



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

**State Center Adult Education Consortium (SCAEC)
Monday, May 8, 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; Valerie Vuicich – FCOE ROP/CalWORKS; Sherri Watkins – SCAEC; Pang Vangyi – SCAEC; Allyson Adams - SCAEC

Members Absent: Kuljeet Mann/Kim Cowger – Golden Valley Unified School District; Tod Tompkins/Debra Haney – Caruthers Unified School District

Guests: Brandon Moody – Valley ROP; Becky Castro – Fresno Unified School District

1.0 Call to Order

The meeting was called to order by Barbara Thiesen at 2:00 p.m.

2.0 Approval of Agenda and Minutes

Barbara noted that agenda item 8.2 needs to be moved from an action item to an information item. A motion was made by Valerie Vuicich to approve the agenda as amended and seconded by Nancy Penny. The motion was approved unanimously. A motion was made by Nancy Penny to approve the April 21, 2017 minutes. The motion was seconded by David Raygoza 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

• **ELL Grant Award**

SCAEC, Madera Workforce Development Board and Fresno Workforce Development Board were awarded a \$500,000 pilot grant to expand services at adult schools and WDBs for English Language Learners in Fresno and Madera counties. Sherri clarified that Dinuba Unified, as a consortium member, will be included to receive services even though they are in Tulare County. The grant runs 18 months beginning July 1, 2017, and will bring in an ELL Navigator and ELL Lead Navigator to help support ESL, VESL, and Citizenship classes. SCAEC will be contributing half of the ELL Lead Navigator salary.

Madera Workforce Development Board will be taking the lead on the grant. More information will be distributed as it becomes available.

- **Website Update**

The SCAEC website has been updated to include the ability to view the website in different languages. In addition, Projekt 15 (website developer) will be developing pro-bono video clips showcasing students and student success. When the time comes, SCAEC will be reaching out to the adult school sites asking for student recommendations.

- **Washington Unified 2017-18 Allocation Proposal - \$98,000 total funds: \$57,674 from 2017-18 in addition to 2017-18 allocation of \$40,326**

Washington Unified's request for an additional \$57,674 has been pulled from Action Items due to a budget update since the April 21, 2017 Board Meeting. Currently, there are no additional funds available to grant the request. The item may be revisited in the future if funding becomes available.

6.0 Reports

- **SCAEC Office Report**

- Executive Director Sherri Watkins met with SCCCD fiscal representatives, who have agreed to take less in indirect funds from SCAEC. SCAEC currently pays \$186,000 in indirect funds; the new amount for 2017-18 will be \$150,000, and will continue to be that amount if SCCCD remains fiscal agent. In addition, SCCCD will also cover the entire salary for the accountant (SCAEC currently pays 20% of the accountant salary, approximately \$20,000).
- SCAEC will be using the savings from indirect to fund new office space. The next step will be to contact a property management company. Sherri asked the board for recommendations.
- The Board will revisit the fiscal agent discussion in January 2018, for FY 2018/19.
- CCAE-CAEAA Southern California Regional Meeting
 - Sherri reported discussions on ineffective members and governance policies. She also mentioned that SCAEC is seen as a leader in moving forward with innovative ideas.
 - Raine Bumatay envisioned developing a central leadership meeting with Central California consortia to be held before the CCAE State Conference, May 3-5, 2018.
- Board Members have been given access to an office activity file in Google Docs.
- Ed Schmalzel has been elected to the CCAE State Board Membership-at-Large position.
- Sherri distributed a draft document listing 2017-18 Executive Meeting Dates. She reminded the board members that it was decided to meet every other month, with sub-region meetings to be held on alternate months.
- The SCAEC brochure listing courses at the adult schools will be distributed to all sites. The brochure will be printed in small batches to allow for course changes to keep as current as possible.
- The Community Pro pilot program is offering incentives for user referrals in order to help increase data input necessary to gauge Community Pro effectiveness.
- Pang Vangyi reminded Board Members of the College Support & Counseling Committee meeting on Thursday, May 11, 2017 from 3:00 pm – 4:30 pm. Meeting attendees will be organized into sub-regions to discuss sub-region needs, outreach and goal planning for next year. She also mentioned that she will be meeting soon with Proteus and Reedley Workforce.

