



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

State Center Adult Education Consortium (SCAEC)
Friday, October 20, 2017 at 2:00 p.m.
Madera Adult School, 2037 W. Cleveland, Madera, CA 93637

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; Donna Cooper – Fresno City College; Pam Coronado – FCSS, Adults in Corrections; 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; Brandon Moody – Valley ROP; Ron Pack – Kings Canyon Unified School District; Nancy Penny - Sanger Unified School District; David Raygoza – Madera Unified School District; JoJo Reyes – Central Unified School District; 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 District

Members Absent: None

Guests: Jesse Carrasco – Madera Unified School District; Irene Delgado – Clovis Community College; Maiknue Vang – Madera County Workforce Investment Corporation

SCAEC Staff Present: Allyson Adams; Amy Emrany; Sherri Watkins, Pang Vangyi

1.0 Call to Order

The meeting was called to order by Barbara Thiesen at 2:05 p.m. All attendees introduced themselves. Barbara thanked Madera Adult School for hosting the meeting.

2.0 Approval of Agenda and Minutes

A motion was made by David Raygoza to approve the agenda as presented, and seconded by Paul Birrell. The motion was approved unanimously. A motion was made by Darren Sylvia to approve the August 11, 2017 minutes. The motion was seconded by Ed Schmalzel and approved unanimously.

3.0 Meeting Norms

4.0 Hearing of the Public/Unscheduled Oral Communications

Maiknue Vang of the Madera County Workforce Investment Corporation spoke about the focus of the Madera County Workforce Assistance Center. Having Madera Adult School on site has increased the number of referrals and resulted in better tracking of students. In addition, they are working with Madera Adult School to possibly provide summer classes.

5.0 Consent Agenda - There were no consent agenda items.

6.0 Information Items

- **AEBG Transformation Leadership Symposium, Oct. 12-13**

Sherri Watkins reported that she and Amy Emrany attended the symposium and were able to give their input on policy and other AEBG topics. A short video highlighting the Education and Elevate California campaign was shared, as well as student success stories. Sherri will send a student success story template to members so they may submit stories to our office.

- **Strong Workforce/SCAEC Summit, November 17, 2017**

Sherri encouraged all members to register for the Regional Education and Workforce Resource Summit. She clarified that although the summit is scheduled on the same day as the CCAE Central Section Winter Conference, the summit will take place in the morning and attendees should be able to attend both if they would like.

- **CCAEC Central Section Winter Conference, November 17, 2017**

The conference will be held at Fresno Adult School. A variety of workshops will be available to classified, certificated and administrative attendees.

- **CCAEC State Conference, May 3-5, 2018**

The annual State Conference will be hosted in Fresno, with over 1,000 attendees expected. The conference will consist of workshops as well as networking events.

- **Aztec Update**

Sherri distributed a sign-up sheet for members interested in having Aztec at their site. SCAEC is working to purchase licenses to distribute to members as needed. JoJo Reyes gave an overview of Aztec for new members.

- **High School Completion – Reverse Credit Recovery**

Sherri discussed a Los Angeles Unified model program that allows college students without high school completion to earn their diploma through an adult school. The adult school would evaluate the college student's transcripts to determine what is needed for completion, specifically, which college level courses would be accepted toward high school completion. State Center Community College District has provided a list of students without completions, and SCAEC Transitions Specialists will be working in their regions to facilitate the process locally. Members showed interest on a sign in sheet that was circulated.

- **Summer School**

Sherri shared that Fresno and Madera Workforce have requested that adult schools consider offering summer classes at workforce sites. If interested, adult school teachers from any school could be brought in to teach classes over the summer.

7.0 Reports

- **SCAEC Office Report**

- Sherri continues to work with SCCCD on the office move. A lease has been signed and furniture has been installed. SCAEC is currently waiting on SCCCD to determine how technology at the new space will be handled.
- Community Pro Agreements need to be returned as soon as possible, for those that haven't yet done so.
- Sherri will be participating in a statewide webinar discussing SCAEC collaborative work on October 25th at 1:00 pm.
- OTAN (Outreach and Technical Assistance Network) will now be providing technology training to all AEBG members. SCAEC will be working with OTAN to provide a free technology professional development day for consortium members.
- AEBG now has a Technical Assistance Project (TAP) designed to answer questions through the AEBG website. Questions will be routed to the appropriate agency for answers.

