



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

State Center Adult Education Consortium (SCAEC)
Friday, August 11, 2017 at 2:00 p.m.
Clovis Community College, Herndon Campus, 390 W. Fir, Building B, Room 308

Minutes

Members Present:

Daniel Ching – Chawanakee Unified School District; Todd Davis – Reedley College; Debra Haney – Caruthers Unified School District; Rich Ishimaru – Kings Canyon Unified School District; Ara Keledjian - Sierra Unified School District; Robbie Kunkel – Clovis Community College; Don Lopez – Fresno City College; Deborah Marvin - Valley ROP; Brandon Moody – Valley ROP; Nancy Penny - Sanger Unified School District; David Raygoza – Madera Unified School District; JoJo Reyes – Central Unified School District; Suzanne Rodriguez – Dinuba Unified School District; Ed Schmalzel – Clovis Unified School District; Darren Sylvia – Chawanakee Unified School District; Barbara Thiesen - Dinuba Unified School District; Grant Thor – Washington Unified School District; Tod Tompkins – Caruthers Unified School District; Valerie Vuicich – FCSS ROP/CalWORKS

Members Absent: Avo Atoian/Kuljeet Mann – Golden Valley Unified School District; Raine Bumatay/Sally Fowler – Fresno Unified School District; Drew Sylvia/Larry Teixeira – Selma Unified School District; Stacy Nicol – Yosemite Unified School District

Guests: Lori Bennett – Clovis Community College; Christina Byer – Sanger Adult School; Becky Castro – Fresno Unified School District; Jerome Countee – State Center Community College District; Lori Hawkyard – Sanger Unified School District; Rozanne Hernandez – State Center Community College District;

SCAEC Staff Present: Allyson Adams; Amy Emrany; Oscar Hinojosa; Mary Lopez; Michelle Santesteban; Sherri Watkins, Pang Vangyi

1.0 Call to Order

The meeting was called to order by Barbara Thiesen at 2:04 p.m. All attendees introduced themselves. Barbara explained the voting rules to new members.

2.0 Approval of Agenda and Minutes

A motion was made by Debbe Marvin to approve the agenda as presented, and seconded by David Raygoza. The motion was approved unanimously. A motion was made by Valerie Vuicich to approve the June 9, 2017 minutes. The motion was seconded by Todd Davis and approved unanimously.

3.0 Meeting Norms

4.0 Hearing of the Public/Unscheduled Oral Communications

There were no comments from the public.

5.0 Consent Agenda - There were no consent agenda items.

6.0 Information Items

- **Transitions Specialists Introduction**

Pang Vangyi introduced the three new SCAEC Transitions Specialists: Oscar Hinojosa, Mary Lopez, and Michelle Santesteban. Each Transitions Specialist spoke briefly about their background. A PowerPoint presentation was shown discussing the role of the Transitions Specialists in serving the SCAEC region.
- **Sierra USD Building Relocation Proposal**

Sierra Unified is proposing to use 15/16 funding, not to exceed \$20,000, for building relocation to alleviate overcrowding at Black Mountain Adult School. Ara Keledjian spoke to the need for additional space. Todd Davis made a motion to move the information item to action items in order to vote on the proposal today due to the urgency to spend 15/16 funds. The motion was seconded by Valerie Vuicich and approved unanimously.
- **Quarterly Budget Information**

Amy Emrany discussed information received from the State by webinar regarding the new fiscal system through which members will be required to submit budget information. The State is looking to ensure that member expenditures match the Annual Plan. Members will no longer be reporting information to the SCAEC office; each member will submit quarterly reports directly to the State, which will in turn roll up to the consortium. Expenditure reporting will be by object line (1000 – 7000) with a separate line for indirect costs. The intention is for the new system to include a series of checkboxes with comments, rather than full narratives. The new system will be ready in October/November. There will be in-person trainings along with webinars.
- **SCAEC Rebranding**

