



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

**State Center Adult Education Consortium (SCAEC)  
Friday, March 17, 2017 at 2:00 p.m.  
Clovis Community College, Herndon Campus, 390 W. Fir, Building B, Room 308**

**Minutes**

**Members Present:**

Lee Brown - Clovis Community College; Raine Bumatay - Fresno Unified School District; Leticia Canales – Reedley College; Todd Davis – Reedley College; Amy Emrany - SCAEC; Ara Keledjian - Sierra Unified School District; Don Lopez – Fresno City College; Deborah Marvin - Valley ROP; Stacy Nicol - Yosemite Unified School District; Nancy Penny - Sanger Unified School District; David Raygoza - Madera Unified School District; Suzanne Rodriguez – Dinuba Unified School District; Ed Schmalzel – Clovis Unified School District; Drew Sylvia – Selma Unified School District; Gary Talley - Chawanakee Unified School District; Barbara Thiesen - Dinuba Unified School District; Grant Thor – Washington Unified School District; Valerie Vuicich – FCOE ROP/CalWORKS; Sherri Watkins – SCAEC; Allyson Adams - SCAEC

**Members Absent:** SCAEC was notified by email that the following members were unable to attend: Paul Birrell/JoJo Reyes – Central Unified School District; Tod Tompkins/Debra Haney – Caruthers Unified School District; Kuljeet Mann/Kim Cowger – Golden Valley Unified School District; Ron Pack/Rich Ishimaru – Kings Canyon Unified School District

**1.0 Call to Order**

The meeting was called to order by Barbara Thiesen at 2:08 p.m.

**2.0 Approval of Agenda and Minutes**

A motion was made by Todd Davis to approve the agenda as presented and seconded by Valerie Vuicich. The motion was approved unanimously. A motion was made by Ed Schmalzel to approve the February 16, 2017 minutes. The motion was seconded by Valerie Vuicich and approved unanimously.

**3.0 Meeting Norms**

Barbara reminded all to silence cell phones during the meeting and to treat others respectfully.

**4.0 Hearing of the Public/Unscheduled Oral Communications**

There were no comments from the public.

**5.0 Information Items**

• **CFAD 2017-18 Due May 2, 2017**

The Consortium Fiscal Administration Declaration (CFAD) is a document stating how the consortium allocation of \$14,282,751.00 will be distributed among SCAEC members. The document requires signatures and Board approval, and will be presented as an action item at the next Board meeting on April 21, 2017.

• **Annual Plan, Governance, Three-Year Amended Plan and Revisions Due May 15, 2017**

In order to accommodate the due date of May 15th, the May Board meeting has been changed to May 8, 2017 to allow for voting on these items. The state has not yet provided templates.

Sherri clarified that FCOE ROP/CALWorks and FCOE Adults in Corrections are now one entity. She also asked members to review the amount of funding they are currently receiving to see if changes need to be made for 2017-18. If they are having difficulty spending their allocation, they may consider allowing excess funds to remain in the general fund to help support regional or sub-regional work.

- **Technology Training Day, Sanger Adult School**

Technology Training Day, scheduled for April 1st, has been cancelled.

- **SCAEC New Sub-Regions**

Sub-regions were identified at the last Board meeting and refined at the SCAEC Executive Board Planning Retreat. The sub-regions are as follows:

- Central Region: Central USD, Fresno USD, Caruthers USD, Washington USD, Fresno City College, Fresno ROP/Adults in Corrections
- South Valley Region: Selma USD, Sanger USD, Kings Canyon USD, Dinuba USD, Valley ROP, Reedley College
- North Valley Region: Golden Valley USD, Madera USD, Chawanakee USD, Yosemite USD, Madera Center
- Clovis Region: Clovis USD, Sierra USD, Clovis Community College

- **Next Steps – Course Alignment**

SCAEC will be contracting with James Hayes, Sage Business & Education, to help guide SCAEC members through the course alignment process. He will also be working with SCAEC on rebranding.

## 6.0 Reports

- **SCAEC Office Report**

- Mike Swartwood has been hired as a Data & Accountability Specialist. The second Data & Accountability Specialist position will be posted within a few days. Sherri thanked schools that have met with Mike and have helped him get acclimated to the position.
- Sherri attended the ribbon cutting ceremony for the Madera Workforce Assistance Center.
- Sherri and Ed Schmalzel attended the California Council on Adult Education (CCA) Board Meeting. The state conference will be held in Fresno in May 2018, with 800-900 attendees expected.
- Sherri met with Jennifer Hernandez of the CA Department of Workforce and Labor regarding an English Language Learner Navigator RFA posted on the AEBG website. Both Fresno and Madera Workforce will be partnering with SCAEC on the grant application, which will fund two navigator positions.
- Letters to Superintendents regarding AEBG funding have been sent.
- Aztec has agreed to set up a pilot program for those who are also participating in the Community Pro pilot.
- TOPs data is due April 30th. The SCAEC Data & Accountability Specialist will be assisting non-WIOA schools to set up their structure. The State is aware that not all schools are in a position right now to submit data.
- Amy addressed the community college reps regarding ESL Committee member classroom visits to begin the work of course alignment and college transition.

AEBG funds at all sites can be used to support this work, however at the college level, it is difficult to access those funds. Sherri and Amy have met with Dr. Hioco, who wants to make certain the three college reps are aware that committee members will be logging their time, and will need to be compensated with comp time or whatever process is set forth in their bargaining agreement.

- Reedley College is moving toward using multiple measures for placement instead of using Accuplacer. Amy reminded the members that any student served by AEBG funds will need to be assessed.
  - The Budget Committee has been established and will be meeting on March 31, 2017.
- **Board Report** – Board members had nothing to report.
  - **Sub-Region Reports**

Barbara Thiesen asked for reports on area of focus from each sub-region.

    - South Region has decided to begin course alignment with ESL. Classroom visits between adult schools are starting soon.
    - Central Region will be connecting with Fresno City College regarding transitions and what is available at FCC.
    - North Region is concentrating on pre-apprenticeship and alignment with Madera Community College Center.
    - Clovis Region discussed increasing the amount of time that college counselors are present on the adult school campus.
    - In general, marketing is an important area for all regions.
    - Don Lopez questioned how to identify the adult education outreach point of contact for each college. Amy clarified that until all specialists and/or navigators are in place, Pang Vangyi will be the contact. Discussion took place regarding the necessity of an organizational chart with contacts. Clarification was asked for on the difference between the navigator and specialist positions. Sherri mentioned that the navigator scope of work was distributed at the last Board meeting. She hopes to have all positions in place by the end of this fiscal year.

**7.0 Consent Agenda** - There were no consent agenda items.

**8.0 Action Items** – There were no action items.

**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:** Friday, April 21, 2017 at 2:00 p.m.  
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**13.0 Adjournment:** Nancy Penny made a motion to adjourn the meeting, and it was seconded by Gary Talley. All voted in favor. The meeting adjourned at 2:56 p.m.