



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

State Center Adult Education Consortium (SCAEC)
Friday, June 9, 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; Raine Bumatay - Fresno Unified School District; Donna Cooper – Fresno City College; Amy Emrany - SCAEC; Sally Fowler – Fresno Unified School District; Rich Ishimaru – Kings Canyon Unified School District; Ara Keledjian - Sierra Unified School District; Kuljeet Mann – Golden Valley Unified School District; Deborah Marvin - Valley ROP; Stacy Nicol - Yosemite Unified School District; Nancy Penny - Sanger Unified School District; Ed Schmalzel – Clovis Unified School District; Suzanne Rodriguez – Dinuba 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; Allyson Adams - SCAEC

Members Absent: Lee Brown/Linda Thomas - Clovis Community College; Todd Davis/Leticia Canales – Reedley College; David Raygoza/Hilda Castellon - Madera Unified School District; Darren Sylvia/Daniel Ching – Chawanakee Unified School District; Drew Sylvia/Larry Teixeira – Selma Unified School District;

Guests: Lori Hawkyard – Sanger Unified School District; Wil Schofield – State Center Community College District

1.0 Call to Order

The meeting was called to order by Barbara Thiesen at 2:06 p.m.

2.0 Approval of Agenda and Minutes

Barbara noted that agenda item ‘Madera Adult School, Lexia Reading Program’ needed to be removed from the agenda as David Raygoza was unable to attend today’s meeting. A motion was made by Paul Birrell to approve the agenda as amended and seconded by Deborah Marvin. The motion was approved unanimously. A motion was made by Ed Schmalzel to approve the May 8, 2017 minutes. The motion was seconded by Paul Birrell 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

- **Dinuba Transitions Specialist – RFA Clarification**

Barbara Thiesen clarified that the South Valley Region (Dinuba Adult School, Reedley College, Sanger Adult School and Selma Adult School) had a sub-grant for \$100,453 that was used to hire a Transitions Specialist. In October 2016, the Board approved an additional \$19,420 for benefits. After review, the actual amount for benefits, vacation and holiday pay, which were not originally calculated into the base salary, is \$15,760.

6.0 Reports

- **SCAEC Office Report**

- A new Google Drive file has been shared with all Board Members. The file contains Office Activities, Executive Board Meeting Packets, AEBG Guidance and Notes, and Miscellaneous Documents.
- Executive Director Sherri Watkins thanked the South Valley Region for including SCAEC office staff in sub-region meeting invitations.
- 2017-2018 Executive Board Meeting Dates are included in the meeting packet. The Executive Board will be meeting every other month beginning August 2017. Off-month dates will be tentatively scheduled for additional Board Meetings if necessary. In addition, off-months should be used for scheduling sub-region meetings. Sherri requested that SCAEC staff be invited to sub-region meetings.
- Sherri thanked everyone for submitting TOPS data on time.
- Positions for ELL Lead Navigator and SCAEC Transitions Specialist are now posted through Chawanakee USD on EdJoin. Applications will be accepted through June 16, 2017.
- A Fall Regional Resources Summit is being planned in conjunction with the Central/Mother Lode Regional Consortium. The tentative date is November 17, 2017. A Steering Committee is needed to help with planning.
- Quarter 2 (2016/17) and Quarter 4 (2015/16) Member Expenditure Reports by program areas and objectives are due to the consortium office by July 15, 2017, along with general ledgers that correspond to the expenditures. Reports must be filed for both quarters even if no funds were expended. Sherri will send a template to all members.
- Amy Emrany discussed the 2017/18 Annual Plan Template (Ver.2) included in the meeting packet. She will be collecting and compiling information from all schools to be submitted as a consortium-wide narrative. The finalized report is due to the state on August 15, 2017 and will be voted on by the Executive Board at the August 11, 2017 Board Meeting. Board Members will be given an opportunity to review the document and make comments/revisions before the August Board Meeting.
- In the fall, the AEBG office plans to distribute a template designed for each member to list their specific objectives and activities. The information will be submitted by members through a new fiscal system that will capture all budget details and reporting. The objective of the new system is to gather detailed information at the member level, which will ultimately result in standardized data for the state. Amy stressed that she will be supporting all members in submitting this information.
- The AEBG General Assurances were included in the meeting packet for Board Member information.
- **Board Report**
 - Ed Schmalzel reported on the background and activities of the California Council on Adult Education (CCAЕ). CCAЕ is an advocacy and professional development organization serving faculty, administration, classified staff, students and anyone interested in Adult Education. Membership fees fund a full-time lobbyist at the state legislature to advocate for Adult Education. The CCAЕ Annual Conference will be held in Fresno on May 3-5, 2018.
- **Sub-Region Reports**
 - Central Region – No new information to report.
 - Clovis Region – Programs in math and English will be starting in January 2018.
 - North Region – No new information to report.
 - South Region

- Valley ROP has developed their projected CTE courses and budget for next fall and spring. They are anticipating double the amount of courses that were offered last year.
- Sub-region meetings have been scheduled.
- Dinuba Adult School graduated 87 students. New online courses are scheduled for next year.

7.0 Consent Agenda - There were no consent agenda items.

8.0 Action Items

- **Chawanakee Ramp Installation - \$15,000 to be covered by Chawanakee’s allocation, for ADA compliance**

Chawanakee USD is requesting to use funds in the amount of \$15,000 from their allocation for installation of ramps required for ADA compliance. Board approval is necessary for structural improvements. Valerie Vuicich made a motion to approve the request. The motion was seconded by Deborah Marvin and approved unanimously.

- **Transitions Specialist Positions**

As has been discussed at prior meetings, the South Region would like to retain their grant-funded Transitions Specialist. After review of the budget, it was determined that SCAEC cannot fund two additional Transitions Specialists at the current grant-funded salary. Dinuba Unified, as the hiring agent for the South Region Transitions Specialist, has modified the pay structure of the current position to bring it closer in line with the new positions. The proposal is for a 5-step pay scale for all three positions, with the current Transitions Specialist beginning at the fifth step, and the others beginning at the first step, depending on qualifications. All Transitions Specialist positions will have the same job description, be contracted for a 200-day work year with no paid vacation, and offered Bronze Package health benefits plan.

Sherri reached out to the Counseling Departments at SCCC colleges and found that two Fresno City College counselors will be helping with Adult Education, however their main focus is campus outreach and they will not be working exclusively with Adult Education.

Sherri clarified that the three Transitions Specialists are in addition to Pang Vangyi, SCAEC Regional Transitions Counselor. The Transitions Specialist positions are classified staff, while Pang is credentialed and will work regionally.

Valerie Vuicich made a motion to accept the proposed salary schedule. The motion was seconded by Nancy Penny and approved unanimously.

9.0 Closed Session – The Board moved into Closed Session.

10.0 Reconvene in Open Session (*Report out on any action taken in Closed Session*)

The SCAEC Executive Board unanimously approved the positive evaluation of SCAEC Executive Director Sherri Watkins.

11.0 Public comment regarding Closed Session items

12.0 Next Meeting: Friday, August 11, 2017 at 2:00 p.m.

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Sherri Watkins recognized Barbara Thiesen, Executive Board Chair and Paul Birrell, Executive Board Vice Chair for their service to and leadership of the Board, and presented them with a certificate of appreciation.

13.0 Adjournment

Deborah Marvin made a motion to adjourn the meeting, and it was seconded by Donna Cooper. All voted in favor. The meeting adjourned at 2:58 p.m.