Surveys were sent to members, students, and the community regarding the renaming of State Center Adult Education Consortium. Central California Education to Careers (CCEC) received the largest number of votes. Discussion followed regarding the pros and cons of changing the consortium name. Some members are opposed, feeling that the current name helps keep the consortium linked to the colleges; others would like the name to be more neutral and relatable to students. It was decided that Sherri will send a survey to members asking if they would like to keep the current name, or change to CCEC. The item will be added as an action item for the next meeting.
- **SCAEC 2017-18 Binders**

Sherri reviewed the binder contents. Members are encouraged to bring their binders to each meeting.
- **2017-18 CalWORKs County Joint Application Update**

Valerie Vuicich reported on the process for receiving excess CalWORKs funds. Legislation allows CDE to provide excess CalWORKs funding to adult schools and ROPs. The application for funding is due at the end of September. If members have students from the 16/17 school year who self-identified as CalWORKs students and the adult school can produce a data report from their attendance system, the school may be eligible for excess CalWORKs funds. The funds will not be allocated until after the 17/18 school year. Interested members can contact Valerie for more information.
- **2017 AEBG Regional Training Series**

The AEBG Office will be holding two days of Data and Accountability Training. The nearest trainings will be held in Bakersfield (August 24-25) and Madera (October 24-25). Day 1 will cover policy changes, program metrics, community college specific changes and more. Day 2 will cover TOPSpro Enterprise for administrators, program coordinators and database managers. Amy will send additional information as it becomes available.

Sherri mentioned that SCAEC is hiring for a new Data and Accountability Specialist. The job posting will close on August 15, 2017. Interviews will be held the following week.

7.0 Reports

- **SCAEC Office Report**

- Sherri thanked Dinuba Unified for serving as the hiring agent for the previous Data and Accountability Specialist and Administrative Assistant positions. For the new fiscal year, those positions, along with the three Transitions Specialists, will be hired through Chawanakee Unified.
- Sherri reported that the ELL Lead Navigator position is no longer being filled. The three SCAEC Transitions Specialists will be working directly with ELL Navigators at the Fresno WDB and Madera Workforce. The ELL Navigator grant will create opportunities for students to receive immigration assistance, as well as support VESL classes.
- SCAEC, in partnership with the Central/Mother Lode Regional Consortium, will be holding a Community Resource Sharing Summit on November 15, 2017. A Steering Committee meeting will be held on August 24th at 11:30 am. Anyone interested in serving on the committee should contact Sherri.
- Sherri will be presenting at the upcoming California Workforce Association Meeting of the Minds Conference.
- The SCAEC office will be moving to a larger space on Pollasky and 7th in Clovis. The lease has not yet been signed, but is moving through the process at SCCC. SCCC has agreed to give back part of indirect costs in order to pay for the new space. The move will not affect the dates or locations of meetings as shown in member binders.
- Community Pro implementation agreements have been sent to member districts. Adult schools will need to sign the agreements and return them to the SCAEC office as soon as possible.
- Google Docs has been updated with a 2017-18 file. Office activities, meeting notes and other documents will be uploaded as they become available.
- Sherri thanked the South Region for scheduling their sub-region meetings. Sub-region meetings should be held in September, November, February, and June. Please send invitations to Sherri and Amy.
- Ara Keledjian asked to be included in the North Region sub-committee meetings. Sierra is currently with the Clovis Region due to county boundaries, but aligns more closely with the smaller districts in the north.
- Data and Accountability funds have been extended to 12/31/18.
- SCAEC is working with Aztec Software Systems to purchase licenses for consortium-wide use. Sherri has contacted members for enrollment numbers to see how many licenses are needed. Data and Accountability funds will be used for the purchase. Smaller schools may see the benefit from this; larger schools may not need the licenses purchased for them as they need to spend their own funds.
- The AEBG magazine features a video highlighting the consortium.
- Sherri was interviewed by CentralValleyTalk.com about how the consortium serves our region.
- Sherri reviewed and explained the office operations budget summary included in the packet.
- Sherri reported on the member expenditure summary included in the packet:

- The summary shows 2015-16 unspent funds as of Period 4. Funds must be expended by 12/31/17. If members are unable to spend their funds, the consortium may decide to reallocate to another member. Quarterly reports for 15/16 will be due to Sherri on October 15th so they can be discussed at the October 20th board meeting.
 - Reallocation discussion will be added to the October 20, 2017 agenda.
 - Amy will check with the state to see what the process might be if a member would like to voluntarily relinquish their funds to the consortium.
 - The Governance and By-laws Committee will be reconvening to finalize the definition of an ineffective member and what the consequences will be. A Board vote will be necessary before funding can be removed from a member.
 - The Technical Assistance Program (TAP) is now required to be contacted regarding members who are having trouble spending their allocation so it can be documented by the state.
 - Amy distributed member enrollment data reports showing enrollment information for each school collected through TOPS Enterprise (TE). Members are mandated for this year to report through TE. In 2018-19, the State is looking at allowing data to be reported through existing systems.
 - Pang, Mary, Michelle and Oscar are continuing to visit school sites. They are also meeting with Outreach Directors at the colleges.
- **Member Reports - Highlights**
 - Nancy Penny introduced Sanger Adult School's new Data and Accountability person, Christina Byer. She also introduced Lori Hawkyard, who in addition to her other duties, helps to market the adult school.
 - Darren Sylvia reported that the portable building move for Chawanakee Adult School is nearly completed.
 - Fresno ROP is in discussions with Sierra Unified regarding holding classes at ROP labs that are not currently being used. The first class taught will be welding.
 - Clovis Adult Education is partnering with Fresno Adult School to offer a six-week pre-apprenticeship program for Common Laborers beginning August 21, 2017. CAE will have High School Diploma classes at four elementary sites with high poverty and ESL rates.
 - Valley ROP has 32 CTE classes scheduled between the four South Region schools. The summer CNA course had a 100% pass rate.
 - CLASS has expanded ESL to 5 satellite sites. They continue to work with Aztec.
 - Kings Canyon Adult School is offering ESL in Orange Cove. They have also hired a full-time diploma track teacher.
 - Grant Thor reported that Washington Unified students will now be able to meet with teachers and take tests at a community center. The community center site will also be available for ESL night classes.
 - Ara Keledjian reported that Black Mountain Adult School will be continuing to offer high school diploma classes at two Rancherias. The Parent Education program is expanding. Black Mountain will be offering a Welding class in the evenings.
 - Sherri Watkins has been contacted by the Dept. of Labor suggesting that she attend the 'Transforming Communities' meetings regarding a \$70M grant awarded to Fresno, in order to make certain that Adult Education is involved with planning.

8.0 Action Items

- **Annual Plan**

All members in the annual plan process received a copy of the Annual Plan by email. Two members did not participate (State Center and Caruthers Unified). Debbe Marvin moved to accept the Annual Plan as presented. The motion was seconded by Ed Schmalzel and approved unanimously.

- **Board Chair Election**

Per SCAEC by-laws, the current chair can be re-elected to the position, or new nominations can be accepted. Duties of the Board Chair include presiding over board meetings and attending Executive Team meetings one week before the board meeting. Valerie Vuichich made a motion to re-elect Barbara Thiesen as Board Chair. The motion was seconded by JoJo Reyes and approved unanimously.

David Raygoza made a motion to nominate JoJo Reyes for Vice-Chair, contingent on supervisor approval. The motion was seconded by Rich Ishimaru and approved unanimously.

- **Sierra USD Proposal**

Sierra USD proposes to use 15/16 funding, not to exceed \$20,000, for building relocation to alleviate overcrowding at Black Mountain Adult School. Nancy Penny made a motion to approve the proposal as presented. The motion was seconded by JoJo Reyes and approved unanimously.

9.0 **Closed Session** – There was no closed session.

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

11.0 **Public comment regarding Closed Session items**

12.0 **Next Meeting:** Friday, October 20, 2017 at 2:00 p.m.

Madera Adult School

2037 W. Cleveland, Madera, CA 93637

13.0 **Adjournment**

Deborah Marvin made a motion to adjourn the meeting, and it was seconded by JoJo Reyes. All voted in favor. The meeting adjourned at 4:17 p.m.