



State Center Adult Education Consortium

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State Center AB86 Adult Education Consortia Executive/Voting Member Meeting Wednesday, February 18, 2015 – 8:30 a.m.

Attendees:

- Pat Flattley, *Central USD*
- Baljit Gill, *Caruthers USD*
- Randal Haggard, *Yosemite USD*
- Rich Ishimaru, *Kings Canyon USD*
- Lori Morton, *State Center Consortium*
- Andre Pecina, *Fresno USD*
- Nancy Penny, *Sanger USD*
- Dr. George Railey, *SCCCD*
- Suzanne Rodriguez, *Dinuba USD*
- Ed Schmalzel, *Clovis USD*
- Drew Sylvia, *Selma USD*
- Barbara Thiesen, *Dinuba USD*
- Sherri Watkins, *State Center Consortium*
- Shirley Woods, *Madera USD*
- Allyson Adams, *State Center Consortium*

Welcome

Lori Morton welcomed all attendees.

Approval of 2/6/15 Meeting Minutes

Lori asked for approval of the minutes.

Motion: Drew Sylvia motioned to approve the minutes, and Shirley Woods seconded. Motion was unanimously approved.

Funding Model Approval

- Ed Schmalzel and Andre Pecina gave an overview of edits to the funding model included in the final report. Ed explained Table 2 and how the figures in Options 1, 2 and 3 were reached. Andre mentioned schools that have closed their Adult Ed programs and do not have current MOEs will need to supplement any funds given in order to restart their programs. Other edits:
 - Changes were made to the 2016-2017 funding allocations to reflect a 70/30 split of funds between K-12 adult schools and SCAEC.
 - Table 5 shows potential outcomes and progress based on the 70/30 split.
 - The Allocation Committee will now include a student member from both community college and K-12 adult school (Figure 3)
 - Figure 2 was added to show the structure of SCAEC

- The members agreed to amend wording on Table 2, changing ‘Planning and Pilot Programs’ to “Operations and Coordination”.
- The narrative under Table 2 was made clearer by adding bullets for each option. In addition, the wording “allocation to include enhancement to community college programs, K-12 adult schools and CBO subcontractors as recommended by allocation committee and approved by executive board” was included.
- Table 3, Option 3 amounts were found to be in error for schools that had \$0 funding in 2013-14. Original amounts were based on a 66% increase, and should have been a 34% increase. Lori will make changes to the Excel file and forward to the members for approval.
- The narrative following Table 1 was revised to reflect the number of adult schools (6) that have shut down, resulting in a 35% decrease in adult school programs.

Comments were made regarding additional errors on Table 1. Lori asked all members to check their information and get back to her or Sherri as soon as possible with corrections.

Lori asked Andre for clarification on what percentage of funds can be allocated to consortia. Andre answered that there is a cap of 5% for administration or indirect costs, but not for total allocation.

Clarification was also asked for on the funding for community colleges. Community college non-credit will continue to receive their funding. Adult Education funds are for sustainability; community college funds are for enhancement.

Motion: Drew Sylvia motioned to approve the funding model with corrections, and Ed Schmalzel seconded. Motion was unanimously approved.

- Consortium Staffing

Lori gave an overview of Table 3, which shows the requested funding for SCAEC. A portion of that funding would be for staffing. She provided handouts that compared current staffing to proposed staffing, which includes increasing the Director, Counselor and Office Assistant positions to 100%, as well as adding Regional Program Area Coordinator positions at 20% each. Two proposed budgets were discussed, one showing 100% positions, which is over the \$750,000 budget, and the other showing reduced percentage positions, coming in slightly under budget. Lori also noted that release time of \$112,000 is also included in both budgets, but may come from another source. The comment was made that if change is really wanted, the money for 100% positions is well spent.

If SCCCD remains the fiscal agent, staffing could come from the district or on loan from other districts.

Dr. Railey commented that many of the proposed staffing positions for SCAEC are already in place at SCC. The regional coordinator positions could be filled by adjunct staff. Regional coordinator positions could also be phased in over time rather than starting all four areas at the same time. What would phased-in coordinator positions look like?

Because the Director position will be expanded (from 20% to 100%) will the position have to be open to other candidates through EdJoin or a comparable system? Dr. Railey answered that Lori can be reassigned to the position as she is categorically funded and can be assigned to work with any grant. If a K-12 becomes the fiscal agency, Lori can be potentially be loaned.

- **Fiscal Agency**
The trailer bill does allow for a change of fiscal agent. A comment was made that hiring through SCCCD, the current fiscal agent, can be difficult. Would it be any easier if the fiscal agent was a K-12 district? If hiring for an established position, the process through K-12 is fairly easy, however, if the position is new, the job description must be approved by the union, which could be a very long process.

It was decided that budget and staffing would be discussed in more detail at the next meeting.

Mission Statement Discussion

Sherri handed out sample mission statements. After discussion, the following was adopted as the SCAEC mission statement:

The State Center Adult Education Consortium connects adult learners to educational programs and services that assist with seamless transitions into the workforce and/or post-secondary education.

Motion: Randy Haggard motioned to approve the mission statement, and Drew Sylvia seconded. Motion was unanimously approved.

Website URL

Lori asked for input on the URL for the website. After discussion, it was decided the first choice would be AdultEdConnect.org. If not available, the second choice would be SCAdultEd.org

Motion: Drew Sylvia motioned to approve AdultEdConnect.org as the website URL, and Barbara Thiesen seconded. Motion was unanimously approved.

Motion: Barbara Thiesen motioned to approve SCAdultEd.org if AdultEdConnect.org is not available, Nancy Penny seconded. Motion was unanimously approved.

Data System Development – ASAP Quote

ASAP provided a quote of between \$8,000 and \$11,000 for design related to developing a shared data system, with an annual fee to be waived the first two years of the contract. The shared data system works best if each school has its own ASAP account. At the moment, four school districts do not utilize ASAP. It was noted how difficult it can be for adult schools to justify why ASAP is needed, and perhaps the requirement needs to come from AB86. It was decided that Joel Meyer from ASAP and the tech people from the four districts would need to meet, giving Joel a change to explain ASAP and the importance of being on a shared system. Clarification from Joel is also needed on exactly what the annual fees are expected to be per school.

The executive committee will be setting aside funds for a standardized system of reporting *as required by the state.*

Final Report Review

The report is very near to being finished. Funding model updates will be sent to Full Capacity today. All information compiled from the Adult Education retreat has been added as an appendix to the report. The designed version will be back to SCAEC on February 20th, forwarded to members, sent back to Full Capacity on February 23rd, and submitted to the state on February 27th.

Upcoming Meetings

General Consortia Meeting – Friday, February 20, 2015 at 1:00 p.m.

Executive Member Meeting – Friday, March 13, 2015 at 8:30 a.m.