- Sherri clarified that capital outlay items no longer need to be approved by the State as long as they have been approved by the Board. She is still required to notify the State of any capital outlay.
- All members must read the “Measuring Our Success” and “Prosperity through Partnerships” documents included in today’s packet. Barbara Thiesen mentioned that Read Up through Twitter may be a helpful tool for members to give their input on the documents.
- AEBG is looking to replace the ‘Block Grant’ portion of their name. Members are encouraged to send ideas to Sherri.
- There may be new incentivized monies available through AEBG. The CLASP document in today’s packet discusses the proposed guidelines.
- Immigrant integration is expected to become a more important part of our AEBG focus.
- Copies of the new AEBG Fiscal Management Guide 2017-18 are included in today’s packet.
- AEBG mentioned that the current 3-year plan may be extended by one year, and the entire year of 2018-19 be used to plan for the new 3-year plan starting in 2019-20. Sherri will keep members updated as she receives more information.
- The AEBG Summit in Southern California is scheduled for January 22-23, 2018. It is still being decided how many people from each consortia will be allowed to attend. Each member would be responsible for the \$75 registration fee, as well as lodging, food and transportation.
- With the new fiscal system in place, Sherri mentioned that the Board must decide on the method the consortium will use for fiscal oversight required for member budgets and expenditure reporting with several options provided on the handout she shared. Sherri will research the cost of an outside auditor, which is one of the options. AEBG TAP will host a webinar on this topic next month to provide more clarification.
- Amy Emrany discussed data reporting changes for community colleges. The colleges are now required to collect data on all non-credit classes regardless of the funding source, in each of the seven AEBG areas. Next year, the community college non-credit data will be taken from MIS. Community colleges will no longer be reporting through TOPsEnterprise.
- Amy reviewed six AEBG statewide outcomes/metrics that will be used to measure success.
- SCAEC has hired a new Data and Accountability Specialist, Karina Vera. Karina will be working with most schools to assist with data collection.
- Amy reminded members of the AEBG Regional Data and Accountability Training taking place on Oct. 24-25.
- The Governance Committee met on September 27th to continue defining what constitutes an ineffective member. The State now requires an ineffective member to be reported through TAP for targeted support. Continued ineffectiveness may result in decreased funding for the member. This process will be coordinated through TAP and the State AEBG office. The Governance Committee will soon meet again to continue the work.
- Pang Vangyi reported on transitions activities. Consortium-wide, from September 1st through October 13th, 273 students have been seen for transitions support, with a majority interested in short-term CTE programs. At the beginning of the year, only three school sites had support services; now, each school has Transitions Specialists meeting with students on site.

- **Member Reports – Highlights**

- North Region is developing a catalog of programs.
- Chawanakee Adult School has doubled enrollment, and will be moving into their new facility in January.
- Central Region is working to update a Google document highlighting services offered at each school.
- Clovis Region is focusing on non-credit certificates.
- Valley ROP has developed a catalog of South Region programs.
- Sanger Adult School finished their first welding class.
- Dinuba Adult School has hired a full-time technology teacher who will also be working with the Chamber of Commerce to offer short-term Adult Ed classes as part of the Chamber membership.
- Nancy Penny offered to add members' CTE programs to Sanger Adult School's website. Discussion followed regarding the importance of making certain that websites are ADA compliant.

8.0 Action Items

- **Regional Enhanced Services Refund**

2015-16 Regional Enhanced Services funds were allocated to the four South Valley schools for Mary Lopez's salary. The amount of \$7184.43 was never used. Dinuba Unified, as the hiring agent, has refunded the money to SCAEC, who would like to use the funds in two ways:

1. Utilize the amount of \$3669.00 to cover sick leave carryover from Dinuba Unified for Transitions Specialist Mary Lopez.
2. Utilize the remaining amount of \$3,515.43 for office move expenses.

Drew Sylvia made a motion to accept the proposed utilization of funds. The motion was seconded by Avo Atoian 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, January 19, 2018 at 2:00 p.m.

Clovis Community College, Herndon Campus, Room 308
390 W Fir, Clovis, CA 93611

13.0 Adjournment

Drew Sylvia made a motion to adjourn the meeting, and it was seconded by Paul Birrell. All voted in favor. The meeting adjourned at 3:42 p.m.