



State Center Adult Education Consortium
642 Pollasky, Suite 110
Clovis, CA 93612

**State Center Adult Education Consortium (SCAEC)
Friday, April 20, 2018 at 3:00 p.m.
Fresno Adult School**

Minutes

Members Present:

Avo Atoian – Golden Valley Unified School District; Paul Birrell – Central Unified School District; Raine Bumatay – Fresno Unified School District; Leticia Canales – Reedley College; Daniel Ching – Chawanakee Unified School District; Todd Davis – Reedley College; Debra Haney – Caruthers Unified School District; Rich Ishimaru – Kings Canyon Unified School District; Ron Johnson – Yosemite Unified School District; Ara Keledjian - Sierra Unified School District; Robbie Kunkel – Clovis Community College; Tim Lopez – Sanger Unified School District; Deborah Marvin – Valley ROP; David Raygoza – Madera Unified School District; Suzanne Rodriguez – Sanger Adult School; Ed Schmalzel – Clovis Unified School District; Darren Sylvia – Chawanakee Unified School District; Drew Sylvia – Selma Unified School District; Barbara Thiesen - Dinuba Unified School District; Grant Thor – Washington Unified School; Valerie Vuicich – Fresno County Superintendent of Schools

Guests Present: Becky Castro – Fresno Unified School District; Lori Hawkyard – Sanger Unified School District; Rozanne Hernandez – State Center Community College District; Sypher Lee – State Center Community College District; Fabrizio Lofaro – Valley ROP

Members Absent: Donna Cooper/Don Lopez – Fresno City College

SCAEC Staff Present: Allyson Adams; Pang Vangyi; Sherri Watkins

1.0 Call to Order

The meeting was called to order by Barbara Thiesen at 3:00 p.m.

2.0 Approval of Agenda and Minutes

A request was made that the agenda be amended to move Action Items (8.0) to follow the Consent Agenda (5.0) as some members may need to leave early. A motion was made by David Raygoza to approve the agenda as amended, and seconded by Avo Atoian. The motion was approved unanimously. A motion was made by Drew Sylvia to approve the March 15, 2018 minutes. The motion was seconded by Ed Schmalzel and approved unanimously.

3.0 Meeting Norms

4.0 Hearing of the Public/Unscheduled Oral Communications

5.0 Consent Agenda – There were no consent agenda items

8.0 Action Items

- **Consortium Fiscal Administration Declaration (CFAD) \$14,282,751.00**

Executive Director Sherri Watkins explained that the CFAD, which names the consortium fiscal agent (SCCCD) and the member allocations for 2018-2019, is due on May 2, 2018. Once approved by the board, Sherri will upload the information into the NOVA system. Each member will then be responsible for certifying the CFAD through NOVA. Each

member must certify the CFAD or allocations will be calculated using the funding formula for 2017-2018.

- **Distribution of Potential COLA of \$585,593.00**

Sherri provided an office budget update that included salary increases. She estimates that as of December 2019, the SCAEC office will need an additional \$45,000 to cover the office operations budget. The Board was asked to consider that amount when voting to distribute COLA funding. A suggestion was made to monitor expenses for the time being as no action on the office budget is currently needed, and revisit the office budget deficit at a later date.

David Raygoza led a discussion on the three scenarios for COLA distribution that were agreed upon at the Executive Board Retreat in March 2018. He stressed that there is no perfect solution, but one must be approved for the CFAD.

- Scenario 1: Percentage based on Q2 Tops Enterprise (TE) enrollment data
- Scenario 2: COLA divided equally among members (18)
- Scenario 3: Each member (18) receives \$15,000 base plus Q2 enrollment percentage

Discussion followed regarding the pros and cons of each scenario. It was stressed that although the COLA is suggested from the state, not guaranteed, the overall feeling from legislators is that COLA is well supported in the proposed budget. Sherri mentioned that today's vote is for FY 2018-2019, and can be adjusted for FY 2019-2020.

Based on member discussion, Scenario 1 was eliminated.

Additional discussion followed as to what would happen in the event that a district could not use their COLA funds, and whether the funds would be returned to the consortium or to the sub-region.

Drew Sylvia made a motion adding an amendment to Scenario 2 and Scenario 3 stating that if a member relinquishes their funds, the funds will go to their subregion. The motion was seconded by David Raygoza and approved unanimously.

