



State Center Adult Education Consortium
390 W. Fir Ave, Building B
Clovis, CA 93611

**State Center Adult Education Consortium (SCAEC)
Friday, January 20, 2017 at 2:00 p.m.
Clovis Community College, Herndon Campus, 390 W. Fir, Building B, Room 308**

Minutes

Members Present:

Raine Bumatay - Fresno Unified School District; Lee Brown - Clovis Community College; Todd Davis – Reedley College; Amy Emrany - SCAEC; Rich Ishimaru - Kings Canyon Unified School District; Ara Keledjian - Sierra Unified School District; Don Lopez – Fresno City College; Deborah Marvin - Valley ROP; Stacy Nicol - Yosemite Unified School District; Ron Pack – Kings Canyon Unified School District; Nancy Penny - Sanger Unified School District; David Raygoza - Madera Unified School District; JoJo Reyes – Central Unified School District; Crystal Rodriguez – Clovis Unified School District; Suzanne Rodriguez – Dinuba Unified School District; Drew Sylvia - Selma Unified School District; Gary Talley – Chawanakee Unified School District; Barbara Thiesen - Dinuba Unified School District; Tod Tompkins - Caruthers Unified School District; Pang Vangyi – SCAEC; Allyson Adams - SCAEC

Members Absent: Pam Coronado – FCOE Adults in Corrections; Kuljeet Mann – Golden Valley Unified School District; Valerie Vuicich – FCOE ROP/CalWORKS, Sherri Watkins – SCAEC. (SCAEC was notified by email that members Paul Birrell, Valerie Vuicich, and Pam Coronado would not be attending).

Guests: Becky Castro – Fresno Unified School District; Janice Emerzian – SCCC; Betty Gardner – ProTrain; Lori Hawkyard – Sanger Unified School District; Lori Morton – FCOE (for Valerie Vuicich and Pam Coronado); Kevin Smith – ProTrain; Grant Thor - Washington Unified School District

1.0 Call to Order

The meeting was called to order by Barbara Thiesen at 2:03 p.m. Sherri Watkins is sick and is unable to attend.

2.0 Approval of Agenda and Minutes

A motion was made by David Raygoza to approve the agenda as presented and seconded by Drew Sylvia. The motion was approved unanimously. A motion was made by Gary Talley to approve the November 18, 2016 minutes with one correction. The motion was seconded by Don Lopez and approved unanimously.

3.0 Meeting Norms

Barbara reminded all to silence cell phones during the meeting and to treat each other respectfully. She also stated that while each district has a member and an alternative, each district has only one vote.

4.0 Hearing of the Public/Unscheduled Oral Communications

The speaker was not yet present. This item was revisited later in the meeting.

5.0 Information Items

- Barbara asked attendees to introduce themselves.



- **Pro-Train Presentation** – Betty Gardner and Kevin Smith
ProTrain provides classroom and online training in over 450 courses aligned with Department of Labor job statistics. ProTrain is already approved with CalJobs to provide courses in California following state guidelines. In addition, they have partnered with CVS to provide a pharmacy tech externship.

ProTrain works with individual schools to offer needed courses specific to each site. ProTrain provides materials, supplies and teachers, but the site provides the classroom space. No AEBG funds are used for the program. They offer counseling services, to ensure students finish training, as well as financing, payment plans and a student loan program.

Nancy Penny offered comments regarding Sanger’s pilot program with ProTrain, saying they have had much success with the Pharmacy Tech program and it is a great opportunity to expand CTE courses, especially for smaller schools. Sanger also has a relationship with RxStaffing to provide Pharmacy Tech program graduates.

Revisit - 4.0 Public Comments

Janice Emerzian expanded on information she provided at a previous meeting regarding website accessibility. She distributed a list of websites where information can be found on ensuring websites are compatible with the National Network on Accessibility of Websites guidelines. Our local center is located at DeAnza College, and a no-cost course can be taken there on how to create accessible websites.