- Amy Emrany reported on the April 28 AEBG webinar regarding the Annual Plan. The State will be distributing a template and toolkit to help with compiling the Annual Plan which is due August 15. Highlights of the webinar include:
 - Narrative questions will be handled at the consortia level.
 - Reporting on objectives and activities will be due in the fall. **Each member will be responsible for submitting their information via the new fiscal system.** No further details are available at this time, but Amy stressed that SCAEC will be providing support to members to complete the reporting.
 - The toolkit will include a reporting template, an AEBG fact sheet, information on AEBG funding sources, a performance template (due Fall 2017), Statewide outcome averages (to be released in September 2017), and AEBG 16/17 student data and outcomes (to be released in Fall 2017).
- Amy reported on Data and Accountability progress:
 - Mike Swartwood will continue to work with schools collecting data and CASAS testing.
 - TOPS Enterprise reports were submitted.
 - Amy and Mike will be meeting with schools to clarify roles in collecting data.
 - Amy and Mike will be participating in a poster session highlighting Data and Accountability at the CASAS Conference in June.
- The Course Alignment Summit will be held on May 12, 2017. James Hayes from Sage Business & Education will be facilitating.
- Amy has been invited to participate on a panel with Neil Kelly at the CASAS Conference discussing how SCAEC will roll out and work with the new Annual Plan.
- **Board Report**
 - Suzanne Rodriguez, Stacy Nicol, Ed Schmalzel and Amy Emrany reported on the CCAE Conference.
 - Barbara Thiesen will be sending the Director Evaluation to Board Members. The evaluation is due on May 19, 2017.
 - Drew Sylvia mentioned that Section 14 for the WIOA Grant is due on May 15, 2017.
- **Sub-Region Reports**
 - South Region – Suzanne Rodriguez distributed a Transition Specialist proposal. The South Region currently has a grant-funded Transition Specialist in place and is concerned with maintaining continuity of service should SCAEC move forward in replacing her with one of three new Transition Specialists. In addition, the new position salary range (\$52,000 - \$56,000 base) is less than the current Transition Specialist is making (\$64,000 base). The South Region proposes to either hire only two Transition Specialists, using the funds earmarked for the third position to bring salaries closer to the current Transition Specialist, or to give funds directly to the regions so they each may hire and fund their Transitions Specialist position, with additional sub-region funds used if necessary to augment salary.

Board Members asked to see the current job description (from the grant) and the SCAEC Transition Specialist job description with salary and benefit information for both to see if the plan to hire three Transition Specialists should

be amended. Sherri will send the job descriptions and add this as an information item on the next Board Meeting Agenda.

- Central Region – No new information to report.
- North Region – CNA program was approved at Madera Adult School.
- Clovis Region – Ara Keledjian reported that Sierra Unified will be traveling to two Native American Rancherias to offer a High School Diploma program.

7.0 Consent Agenda - There were no consent agenda items.

8.0 Action Items

- **Chawanakee Portable Move - \$66,400 total funds: \$30,836 from 2015/16, \$35,564 from 2016/17**

Chawanakee USD is requesting funds in the amount of \$66,400 from their allocation (\$30,836 from 2015/16, \$35,564 from 2016/17) for relocation and setup of portable structures for the Chawanakee Adult School facility. Valerie Vuicich made a motion to approve the request. The motion was seconded by Nancy Penny and approved unanimously.

- **Annual Plans and Three-Year Plan Updates**

David Raygoza made a motion to accept the Annual Plans and Three-Year Plan Updates as presented. The motion was seconded by Deborah Marvin and approved unanimously.

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, June 9, 2017 at 2:00 p.m.

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13.0 Adjournment

Paul Birrell made a motion to adjourn the meeting, and it was seconded by Deborah Marvin. All voted in favor. The meeting adjourned at 3:24 p.m.