



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

**State Center Adult Education Consortium (SCAEC)  
Friday, April 21, 2017 at 2:00 p.m.  
Clovis Community College, Herndon Campus, 390 W. Fir, Building B, Room 308**

**Minutes**

**Members Present:**

Paul Birrell – Central Unified School District; Lee Brown - Clovis Community College; Raine Bumatay - Fresno Unified School District; Leticia Canales – Reedley College; Donna Cooper – Fresno City College; Todd Davis – Reedley College; Amy Emrany - SCAEC; Rich Ishimaru – Kings Canyon Unified School District; Ara Keledjian - Sierra Unified School District; Deborah Marvin - Valley ROP; Stacy Nicol - Yosemite Unified School District; Nancy Penny - Sanger Unified School District; David Raygoza - Madera Unified School District; Ed Schmalzel – Clovis Unified School District; Suzanne Rodriguez – Dinuba 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 District; Tod Tompkins – Caruthers Unified School District; Valerie Vuicich – FCOE ROP/CalWORKS; Sherri Watkins – SCAEC; Michael Swartwood – SCAEC; Allyson Adams - SCAEC

**Members Absent:** Kuljeet Mann/Kim Cowger – Golden Valley Unified School District

**Guests:** Brandon Moody – Valley ROP

**1.0 Call to Order**

The meeting was called to order by Barbara Thiesen at 2:05 p.m.

**2.0 Approval of Agenda and Minutes**

A motion was made by Nancy Penny to approve the agenda as presented and seconded by David Raygoza. The motion was approved unanimously. A motion was made by Nancy Penny to approve the March 21, 2017 minutes with one correction. The motion was seconded by Darren Sylvia 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**

- **Introduction of Michael Swartwood, SCAEC Data and Accountability Specialist**
- **Special Board Meeting date: May 8, 2017 at 2:00 p.m.; May 18, 2017 meeting cancelled.**

In order to accommodate the Annual Plan, Governance Template and 3-Year Plan Amendment due date of May 15th, the May Board meeting has been changed to May 8, 2017 to allow for voting on these items.

- **Change to June Board Meeting – New date: June 9, 2017 at 2:00 p.m.; June 16, 2017 meeting cancelled.**

The June Board Meeting has been rescheduled to accommodate the CASAS conference and end-of-year activities.

- **Course Alignment Summit: May 12, 2017; 9:00 – 4:00 p.m.**

SCAEC has contracted with James Hayes, Sage Business & Education, to help guide SCAEC members through the course alignment process. The Course Alignment Summit will gather faculty and staff from each member district to begin the process of regional alignment. Barbara reminded all board members to provide James with names of attendees from their district.

- **Update on Deliverables**

3rd quarter data and Data Integrity (Dreports are due via TOPSPro on April 30, 2017. The data is the same as being submitted through WIOA, however for AEBG, the Data Integrity report must be emailed. SCAEC is submitting the data available to date. The next submittal is in July and more data should be available by then.

- **Plaza Comunitarias**

Plaza Comunitarias are designed to be spaces for Mexican migrants to seek education. There are currently three Plazas in the Central Valley offering computer-based learning modules in basic skills. The requirements to provide a Plaza include access to a dedicated space, computers and a coordinator/tutor. It was clarified that the coordinator does not need to be credentialed in order to use AEBG funds.

- **Chawanakee Portable Move**

Chawanakee USD has dedicated two portable buildings to be relocated to the high school campus for Chawanakee Adult School use. Darren Sylvia presented a proposal to the Board asking for approval to use \$66,400 from their allocation (remaining carryover of 2015/16 funds - \$30,836, and a portion of 2016/17 funds - \$35,564) for relocation and setup of the portable structures for the Chawanakee Adult School facility. The remaining 2016/17 balance of \$25,797 would be used to run the program.

- **Washington Unified 2017-18 Allocation Proposal**

Grant Thor presented a proposal to the Board asking for funding in the amount \$57,674 in addition to their 2017-18 allocation of \$40,326 for a total of \$98,000 in order for Washington Unified to reestablish their Adult Education program. There was discussion regarding whether Washington Unified School District would fund staffing positions moving forward if consortium funding became unavailable. Board members asked for a more detailed budget to clarify one-time costs versus ongoing costs as well as which staffing positions would be full-time or part-time.

- **Remaining SCAEC funds (Regionally Enhanced Services) \$413,852**

- The Budget Committee made the following recommendations to the Board for the unallocated Regionally Enhanced Service funds totaling \$413,852:
  - 2016-17 allocation amount of \$67,929.75 would be used to fund 50% of three Transitions Specialists through December 2017. In addition, the allocation would be used to fund contracted CTE programs, regional projects and sub-regional activities.

