

West Kern Adult Education Network

October 19, 2016

Taft Historic Fort

Call to order: 4:03 p.m.

ROLL CALL: Blanca Cavazos, Scott Meier, Mark Williams Kathy Johnson, Joe'll Chaidez, Lori Sundgren, Lucile Holt, Fernando Lara, Adeline Ramirez

TRAILER ESTIMATE –

At the last meeting the Board requested an estimate for a classroom trailer. The estimate obtained is for \$20,000 for a trailer with a generator.

Action: to obtain an estimate for insurance

JOINT POWERS AGREEMENT:

Update: Draft is ready. TC board to review JPA in November. TUHS board to review JPA in November. Maricopa Unified to approved JPA in Dec. 8 board meeting.

CLASSES -

- **CTE: WESTEC** classes started with 31 students and ended with 29. Normal retention rate for WESTEC classes (per instructor) is 60%. Continental Labor & Staffing attended the last class and recruited students for some of their positions on the Greater West Side.
 - Plans: Host a Spanish speaking class in January. Host an English speaking class in spring

Message on WKAEN Facebook yesterday:

"i took your westec class a last week and proud to say i have a pre work orientation tomorrow keep up the great work"

- **Spanish GED** -
 - **Taft** - Approx 20 regular students. Classroom attendance expected to increase with work in fields decreasing
 - Planned outreach: Facebook, Flyers, Catholic church outreach with TUHS teacher
 - **Maricopa** – 2 regular students.
 - Outreach: Banner has been placed recently – Attend school events.

Challenges: Many of the students come in with less than 9th grade education. Instructors are providing ABE along with GED prep instruction. Students want individualized tutoring.

Possible solutions: Add tutors to existing class schedule

The Board discussed Pre-GED education. Dr. Cavazos proposed a computer based program with adult basic education. The Board discussed the needs of adult learners with low education.

- **English GED –**
 - Between 15 – 20 regular students in both AM & PM classes. WKAEN continues to receive intakes each week and there is a short waiting list.
 - Plans – possible afternoon class if demand increases
- **ESL –**
 - Approximately 15 regular students in Level 1 and 5 regular students in Level 2
 - Plans - Facebook outreach / Possible additional class in local elementary school
- **Citizenship –**
 - Twelve students in Buena Vista class / Four students in Methodist Church class
 - Plans – Schedule next class for spring 2017 / Outreach at Catholic church, on Facebook and at local gathering spots

STUDENT SERVICES

- Testing reimbursement issue: Although the board had previously approved reimbursing students for GED test, Taft College needs official board minutes to reimburse students for tests taken but failed. Request the Board to approve the following:
 - “While grant funds are available, WKAEN will pay for three official GED/HiSET testing attempts per section, per calendar year. Students who fail a test will need instructor approval in order to qualify for second or third grant. Instructor will contact Testing Center via email approving student for additional testing.”

**Action: The board approved GED refunds for students who pass or fail.
Dr. Cavazos Moved, Mark Williams Second, No Abstentions, 3-0 Vote**

UPCOMING EVENTS

2016 AEGV Annual Summit - November 1-2, 2016 Sacramento, CA GED Graduation – October 27

Action: During the summit ask if WKAEN will receive more funds to sustain future projects

BUDGET

- Budget excess needs to be spent by December 2017 \$522,000

The board unanimously supports spending excess funds on one time purchases

• **Recent expenditures**

○ Classroom Furniture	\$26,000	
○ Office Furniture	\$21,000	
○ The Fort	\$28,800	(Two year lease of classroom)
○ Text Books	\$2,376	
○ Graduation	\$3,500	
Total	\$81,676	

• **Possible uses for budget excess**

- Paying Office lease for 2 years \$ 14,400

- o Additional 10 AZTEC licenses for Evening GED class \$ 3,750
- o Outreach Trailer for Workforce Readiness \$ 95,000
- o Van \$ 50,000
- o Workforce Readiness Project Director (wages & benefits) \$85,000
- o Dean of Students \$85,000
- o Storage Pod \$ 3,500
- o Providing GED instructor for TCI (Taft federal prison) (30 hrs per week) \$100,000

Action: obtain more information for the Board to review

- o Providing Supplies & Equipment for Taft MCCF (Taft state prison) – 126 students \$ 30,000

Total \$466,650

The Board reviewed items removed from budget. The Board requested personnel budget and dean position be placed back in budget. Dr. Scott would like to see a balanced three year budget, a budget broken into 8 quarters with cash flow, each month, each quarter expended.

POSSIBLE PROJECTS

- **Workforce Readiness:**

Federal prison has hundreds of inmates waiting for GED classes but the prison is having problems finding staff with instructors at \$23 per hour (Full time position with benefits).

Action: obtain more information for the Board to review

Taft MCCF is requesting assistance for software, computer & supplies to expand their GED/HSE program.

NEXT MEETING DATE: Tuesday, November 15, 2016 at 4:00 pm at the Fort.