



**State Center
Adult Education
Consortium**
Connect • Collaborate • Create

State Center Adult Education Consortium
390 W. Fir Ave, Building A, Suite 204
Clovis, CA 93611

**State Center Adult Education Consortia (SCAEC), Board Meeting
Friday, March 18, 2016 at 2:00 p.m.**

**Location: State Center Community College District, Herndon Campus, 390 W. Fir, Building B,
Room 305**

Minutes

Members Present:

Pam Coronado, FCOE - Adults in Corrections, Amy Emrany- SCAEC, Randy Haggard - Yosemite Unified School District, Barbara Hioco - State Center Community College District, Rich Ishimaru - Kings Canyon Unified School District

Ara Keledjian - Sierra Unified School District, Deborah Marvin - Valley ROP

Andre Pecina - Fresno Unified School District, Nancy Penny - Sanger Unified School District, Ed Schmalzel - Clovis Unified School District, Gary Talley - Chawanakee Unified School District, Barbara Thiesen - Dinuba Unified School District, Lorena Torres – SCAEC, Valerie Vuicich - FCOE ROP/Cal Works, Sherri Watkins - SCAEC

Members Absent: Paul Birrel- Central Unified School District, Kuljeet Mann-Golden Valley Unified School District, Drew Sylvia-Selma Unified School District, Tod Tompkins-Caruthers Unified School District, David Raygoza-Madera Unified School District

Guests: Mitch Rosin-P2C Consultant, Jose Reyes-Central Unified School District, Marilyn Behringer-State Center Community College District, John Quinto – Kings Canyon Unified School District

1.0 Call to Order

The meeting was called to order by Randy Haggard at 2:07 p.m.

2.0 Approval of Agenda and Minutes

- A motion was made by Valerie Vuicich to approve the agenda as presented, seconded by Deborah Marvin. The motion was approved unanimously.
- Deborah Marvin made a motion to approve the February 26, 2016 minutes and it was seconded by Gary Talley. The motion was approved unanimously.

3.0 Meeting Norms

Randy reminded Board members to reflect back on the standards and expectations on how to conduct business. The Board is operating under a modified Robert's Rule of Order to sure the meetings are conducted efficiently. The Board needs to have more orderly discussions, and as motions are presented, Board members need to ask for acknowledgment by the Chair before speaking.



4.0 Hearing of the Public/Unscheduled Oral Communications There were no comments from the public.

5.0 Reports

a. Director

- Sherri Watkins reported that on March 10, 2016 the Super Consortium met at State Center Community College District. Members included State Center Adult Ed Consortium, Sequoia, Kern, West Hills, and Gateway. This introductory meeting was very productive and informative. The group will continue to meet on a quarterly basis.
- State Guidance update- Sherri shared with the Board a new requirement from the state: All MOE and AEBG activities must be reported on the expenditure report. Mitch Rosin added that MOE and consortium dollars which were initially split, now have to be reported together. And, because MOE and consortium dollars both fall under AB104, we have to report out on both expenditures and activities related to the AB104 program areas and objectives. Consortia cannot do any spending of AB104 funding outside of the seven program areas.
- Mitch reminded Board members that as we report out over the next four weeks, we need to be accounting for all AB104 dollars in the MOE column or consortium allocation column for the money spent and activities they were spent on in the seven program areas. Amy will be meeting with consortium members to assist them with what needs to be reported back to the state.
- At the last meeting Sherri provided Board Members with the link to the AEBG website that showed the preliminary allocations. There were some errors on the portion for State Center Adult Education Consortium, these errors have been corrected. Next year, our funding will be \$14,282,000 with an increase of \$148,000. The additional funding comes from other consortia that turned money back in. Most consortia will see a small increase in funds.
- Sherri referenced the PowerPoint slide titled “AEBG Year 2 timeline”, and pointed out the red highlighted area. The Administration and Fiscal Declaration report is due May 2, 2016. Bylaws and governance policies need to be updated, prepared and ready for approval a month in advance. This report includes consortium updated information, membership information, fiscal management, documentation of any consensus votes for reallocation, an update of everything that the Board is doing.
- Sherri presented a proposed schedule of activities to meet the May 2, 2016 deadline.
March 31, 2016/April 1, 2016 Planning Retreat
April 15, 2016 Monthly Board Meeting
April 25, 2016 Special Board Meeting
May 2, 2016 State Documents Due
May 15, 2016 State Documents Due
May 20, 2016 Monthly Board Meeting