Spending Ideas	Regionally Enhanced Services
	\$ 413,852.00
3 Transition Specialists at 7 months \$3,234.75 per month through December 31, 2017. (50% paid with d & a funds)	\$ 67,929.75
Tony Lopez—South Valley Transition Specialist	\$ 116,000.00
VROP/FROP - CTE for all members	\$ 179,922.25
Regional Activities	\$ 50,000.00
Regional Activities (sub-region)	\$ 116,000.00

- 2017-18 allocation amount of \$295,000.00 would be used to fund 100% of one Data and Accountability Specialist and three Transitions

Specialists. In addition, the allocation would be used to fund CTE and regional projects, to fund Washington USD to the same level as all the small districts (\$40,326), and to return SCCCDC to their original funding amount of \$483,912. (Sherri stated that adjustments still needed to be made to the information shown at the meeting – updated table is shown below).

17/18	\$413,852 remaining (\$93,454 - SCCCDC, \$7,726 - WUSD)
\$ 1,546,584.00	parked
\$ 750,000.00	SCAEC office (\$186,120 indirect)
\$ 483,912.00	SCCCCDC
\$ 295,000.00	costs for data and transition staff
\$ 17,672.00	remaining

- A clarification was made that this budget recommendation does not make any changes to previously approved staffing. The recommendation addresses only how those positions will be funded.
- There was discussion regarding the FCOE allocation and whether FCOE should receive one allocation only (\$40,326) now that it is considered one entity and Fresno ROP/CalWORKs is a pass through. Currently, Fresno ROP/CalWORKs and the Adult in Corrections Program each receive separate allocations. It was clarified that SCCCDC, as fiscal agent, wanted both programs under the FCOE umbrella to facilitate payments, but they are still two separate programs.

## 6.0 Reports

- **SCAEC Office Report**

- Beginning next month, Sherri will be posting a list of monthly activities to a shared file that all members can access to save time at board meetings.
- SCAEC will continue to send a newsletter on a regular basis. Members are invited to email Allyson with anything they would like to highlight.
- Sherri and James Hayes continue to work on rebranding and the course alignment project. Sherri distributed a sheet with potential new consortium names and asked members to rank their preferences. Once a new name is decided on, Sherri will work with a local company, Idea Emporium, to market the consortium.
- A brochure has been developed listing adult education courses at each member district. Board members were asked to review their information and contact Allyson with any changes before or at the May 8, 2017 Board Meeting.
- Sherri and Amy met with Ed Eng and Wil Scofield (SCCCCDC) to discuss reducing indirect costs to compensate for a potential off-site move as SCAEC has outgrown their current space. Sherri estimates a 1200 square foot space will cost approximately \$32,000 per year. In addition, they discussed whether the 20% salary currently being paid for the account tech should be part of indirect costs and that amount returned to the consortium office budget.
- There was interest in holding 2017-18 Board Meetings at different member school sites.
- Amy reported on the Governance/By-laws Committee Meeting. SCAEC must develop guidelines to decide how ineffective members are defined and what reasonable interventions will be. One method is to set dates by which a percentage of funding must be encumbered or spent. In that way, members having trouble spending their allocation can be supported, or the unspent funds

can be reallocated within the consortium. The committee is working on a document to send out for review.

- Amy stressed the importance of gathering good, detailed data showing the State that performance measures are being met.
- Pang reported on her visits to adult school sites. She is working to coordinate services to the smaller districts, who have very limited support for adult education.
- A clarification was made that if the community colleges hire Transitions Specialists or Counselors who work exclusively with Adult Ed students to transition them to college, those students are already being tracked by the adult schools and no further reporting is necessary. If the colleges use their AEBG funds for their own classes, then data will need to be collected for those students.
- **Board Report** – Board members had nothing to report.
- **Sub-Region Reports**
  - In the South Region, specifically Dinuba Adult School, an orientation class is being offered and a registration process created for Adult Education students. The orientation class focuses on goals and support services, showing the student that adult education can be the beginning of a path to other options.

In addition, a proposal was submitted by Reedley College to SCCCD requesting the college use part of their AEBG allocation to hire a Transition Specialist. Todd Davis reported that the item has been tabled until the SCCCD CTE Dean has been hired. The idea is to take the proposal district-wide, hiring Transitions Specialists that will benefit all of the adult schools associated with SCCCD. The proposal also included the teaching of counseling classes, which would require an applicant to have a Master's Degree.

- Central Region had an initial meeting summarizing ideas from the retreat, but no subsequent meetings have been held. Central Adult School has hired their own Transitions Specialist to work with GED students two nights a week.
- North Region is starting ESL course alignment between Madera Adult School and Madera Community College Center
- Clovis Adult School is working with Clovis Community College to provide math and English courses for adult school students on the college campus. Two course proposals have been approved and are expected to start in Spring 2018.

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

**8.0 Action Items**

- **CFAD 2017-18 - Consortium Allocation \$14,282,751**

Deborah Marvin made a motion to accept the CFAD 2017-18 as presented. The motion was seconded by Donna Cooper and approved unanimously. Members were asked to sign the electronic document before leaving the Board Meeting.

**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:** Monday, May 8, 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 Valerie Vuicich. All voted in favor. The meeting adjourned at 3:46 p.m.