Continuation of Informational Items:

- **Sanger Adult School 16/17 Funds to be directed toward new facility \$197,000**
Sanger Adult School is asking that 16/17 budget funds in the amount of \$197,000 be directed toward a new facility. Sanger Unified has already committed \$400,000 to the project. In addition, funds in the amount of \$197,000 from the 15/16 budget have already been set aside. The 16/17 funds have already been allocated to Sanger, but board approval is needed for any capital outlay before being sent to the state for approval. Discussion followed on whether minor improvements to a building require board approval. Barbara and Amy will research and clarify the guidelines.
- **Executive Board Planning Retreat – March 6-7, 2017**
The Executive Board Planning Retreat will be held March 6-7 at Wonder Valley Ranch Resort and Conference Center. Every district must be represented by a member or alternate; both would be preferable. The facilitator will be James Hayes from Sage Business & Education, who has worked with other consortia in developing a curriculum alignment plan. Overnight expenses and meals will be covered, and a registration link will be distributed soon.
- **Data and Accountability - \$798,000**
The committee is working on the plan. Community Pro is still being evaluated. Sherri went to Washington, DC to see Community Pro in action and will share findings with members as soon as possible.

6.0 Reports

Director Report – The Board received the following information and reports from Amy Emrany for Executive Director Sherri Watkins:

- Amy introduced Pang Vangyi as the new SCAEC Transitions Counselor.



- The SCAEC offices have moved from Building A at the Herndon Campus to Building B, Suite 303.
- Amy reviewed the 2015/16 and 2016/17 office budgets
- Amy is distributing information regarding WIOA webinars as she receives it. If members are unable to attend a live webinar, they are recorded for future viewing.
- Data and Accountability money will cover the cost of TOPS for schools that do not yet have it. SCAEC is working on hiring a Data and Accountability Specialist to help schools with data collection. Those schools that are currently receiving WIOA funds are already collecting the data needed. First training for student data collection will be in Visalia on February 8th. Subsequent meetings will be held throughout the state, and this first meeting will be recorded for future viewing.
- Expenditure reports are due January 25th. Reports are due for 2015/16, Period 3 and 2016/17, Period 1. Expenditures must be reported by program area and by objective.

Coordinator Report

- Amy distributed a packet with data reporting requirements. The packet is a hard copy of the email recently sent, and includes information regarding MIS requirements, aligning AEBG measures, a list of approved exams for placement, an entry and update form, and a data dictionary explaining the fields in the form. Schools using CASAS or TABE are already collecting this information. Amy stressed that SCAEC will help schools with reporting and staff training.
- Subcommittee meetings are scheduled for January 27th and February 24th.
- SCAEC is often approached by vendors. Amy asked if there was any interest in a vendor day. General consensus was that a vendor day is not necessary.

Counselor Report

- Pang thanked the Board for adding the counselor position. She is currently reading through plans from other consortia, and will be establishing a college support and counseling workgroup to discuss best practices. In addition, she will be scheduling meetings at each school site to get a current assessment of their programs.

Board Report

- Drew Sylvia reported that 2015-16 funds were approved for a building, but it is not yet moving forward. Those funds will be released for program use.
- David Raygoza shared that Madera Adult School has been working with Madera Workforce to establish a one-stop center scheduled to open on January 23rd.
- Deborah Marvin reported that Valley ROP's Spring CTE course schedule is out and asked that it be placed on the SCAEC website.
- JoJo Reyes shared that CLASS is ready to launch online distance learning for Aztec. They have ordered all new computers for the school, and are still waiting on the marquee to be installed.
- Nancy Penny and Lori Hawkyard reported on their upcoming Career Night, January 31st from 6-8 pm. All are welcome to come and speak about their programs.

7.0 Consent Agenda - There were no consent agenda items.

8.0 Action Items

- **Washington Unified request for funding**
Request for funding in the amount of \$32,700 from the unallocated portion of Regional Enhanced Services 2016/17 budget for Washington Unified to provide ESL classes for 80 students. Nancy Penny made a motion to approve the funding. The motion was seconded by Gary Tally, and approved unanimously.



- **Washington Unified request for SCAEC membership**

Drew Sylvia made a motion to accept Washington Unified School District's request to become a member of SCAEC membership. The motion was seconded by Jojo Reyes, and approved unanimously. Amy will send a form to Grant Thor to submit to the Washington Unified Board for official approval of a member and alternate.

9.0 Closed Session – No closed session.

10.0 Reconvene in Open Session

11.0 Public comment regarding Closed Session items

12.0 Next Meeting: Thursday, February 16, 2017 at 2:00 p.m.
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13.0 Adjournment: David Raygoza made a motion to adjourn the meeting, and it was seconded by Deborah Marvin. All voted in favor. The meeting adjourned at 3:36 p.m.