



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

**State Center Adult Education Consortia (SCAEC)
Friday May 20, 2016 at 2:00 p.m.
Clovis Community College, Herndon Campus, 390 W. Fir, Building B, Room 305**

Minutes

Members Present:

Paul Birrell-Central Unified School District, Amy Emrany- SCAEC, Randy Haggard - Yosemite Unified School District, Barbara Hioco - State Center Community College District, Rich Ishimaru - Kings Canyon Unified School District, Deborah Marvin - Valley ROP, Nancy Penny - Sanger Unified School District, David Raygoza-Madera Unified School District, Ed Schmalzel - Clovis Unified School District, Drew Sylvania - Selma Unified School District, Barbara Thiesen - Dinuba Unified School District, Lorena Torres – SCAEC, Sherri Watkins - SCAEC

Members Absent: Pam Coronado-FCOE Adults in Corrections, Kuljeet Mann-Golden Valley Unified School District, Andre Pecina-Fresno Unified School District, Gary Talley-Chawanakee School District, Tod Tompkins-Caruthers Unified School District, Valerie Vuicich-FCOE ROP/CalWorks

Guests: Karri Hammetrom-Central Regional Consortium, Natalie Culver-Dockins-Fresno City College, Raine Bumatay-Fresno Unified School District, Pedro Avila-State Center Community College

1.0 Call to Order

The meeting was called to order by Randy Haggard at 2:12 p.m. Randy welcomed all attendees.

2.0 Approval of Agenda and Minutes

A motion was made by Barbara Thiesen to approve the agenda as presented, and it was seconded by Paul Birrell. The motion was approved unanimously.

Paul Birrel made a motion to approve the April 25, 2016 minutes, and it was seconded by Ed Schmalzel. The motion was approved unanimously.

3.0 Meeting Norms-Randy Haggard reminded Board members that in order to maintain a positive environment for decision making, the Board will adhere to a modified version of Robert's rules of order, and Board members need to ask for acknowledgement before speaking.

4.0 Hearing of the Public/Unscheduled Oral Communications-There were no comments from the public.

Guest Speaker: Karri Hammerstrom – Regional Chair of the Central/Mother Lode Regional Consortium.

- Karri Hammerstrom provided a brief report on the work/collaboration of the Central Regional Consortium: The Central/Mother Lode Regional Consortium is a collaboration of community college faculty and staff and regional workforce and economic development organizations that serve the Central and Mother Lode Region. She distributed handouts. One of the handouts provided an overview of the Central/mother Lode consortium. She shared information about several upcoming events: Annual Planning Conference-June 6-8, 2016 in Monterey,CA , and The Lean Canvas Model Professional Development opportunity that will take place on June13-14, 2016 at Harris Ranch in Coalinga, CA. Board members were encouraged to participate in these events.

Guest Speaker: Pedro Avila – Pedro Avila, Associate Vice Chancellor of Enrollment Management, Admissions, Records and Information Systems introduced himself. He reported that two years ago SCCC started sharing data with FUSD; a report is generated and sent out to



the district on a daily basis. The report provides basic information about students, including information on student grades, how many units they are registered for, and at which campus the student is enrolled. FUSD takes the data provide by SCCCD and puts it into their data system. Pedro reports that this system is working well. Currently, SCCDD is working on a common assessment project - assessing students that come into SCCCD for English and Math using a system in three colleges. Data reporting is coming from Cal Pass. Board members requested more information about the CalPass system. Amy will work with Pedro on what the needs are for the consortium.

5.0 Reports-The Board received the following information and reports from Executive Director, Sherri Watkins:

- Sherri reminded Board members to complete the online CLASP survey. Amy added that there was an announcement at today's webinar that the deadline to complete the survey was extended to May 25, 2016. Board members were encouraged to participate in the survey.
- A calendar with the meeting dates for the next fiscal year was handed out. Sherri asked Board members to take a look at the meeting dates, to see if there is a date that conflicts with prior commitments. May 19, 2017 is the commencement date for SCCCD. The meeting date will be changed to May 18, 2017 to accommodate State Center Community College.
- CASAS - Sherri spoke to Pat, the owner of CASAS at the CCAE conference. Pat likes the idea of a roving CASAS tester, and she stated that it would be a good idea to do this now because CASAS is moving to HTML files, so they will be able to offer the testing on portable devices like tablets or Chrome books. This will be rolling out in July.
- Randy Haggard and Sherri had a phone conference call with Jay Wright from CASAS and TOPS Enterprise. They talked about ways we can use TE as a complete attendance system and use it for consortium data roll up.
- Community Pro Light will be meeting with Jose Reyes , Sherri Watkins, and Amy Emrany on Tuesday, May 24, 2016 at Central Adult School. Board members are invited to join them next Tuesday at 1:00 p.m. The state is releasing 15 percent of 25 million for state wide data accountability. The SCAEC allocation for data and accountability is \$649,700.
- Sherri will be meeting with the Workforce Investment Board on Tuesday, May 24, 2016, to discuss the MOU. It will be with the consortium rather than the individual adult schools.
- Sherri sent out an invitation regarding the Articulation Symposium on June 14, 2016. The Articulation Symposium has been created by Jose Reyes from Central Adult School. Sherri encouraged Board members to send teachers from their school to the symposium. Board members requested more information on this symposium. Sherri will send out more information once received.
- Sherri attended the CCAE conference. It was the best turn out in history. Sherri and Amy attended an Adult Ed Consortia Leaders meeting sponsored by CCAE and CAEA in Concord, CA on Thursday, May 19, 2016. Most Northern consortia members were present. They are talking of creating an intake form that is uniform for all consortia members. One consortium created a form that has exactly what is needed for AEBG and WIOA.
- Last Friday, Sherri attended the multiple measures and common assessment meeting for the colleges. Colleges are tasked to develop a comprehensive common assessment system state wide that aligns to state legislation. The Super Consortium met on May 5, 2016 here at the Clovis Community College, Herndon Campus. Kern, Bakersfield, West