- The purpose of the planning retreat is to consolidate & update the three year plan and the annual plan to reflect actual consortium activities. All members, or a representative, need to be present for planning purposes. We must have the updated report ready to vote on at the next Board meeting.
- Newly funded entities need to sit down to figure out how to spend the funds they just received. Sherri added that these districts can partner with one of the colleges or other institutions.
- The time for the planning retreat is 8:30 a.m. to 5:30 p.m.
- State funding expenditures have to align to AB104. Be aware of how you are spending your allocations. Spending must align to the seven program areas.
- Sherri also spoke to the Board regarding the creation of a Leadership Committee. This committee meets on a weekly basis. It could be by a phone conference. The attendees are not the voting members. They then report back to the Board. Subcommittees can then make recommendations to the Board.
- Sherri thanked Mitch for the work he has done. Mitch Rosin introduced himself to the Board Members and talked about his professional background.

b. Coordinator

- Amy thanked those districts that have sent in their staff list and bargaining unit contact information.

c. Board

- Andre Pecina reminded Board Members of the upcoming CCAE State Conference that will take place on April 21-23, 2016 in South San Francisco, CA.

6.0 Information Items

- Sherri referenced the handout provided in the packet titled “Manufacturing Welding Technology” This class will be offer in the fall at the Madera Community College Center. Sherri also referenced to the other two handouts provided in the packet regarding the youth fair on Saturday, April 9, 2016. One handout is for students, and the other one is for employers.
- At the last Board meeting, members requested more information regarding SCCC Bond initiative so they can present to their districts. Sherri provided them with a letter from Dr. Stewart. The bond initiative support letter will be placed on the agenda for the next board meeting.

7.0 Consent Agenda

a. Regional Enhances Services/Application - Recipients of Funding

- Barbara Thiesen reported to the Board that at the last subcommittee meeting, the group reviewed nine applications submitted by community partners. There were a total of 11 applications submitted but four organizations withdrew their applications. The subcommittee approved the funding of five applications:
 - ◆A joint application from Kings Canyon, Selma, Sanger, and Dinuba \$100,543.
 - ◆Sierra Unified School District \$37,200.



- ◆Valley ROP, Kings Canyon, Selma, Sanger, Dinuba \$205, 892.
- ◆Fresno City Training institute, \$61, 229.
- ◆Proteus \$10,964.

Total fund allocation: \$415,738

\$55,790 remaining fund balance

A motion to approve the funding of the selected applicants was made by Gary Talley and it was seconded by Barbara Thiesen. The motion was unanimously approved.

8.0. Action Items

a. Remainder of Regional Enhances Services/Application Funding

- Sherri suggested to hold off on making a decision regarding the remainder of the application funding and to bring it back to the table after the planning retreat.
- Nancy Penny made a motion to hold off on planning for spending the remainder of application funding and it was seconded by Ed Schmalzel. The motion was approved unanimously.

b. Sub-committee: Governance and Bylaws update

- A motion was made by Valerie Vuicich to establish a subcommittee to work on a revision of the Governance Plan and Bylaws and it was seconded by Barbara Hioco. The motion was approved unanimously. Volunteers who will serve on the subcommittee: Andre Pecina, Barbara Hioco, Valerie Vuicich, Pam Coronado, Ara Keledjian, Barbara Thiesen, Amy Emrany.

c. Central Adult School-Marquee

- Jose Reyes from Central Unified School District presented a quote for a marquee sign for \$15,000. He asked for Board approval to purchase this permanent structure. Gary Talley made a motion to approve the purchase of the marquee sign and Nancy Penny seconded the motion.
There was a second motion by Gary Talley to withdrawal the first motion, agendize the item and bring this item to the table at the next meeting for further discussion and a vote. The motion was seconded by Nancy Penny and approved unanimously.
- Mitch suggested that as we move forward, items should be put on the agenda as informational items for discussion and at the following meeting they will be placed as action items.

9.0 Public comment regarding Closed Session items There were no public comments.

10.0 Closed Session - No closed session.

11.0 Reconvene in Open Session

12.0 Next Board Meeting

Friday, April 15, 2016 at 2:00 p.m., State Center Community College District, Herndon Campus, 390 W. Fir, Building B, Room 305

13.0 Adjournment

A motion was made by Gary Talley to adjourn the meeting and it was seconded by Andre Pecina. The meeting adjourned at 3:17 p.m.