholders, and to discuss the scope of each topic and whether they could have people come in to present information.
  - b. Mr. Urioste would like to have them be presented with a look into the libraries that serve LARAEC districts and educate the board on the programs the libraries can offer. In addition, to better learn who/what programs they can refer LARAEC students to. In addition, having counselors attend the workshop so they can better direct students to fulfill their needs.
  - c. Mr. Stark would like to discuss the funding formula, potential funding formulas, and maybe tied to that, possible legislative advocacy about funding.
  - d. Dr. Miller, re: professional development, would like to know more about what workgroups they have had and which ones they should have from their faculty's perspective.
  - e. Ms. Montes suggested a workgroup around roles and responsibilities within the LARAEC organization, since as Dr. Adrienne Ann Mullen has said, their organizational structure has shifted from its original form. Mr. Stark agreed, and felt it should be crystalized as they head into this 3-year planning session, and Mr. Asturias also suggested clarification of who has authority to direct who to do what.
    - I. Dr. Miller explained the typical board structure with regards to establishing policy and the chain of command. He said that he thinks it wouldn't be wise for them as individuals or a collective board to direct LARAEC's staff or any other point person other than the one that reports to them through their organizations. He suggested that given their size and scope, they may need co-project directors, one with an administrative focus, and one with a programmatic or PD focus. Dr. Miller said he would like to see models from other consortia across the state, how they are organized and what their successes have been.
    - II. Mr. Stark agreed, and remarked that it can be very hard for exec board members to separate their roles as administrators and as board members, one responsible for policy, one with different responsibilities in

their individual districts. He thinks it would be good to really deconstruct their organization and the roles.

- f. Mr. Stark wondered if the libraries topic should be more under the PD and best practices framework, focusing on the 3-year plan as well. Mr. Asturias asked if they were referring to PD or talking about collaborative efforts so they can utilize services in the library as a menu they can offer to students, and Mr. Urioste thinks that it is both. Mr. Asturias added that LASUD is currently conducting a pilot with the public libraries where they'll provide library cards with adult and career education students. Part of that is creating a curriculum to help students understand libraries better and what services are available. They could provide the board with data as to the success and whatnot, then invite them to present to the board with all of the programs and services they offer.
- g. Ms. Montes asked given the topics discussed: LARAEC organization, funding legislative advocacy and priorities, faculty engagement, and libraries, how long and frequent and when should the workshops be? General consensus was that it would depend on the topic, preparation necessary, and format of the dialogue. Mr. Asturias suggested they communicate via email to define topics for meetings or agenda items, and that they prioritize the first/second/third topics, giving staff time to gather input for objectives and requests for data for a baseline of shared info. He suggested one topic that was time-sensitive is the funding formula, since they were coming up on the anniversary of the Montebello audit, and need to close that loop.
- h. Mr. Urioste agreed, and suggested developing a structure perhaps involving the PPT to prevent workshops from being free-for-all. Dr. Miller would expect staff with assistance of PPT, given the topic, to develop an agenda and develop materials the board needs to thoroughly interrogate the agenda, and it may or may not lead to a conclusion or direction to staff.
- i. Mr. Asturias asked whether the funding formula would be the first topic, then described a possible course of action from LARAEC office staff to develop example funding formulas and vet pros and cons for them with the PPT. Mr. Stark added that they didn't have to have the objected of agreeing on a funding formula at the end of the workshop.
- j. Mr. Asturias asked staff if they had any questions. Michele Stiehl asked what format the board wanted in terms of proposals: a 1-page, packet, etc.
  - I. Mr. Urioste explained that in his experience it involved a powerpoint, handouts, and multiple options for the issue, so best to communicate to people who attend the complexities of the issue.
  - II. Mr. Stark added that he believed it is important to also establish why a given issue is important to the consortium. For example, why is a funding formula good? And having discussions related to it.
  - III. Mr. Urioste added that he does not believe an issue like funding can be abbreviated too much, given the sheer amount of money they're accountable for now. He believes a formula leads to them having a very direct response to people's questions about their funding, and a response that was adopted, voted on, and board approved.
- k. Ms. Montes asked what those present thought of a timeframe for the workshops, and Ms. Stiehl said they may need more than a month to get the first one going. Dr. Miller asked what priorities should be, saying that the funding formula was identified as the first priority, and legislative would be tied to the state's calendar.

