



State Center Adult Education Consortium

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State Center AB86 Adult Education Consortia Executive/Voting Member Meeting Thursday, June 18, 2015 – 9:00 a.m.

Attendees:

- Paul Birrell, *Central USD*
- Kelly Fowler, *SCCCD*
- Charles Francis, *SCCCD*
- Baljit Gill, *Caruthers USD*
- Randal Haggard, *Yosemite USD*
- Joel Meyer, *ASAP*
- Andre Pecina, *Fresno USD*
- JoJo Reyes, *Guest*
- David Raygoza, *Madera USD*
- Ed Schmalzel, *Clovis USD*
- Drew Sylvia, *Selma USD*
- Tod Tompkins, *Caruthers USD*
- Pang Vangyi, *State Center Adult Education Consortium*
- Sherri Watkins, *State Center Adult Education Consortium*
- Maci Avila, *SCCCD*
- Ellie Burrell, *SCCCD*

Welcome

Sherri Watkins welcomed all attendees and asked for introductions.

ASAP Update – Joel Meyer, Guest

Joel Meyer from ASAP attended the meeting to answer specific questions regarding the shared data system.

- How is Version 3.0 working? Version 2.0 runs smoothly, will 3.0 be comparable?
Core functionality will be the same. New features are being added continually based on member district input, which can result in some 'hiccups' that will be addressed as they happen. The biggest change for SCAEC is that there will be no more hardware. All information is web-based and available through any computer, smart phone or tablet, and accessed through a website. The user will log in under SCAEC with a unique user name and password.
- How will hosting work?
ASAP does all the hosting. There is no separate hosting fee.
- When will other platforms be taken down?
All other ASAP versions will be shut down by July 2017, requiring everyone to be on Version 3.0 across the board.

- What are the fees involved?
Once a district is on 3.0, there is no difference in price between a large district and a small district. There is a migration fee for switching from 2.0 to 3.0.

Joel mentioned when student information is migrated to ASAP, the student is given a new identifier. CASAS does not have the ability to easily change an existing student identifier to the ASAP identifier within the school year. CASAS begins new each fiscal year starting July 1st and can start students with the new ASAP identifier at that time. A one-time downside of this transfer in ID is that the ability to proxy the last test the student has taken, in April or May, will be lost.

The system is also designed to work with other systems, like community colleges. There are levels of integration, dependent on what SCAEC needs and would like to share with others. Joel also cautioned the members to be certain that what he is being asked to share with others is legal to share.

Kelly Fowler recommended inviting Pedro Avila and Dr. Railey's replacement to any further meetings about data sharing at the community college level.

- Can a separate login be integrated to allow partners such as libraries to add data showing that a student is receiving their services?

Anything can potentially be set up depending on what needs to be shared.

- What is the cost for migration?

For all consortium members, the cost is about \$32,000, with each school paying \$3000 - \$5000 depending on what services were needed. A yearly fee is based on the number of active unduplicated students.

Joel asked what difficulties the members are having with moving over to Version 3.0.

- Time
- Training
- Joel suggests having group and individual training sessions, along with videos

Approval of 6/4/15 Meeting Minutes

Sherri asked for approval of the minutes.

Motion: Andre Pecina motioned to approve the 6/4/15 minutes. Drew Sylvia seconded. Motion was unanimously approved.

Final Report Book

Sherri gave each of the members a bound copy of the SCAEC Final Report. She thanked each member for their hard work and input.

Progress Report

State Developments

- Andre reported that the fiscal agent change will begin on July 1st. There is no specific documentation from the state for that change.
- Andre is participating in a workgroup to create a state first-year implementation plan for all consortia. The plan is expected to be complete by mid-July.
- Per last week's webinar: Non-participating school districts must be allowed to participate in discussions, but they do not have voting rights.

Fiscal Agent

- Consortium office location costs

Sherri spoke with Dr. Stewart and Brian Speece regarding SCAEC staying at the Herndon Campus. Brian stated that if our grant has 4% allocated for indirect costs they would like to recoup costs. If not, SCAEC can stay at no cost. Andre mentioned that there would be no indirect costs involved to have the offices at Fresno Adult School. It was noted that cost should not be the only factor. Perception is that the Herndon Campus may be a more central and neutral location.

Motion: Andre Pecina motioned to get a documented commitment from State Center Community College District to use the Herndon Campus for the SCAEC office at no charge. Drew Sylvia seconded. Motion was unanimously approved.

- MOUs for Fresno Unified
Andre has been working with the FUSD financial department on getting MOUs together. The document is simple, stating that FUSD is just a pass-through for consortium funds. He will send out a template for the members to approve by June 30th.
- Staffing
 - One option for staffing is to open positions on EdJoin. The screening process will be done by Fresno Unified. The interviews will be conducted by the SCAEC Executive Board. The final approval will come from the FUSD Board.
 - Another option would be for a district to loan an employee as long as they meet the requirements of the position.
 - It was mentioned that because Sherri was originally hired for the Coordinator position, she could not be rolled over into the Director position. Legally, it must be opened to other candidates.
 - The budget tech and OAIll positions would also need to be posted on EdJoin.

Motion: Drew Sylvia motioned to post the Director, Manager II, Budget Technician and Office Assistant III positions through Fresno Unified. Ed Schmalzel seconded. Motion was unanimously approved.

- Positions will be posted on Friday, June 19th.

Motion: Drew Sylvia motioned to put together a subcommittee consisting of voting members and adult education and community college faculty for interviews June 29, 2015 through July 3, 2015. Randy Haggard seconded. Motion was unanimously approved.

Motion: Drew Sylvia motioned that all current SCAEC employees will pass through the screening process and have an opportunity to interview. Baljit Gill seconded. Motion was unanimously approved.

Motion: Drew Sylvia motioned that Randy Haggard act as subcommittee chair, establish the subcommittee and prepare interview questions. Ed Schmalzel seconded. Motion was unanimously approved.

- Priority survey
After research, Sherri found that allocating funds by enrollment percentages is unfair to smaller schools, and in essence is not following the SCAEC Plan. Results of the priority survey show that establishing the SCAEC office, expanding CTE Programs within the region, and determining SCAEC funding based on needs and gaps were the highest priority items.

One suggestion was a plan based on adult schools receiving their current MOE. After that has been distributed, any leftover funds can be allocated as the board decides. For instance, CTE could be expanded by adding satellite programs at schools that do not normally offer them, at the consortium's expense.

After discussion, it was decided that Sherri would distribute the survey to all members, along with the funding suggestion, to give each member a chance to look over the data. The funding plan will be discussed at an upcoming meeting.

Other

- Mention was made of training in Robert's Rules of Order and The Brown Act.

Upcoming Meeting TBD

Conference call after interviews – Monday, June 29 or Tuesday June 30