

**ADULT AND COMMUNITY EDUCATION ADVISORY COMMITTEE**  
**Draft Minutes**  
**6:00 to 8:00 p.m. – Gatehouse Administration Center, Room 5060**  
**October 23, 2019**

**Members Present:**

**Adam Ashley (Student Representative, Kimberly Boateng)**  
**Helen Cole (Hunter Mill, Pat Hynes)**  
**Bryan Graham (At Large, Ryan McElveen)**  
**Larysa Kautz (Lee, Tammy Derenak Kaufax)**  
**Lois Passman (Mount Vernon, Karen Corbett Sanders)**  
**Jessica Strelitz (Mason, Sandy Evans)**  
**John Sullivan (At Large, Ilryong Moon)**  
**Irvin Varkonyi (Providence, Dalia Palchik)**  
**Samuel Walker (At Large, Karen Keys-Gamarra)**  
**Dolly Whelan (Dranesville, Jane Strauss)**

**Members Absent:**

**Jane Cruz (Braddock, Megan McLaughlin)**

**Staff:**

**Ilryong Moon, School Board Member, At Large**  
**Paul Steiner, ACE Administrator**  
**Karin Williams, Director, Operations and Strategic Planning**

**Members not yet appointed for 2019-2020:**

**Springfield (Elizabeth Schultz)**  
**Sully (Thomas Wilson)**

1. Motion to Open

The meeting of the Adult and Community Education Advisory Committee was called to order at 6:00 PM.

2. Introductions and ACE Update

New ACEAC member Ms. Strelitz introduced herself and was given the welcome packet. Ms. Kautz was also introduced to the new members of the committee who she had not met.

Mr. Graham said that our planned goals for this meeting were to evaluate the staff response to the 18-19 recommendations and to decide what data to ask for to assist research in this year's charge. However, with the staff response not being ready, the meeting would be focused primarily on the latter.

Mr. Steiner gave a general update on the ACE Program. The office is preparing for the winter term, and the winter catalog is going to be sent to the printer by December 6. Current enrollment for apprenticeship and similar job-specific programs is 881. ACE is also currently looking to focus on ways to increase enrollment and is reconsidering the length and times of courses.

Ms. Helen Cole asked for a brief explanation of instructor selection. Mr. Steiner said that ACE instructors are paid hourly and are in charge of planning courses and curriculum. He also explained minimum course requirements and how they use marketing (catalog, social media, emails).

### 3. Discussion of Charge, Staff Response, and Data

Ms. Karin Williams said that due to the Staff Response not being ready, we could discuss it at the next meeting.

Mr. Graham spoke about how the ACE Fund transfer from the Operating Fund is the frequently topic of conversation on the School Board; part of the ACE committee's job is to express the benefits and positive impact of ACE Fund programs on the county.

The committee discussed what data would be useful in researching the topics related to our charge. The committee immediately agreed that a revenue and expenditures breakdown by category of courses (Adult ESOL, enrichment, etc.) is needed. The committee also believe that a cost benefit analysis would be useful. Mr. Graham said that examining the demographics of ACE students could be helpful, but Mr. Steiner and Ms. Williams said we do not have that much information on students. Mr. Sullivan said repeat customer information would be beneficial, which is available but not currently tracked.

Mr. Ilryong Moon said that the school board is not concerned about K-12 aspects of ACE Fund programs but are more concerned with adult-specific courses which are outside the core mission of FCPS. Ms. Williams says that it is very important to bring the school board up to date with ACE revenue and enrollment and how those factors are benefitting FCPS. The committee agrees that working with groups like the Fairfax County Economic Development Authority, who worked to place Amazon HQ2 in NOVA, will be helpful in aligning curriculum to jobs in the area.

Ms. Strelitz asks about the process of deciding what courses to offer. Mr. Steiner said that they are constantly looking at the present need and a variety of data points to decide courses. Ms. Williams also said that ACE works with Virginia Career Works. Ms. Whelan said it would be beneficial to include a survey in the catalog to ask individuals what they would like to see more of with ACE. Mr. Ashley suggested survey by email.

Mr. Steiner talks about how it is atypical that a class might be losing money for ACE, and how that is remedied. Mr. Sullivan said that it would be beneficial to provide ACE course information at local businesses, which the staff assures is already happening. Mr. Steiner said that there are always opportunities to transfer ACE courses over for college credit(s). Ms. Williams also brings up that the staff has connections at NOVA and Fairfax County Park Authority, and they work together to look for overlap in courses.

Mr. Moon said the primary concern of the school board is why ACE programs need the \$750,000 received last year if the programs are supposed to be self-funded. The school board wants to know how much goes into overhead, K-12, and enrichment programs. Ms. Williams said that the committee will receive a financial report so that new members have the most up-to-date information. Ms. Cole said that we can reach out to individuals who have completed courses to see if they are currently active in the workforce.

#### 4. Meeting Rescheduling and Planning

Ms. Williams said that the financial report will be given at either the November or January meetings. She hopes that the staff report will be prepared before then as well. Changing the November 22 meeting to December 4 was brought up, and the committee voted on the matter (13 - y, 0 - n). There is a motion to approve the September meeting minutes by Mr. Varkonyi, and seconded by Dolly Whelan. The matter is voted on (13 - y, 0 - n). Mr. Varkonyi brought up the idea of adding more community members as voting members to the ACE Advisory Committee, similar to the CTE Advisory Committee. The committee agrees to wait for the staff response before bringing that idea to the governance committee.

#### 5. Motion to Adjourn

The meeting of the Adult and Community Education Advisory Committee was adjourned at 7:56 PM.