



ASI Children's Center Parent Advisory Council (PAC) Minutes

MEETING DATE: November 4, 2019 12 p.m.

MEETING LOCATION: ASI Children's Center Conference Room

MEMBERS PRESENT: Nicole Bruns (Chair Person), Sandra Gallardo, Sherry Velte, Haley Myers Dillon, Leena Abed, Cierra Teicheira, Amy Jewett, Quintin Levesque, Stephanie Segre-McCall, Lexi Hallum (Recorder)

A. Introductions of Council

- The meeting was called to order by Nicole Bruns at 12:05 pm
- The Council introduced themselves

B. Current Center Status

- **Harvest Day**
 - Sherry gave a brief summary of the event; it was overall as success
 - PAC parents who attended gave their feedback
- **Family Luncheon – 11/26**
 - The Center hosts an annual Family Luncheon; this event will be held on Tuesday, November 26 from 11 am – 1 pm, with classrooms participating at various times depending on age group
 - The Center will be providing turkey, potatoes, stuffing, milk, and warm-spiced applesauce
 - Parents can sign up to bring dishes as well
 - This is a closed event (not open to public), but extended family members are welcome
- **Closure Dates – 11/11, 11/28, 11/29**
 - The Center will be closed on the following dates: November 11, November 28, and November 29
- **Trainings**
 - November 8th- Women's Leadership
 - Sandra Gallardo provided a brief description of the Women in Student Affairs Conference
 - Sherry Velte and Associate Director, Samantha Criswell, will attend and leave administrators in charge during their absence
 - November 13th and 14th - CDE- Fiscal and Accounting
 - California Department of Education (CDE) will hold a Fiscal and Accounting mandatory training, that Sherry Velte and Operations Manager, Nancy Lopez, will attend
 - They are only allowed to bring 2 people, but Sherry Velte will check in when the event is closer to see if there is room to bring others who may benefit
 - Teachers- Completed child assessments (DRDP) and will begin parent conferences in November
 - La Casita 1 Fellowship Teacher, Cierra Teicheira, delivered a brief summary of the Desired Results Developmental Profile (DRDP) process that includes; taking notes and watching development of each child each semester, determining where

- each child is at on their developmental track, and what a classroom as a whole must work on (curriculum)
 - Teachers will hold parent conferences at the end of each semester to connect with the families
 - During audits, consultants will put a random sample of children to review their DRDP profiles to make sure we are hitting deadlines, documenting correctly, etc.
 - This semester teachers moved from hard-copy, paper DRDP sheets to a software system called Learning Genie that can be accessed via laptop or on an app that teachers download onto a tablet
- Garden Project- Nicole
 - PAC Member Quintin Levesque, and PAC Chair, Nicole Bruns, had 10 volunteers assist them in planting in each garden space in the yards of the Children's Center; unfortunately the plants were dug up by some critters the next day
 - The project is to help improve food security on campus; the Center is pilot program to help show the success at the facility, which will help improve sustainability efforts at Sacramento State University
 - Quintin Levesque suggested using a material (wire & cover in a canopy)to prevent more wild life from digging up the garden, but then children would not be able to use the garden in their curriculum
 - Stephanie Segre-McCall suggested a trail camera to see what wildlife is in the garden

C. Current Issues

- **CCAMPIS- Hornet Family Study Care**
 - 15 children were scheduled for Saturday, November 2, 9am – 3pm
 - 10 children attended
 - The next CCAMPIS day is Saturday, November 16, 9am – 3pm
 - There will be evening CCAMPIS child care on the following dates: November 19- 21, all from 6 – 9 pm
 - Director of the Parents & Family Program, Haley Myers Dillon, gave a brief summary of the program, its purpose, how the dates were decided, and the demographic they hope to reach (Pell-Grant eligible parents)
 - The last day for Saturday care is December 7
 - There are also Day Camps on Saturdays for school-aged children, ages from Kindergarten to 15 years
 - The Children's Center and the Parents & Families Program set a goal for care to have 24 preschoolers and 12 infant/toddlers enrolled and attend
- **ASI/Children's Center website design is on track (scheduled to go live January 13)**
 - PAC Coordinator, Lexi Hallum, and Nancy Lopez are on the website committee through ASI
 - With the new website layout the hope is that it appears to be cleaner and easier to navigate
 - The new Children's Center website will not include a pay online option – the Center is still working on that feature
 - Because of ASI's accounting system, payments get a little messy, so the Center will still be another year/year and a half away from this feature
- **Marketing the Student Waitlist- posters/banners ordered, large screens in the Union**
 - The Center is undergoing a marketing campaign to market the student waitlist

- There were not enough student parents on the waitlist(s), so many staff/faculty were enrolled
- Some student parents could not move forward with care because they could not afford it at the full-cost rate, once the subsidy program became full
- Students have priority on waitlist and it is free for students to get on the waitlist
- Lexi Hallum and Front Office Associate, Kim Madrona, attended every student orientation for Fall 2019 to market the program
- Haley Myers Dillon recommended using the software, Qualtrics, so that students can submit their applications online instead of using hard-copies or emailing/faxing them to the Center
- **The Center applied and received the additional funding - \$283,000.00**
 - The Center now has \$1 million to pay for child care with state funds
 - The Center can now offer more subsidy spots to parents on the subsidy waitlist
 - This funding will now continue year to year
- **Impact of Minimum Wage**
 - The PAC went over the child care tuition handout
 - The Center has reached 13% of the administrative charge, which can provide higher reimbursements from the state for subsidy children
 - The PAC will eventually have to discuss raising child care tuition
 - No rate increase in January 2020, but potentially one to begin July 1, 2020
 - No CDE funds can be used for children who are not enrolled in the subsidy program (children who are at the full-cost rate and Staff/Faculty children)
 - ASI's contribution cannot be used for Staff/Faculty children

D. Future Topics

- **Center Building repairs/Renovations to main building**
- **NAEYC Self-study begins 2020 to be ready for 2021**

E. Open Forum

Adjourned at 1:02 pm