Paul Birrell made a motion to move forward with the CFAD including Scenario 2 as the consensus of the Board. The motion was seconded by David Raygoza and approved.

Sherri will upload the CFAD and email Board Members with a reminder to certify online.

6.0 Information Items

- Third quarter data is due in Tops Enterprise on April 30, 2018.
- Member expense reports (Q1, 2 and 3) are due in NOVA on June 1, 2108.
- Consortium-wide annual plans are due August 15, 2018
- If a district has unspent 2016-2017 funds by the end of Q4 (June 30, 2017), a corrective action plan will be implemented.

7.0 Reports

- **SCAEC Office Report**

- Sherri mentioned that Amy Emrany will send a reminder regarding Q3 data due in TE on April 30, 2018.

- Data and Accountability Specialist Karina Vera is becoming a roving HiSet tester to help smaller schools with testing. Details are still being worked out.
 - Aztec will soon be setting up training for all members. As a reminder, if Aztec licenses are not activated, they will roll over for future use.
 - Reminder to fill out the Executive Board Retreat survey.
 - MDRS (a social policy group) will be in Fresno next week to visit adult schools. They are compiling a state report on Basic Skills.
 - Suzanne Rodriguez put Sherri in touch with Dr. Wise from CSU Fresno, who teaches a class in Evaluation. His students will be evaluating the consortium as a class project.
 - Community Pro Training will be held on May 8, 2018.
 - Three years of paid consortium-wide ASAP will begin on July 1, 2018.
 - Human Center Design Model is offering training for consortia to help with the upcoming three-year plan. Six members have expressed interest in attending the training. SCAEC is one of the six.
 - Evergreen forms are due to the SCAEC office.
 - Sherri distributed invitations to the CCAE President's Reception on May 3, 2018. She encourages each district to invite their superintendent. SCAEC staff, as well as Madera Adult School and Madera Workforce, will be presenting at the CCAE Conference.
 - Barbara Thiesen will be sending out the Executive Director Evaluation to all members.
 - Pang Vangyi reported that the Transitions Team continues to collaborate and provide outreach with students and the community. This quarter over 1,600 people have been served through transitions support or outreach. She shared a video highlighting a Fresno Adult School student success story.
 - Sherri reported that Oscar Hinojosa, SCAEC Transition Specialist, was interviewed, along with Fresno and Madera ELL Navigators, on Univisión.
- **Board Report** – there was no Board Report.
 - **Sub-Region Reports – Highlights**
 - South Region
 - Valley ROP is partnering with Reedley College to provide CTE classes on the Reedley College campus.
 - Selma Adult School is beginning their third Security Guard training class.
 - Dinuba Adult School will graduate 75 students this May.
 - Lori Hawkyard reported that Nancy Penny was chosen by the Sanger Chamber of Commerce as Educator of the Year.
 - Kings Canyon Adult School is embedding an ESL instructor into each of their CTE courses.
 - North Region
 - Reedley College, Fresno City College, and Clovis Community College are offering a college support training for counselors and consortium members on May 8, 2018 before the Community Pro training.
 - Golden Valley Adult School will be hosting an Education and Career Night, May 9, 2018.
 - Madera Adult School is beginning their second CNA cohort.
 - Central Region
 - Paul Birrell thanked JoJo Reyes for his service to the Board and Central Unified. JoJo has taken a new position with Mendota Unified.

- Grant Thor reported that Washington Unified has expanded its ESL classes. They are now offering ESL Level 2 and 3.
- Clovis Region
 - Clovis Adult Education and Clovis Community College have been meeting with CART regarding offering non-credit certificates. Fresno Workforce is interested in partnering as well.

9.0 Closed Session – there was no closed session

10.0 Reconvene in Open Session

11.0 Public comment regarding Closed Session items

12.0 Next Meeting: Friday, June 8, 2018 at 3:00 p.m.

Clovis Community College – Herndon Campus, Building A, Room 106
390 W Fir, Clovis, CA 93611

13.0 Adjournment

David Raygoza made a motion to adjourn the meeting, and it was seconded by Paul Birrell. All voted in favor. The meeting adjourned at 4:28 p.m.