Hills, Stockton, Delta Merced, and Sequoias consortia were present. Neil Kelly, AEBG State Grant Monitor, heard our concerns and was able to take back some information. One of the due dates was extended due to input from the group. The new name of this consortium is San Joaquin Central Valley Collaborative.

- Sherri went over the SCAEC Consortium Operating Budget. A copy of the SCAEC Consortium Operating Budget Overview was distributed among the members as well as a copy of the scope of work for Mitch Rosin .

B. Coordinator

- Amy reported that at the North Cal K12 Adult Ed leader’s consortia meeting it was mentioned that a system will be created to share resources with each other to avoid recreating documents from scratch. Sherri added that a lot of superintendents from our region do not know what is going on in our consortia work. It was recommended that a letter be sent to the superintendent of public instruction explaining that adult education is here to stay and the money is ongoing. Our funding is not a grant. It is apportionment. They are looking at changing the name of the Adult Education Block “Grant” to avoid any confusion. In the 17-18 school year, all are hoping there will be an increase in AEBG funding, but we have to do our work to collect good data and submit it to the State.
- The subcommittees met on May 5th, May 6th and May 12th. There were a total of 7 subcommittee meetings. Participants like the back to back format because they were able to participate in more than one meeting. We are looking at the same format for upcoming meetings.
- Amy reported that at today’s webinar it was announced that the deadline for the CLASP survey has been extended to May 25th.
- We are in the process of renewing our contract with Constant Contract. We will be sending out newsletters about our work and it will be directly to all the stakeholders.
- Five thousand dollars from the general fund was provide to the AEBG State office to provide leadership activities. The funds will support guidance to all members, professional development, webinar development, establishing and maintaining websites.

C. Board-There were no comments made by the members of the Board.

6.0 Information Items

6.1 Yosemite Adult School Summer ESL Program - \$2,000.00

- There have been conversations among the northern districts in the region - Chawanakee, Golden Valley, and Yosemite about the possibility of launching an ESL program in their region. There is a definite need for ESL services. ESL students have not been served. There is a possibility of running this program in the summer. Housing the program in the summer is free of charge. The only cost will be to pay an instructor to run the summer program. This information item will be added as an action item at the next Board meeting.
- Sherri referred Board members to the PowerPoint slide, and reviewed the following pages: “16-17 funding-where’s my face sheet”, “May Revise –Highlights”, “Consortium Fiscal Administration Declaration (CFAD)” “Data Collection for 2015-2016”, “AEBG Program Areas”, and “RFA Data and Accountability”. This information can be found at the AEBG website.

7.0 Consent Agenda -There were no consent items

8.0 Action Items



8.1 Madera Adult School Annual Lease \$252,000.00

The Board took the following action: Approved the use of AEBG funds to pay for the annual lease of a building to house the Madera Adult School at a cost of \$252,000. A motion was made by Nancy Penny and it was seconded by Drew Sylvia. The motion was approved unanimously.

8.2 Election of SCAEC Board Officers for 2016/2017

Chair Person, Randy Haggard, thanked everyone for their support. He mentioned that it is time for a new person to take the Chair position. Bylaws call for election of officers on an annual basis. Randy stepped out of his role as Chair to conduct nominations for officers for the next school year. The floor was opened for nominations for Chairperson: Randy Haggard nominated Barbara Thiesen for the Chairperson position. Sherri Watkins asked Board members for more nominations. There were no other nominations. Barbara Thiesen accepted the nomination for Chairperson. All Board members agreed to her nomination.

The floor was opened for nominations for Vice Chair position - Nancy nominated Randy Haggard, Randy declined the nomination. Paul Birrell was nominated for Vice Chair position. Paul accepted the nomination. All Board members agreed to his nomination for Vice Chair position.

9.0 Public comment regarding Closed Session items

No public comment.

10.0 Closed Session

The Board met in closed session to discuss the Executive Director's evaluation. Non-voting members stepped out the room.

11.0 Reconvene in Open Session

The Board reconvened in open session at 3:57 p.m.

12.0 Next Meeting: Friday June 17, 2016 at 2:00 p.m.

Clovis Community College, Herndon Campus
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13.0 Adjournment: A Motion was made by David Raygoza to adjourn the meeting, and it was seconded by Ed Schmalzel. All voted in favor. The meeting adjourned at 4:00 p.m.