attack the  
crafting a  
an ask

not

is,

the

- I. Mr. Stark added that they have an opportunity to come to the state with a unified message about adult ed. He thinks if they were to really fund a piece in the fall semester, then based on that work, start a short list of legislative advocacy points, one of which may include funding from the state in terms of funding, that would be great.
- I. Mr. Asturias wanted to go back to what was presented today and, in his view, included, the overall vision of Data and Accountability. Dr. Mullen added that the D&A they presented on today was so they had common definitions on barriers between PD items. But also they need to come up with what data is going to drive the conversation. What you're talking about is creating that conversation on the state level using claims backed up with info and providing needs.
- I. Dr. Miller asked if her group had the horsepower to provide that, and Dr. Mullen said it could, but would need an investment in staffing from districts to do it. Whoever she gets as a research person, she needs someone with the right understanding of the data we need to pull.
- II. Ms. Montes added that the state is clear on the adult ed program metrics: literacy gains, employment, wages, so they wouldn't be making up metrics. They exist, it's about how they collect, count, and aggregate them. Dr. Miller said that he didn't know what the current staff expertise but would suggest if they need specialized expertise from a research point of view, that they do that as part of the funding formula discussion as they go forward and the organizational structure. He suggested making the first workshop a joint meeting about the funding formula and the organizational structure.
- III. Mr. Urioste agreed on combining org structure and funding formula. Dr. Miller suggested starting with two workshops, 3 hours each, 4 if they want to eat. Mr. Asturias said that that was sizeable, but over the course of the next three meetings, it's manageable. Mr. Stark suggested having workshops on the same day as other meetings.
- m. Dr. Miller explained that he has monthly district council meetings, but if they change the LARAEC meeting dates, he could make it work. Mr. Urioste thought they should separate them, and that they should be on Saturday so they can get folks vested in attending and keep it to 3 hours. Mr. Stark said he was open to separating them, but added that if they have trouble getting folks in on work weeks, they are not going to come in on Saturdays, and he doesn't want to come in Saturdays.
- n. Dr. Miller said that he could do workshops after regular board meeting, or separated, the 1<sup>st</sup>, 2<sup>nd</sup>, or 4<sup>th</sup> Friday would work for him to do a special session. Ms. Montes confirmed that Fridays made sense for everyone, and suggested they get one on the calendar before ending the special meeting.
  - I. She suggested making the first special workshop on November 2 to give the staff time to deal with the next open meeting and assemble special meeting materials. Dr. Miller suggested doing the workshop as a working lunch, then the workshop from 12:00 PM to 4:00 PM.
  - II. Ms. Montes confirmed they would start with LARAEC org structure on November 2<sup>nd</sup>. Dr. Miller suggested they be ready to get into the beginnings of funding formulas. Dr. Mullen offered to host that since she has another meeting that day. Mr. Asturias said to the extent we can frontload info on other priorities, they can do that, they just don't want to

overload the staff. So priorities in order are org and structure, funding formula, faculty engagement and participation. And legislative advocacy.

- o. Ms. Stieh asked whether they were looking at December for the funding formula conversation, and Mr. Asturias said they should just survive the first meeting then go from there.
  - I. Dr. Mullen asked whether they were having their regular open meeting on December 21, and Dr. Miller suggested they not. Ms. Montes suggested having it on December 7<sup>th</sup> instead.
  - II. Dr. Mullen then confirmed that they had permission regarding the PD framework presented today to move forward prior to the upcoming workshop topics. The board confirmed. She then asked about bringing proposals as far as regional planning to the board, saying there would be a short window especially since LACCD has to vet any plans times 9 in the process of engaging large groups based on the regional plan.
  - III. Ms. Montes asked whether they needed to invest money in a person to write that input-getting process. Dr. Mullen said she thinks you need to invest it in a person to facilitate the process. Mr. Stark said that based on the experience they had last time, he thought the person Dr. Mullen was talking about is great. His concern is if they are contracting with a third party for services, they will need to justify it as well as the resources that go with it, so they need to define the scope of work as a consortium first.
  - IV. Dr. Mullen said she would not recommend a request for proposal, but maybe a purchase order instead. She said she could provide a 1 or 2 sheet framework of what they need to get done based on the 35-page plan version, and would like the green light to start the process ASAP. Work can't start until they get a purchase order in place. So if they wait until October to look into this, they lose the first semester.
  - V. Mr. Asturias said that the cost is about \$90,000, and do have enough carryover to absorb that cost. Dr. Mullen said that LACCD can generate the purchase order, and would not require board action because it is part of a plan that was approved already. Dr. Miller said that his fiscal agent just told him that LACCD has the money to pay for it, as long as LAUSD can get a check to them to pay for it as the fiscal agent of LARAEC.
- p. Mr. Asturias asked the staff if they had any last questions, and seeing none, confirmed that they would get together on Monday to look at bullet points, and check with them next week to begin to tease out agendas.

Adjourn

Ms. Montes confirmed that the first workshop will be on Friday Nov 2<sup>nd</sup> at 12:00 at Van De Kamp tentatively, and adjourned the special meeting at 5:09 PM.