



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

**State Center Adult Education Consortia (SCAEC)  
Friday August 12, 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, Pam Coronado – FCOE Adults in Corrections, Amy Emrany-SCAEC, Barbara Hioco - State Center Community College District, Kuljeet Mann – Golden Valley Unified School District, Deborah Marvin - Valley ROP, Stacy Nicol – Yosemite Unified School District, Ron Pack – Kings Canyon Unified School District, Nancy Penny - Sanger Unified School District, David Raygoza-Madera Unified School District, Ed Schmalzel - Clovis Unified School District, Drew Sylvia - Selma Unified School District, Barbara Thiesen - Dinuba Unified School District, Valerie Vuicich – FCOE CalWORKs, Sherri Watkins - SCAEC

**Members Absent:** Raine Bumatay – Fresno Unified School District, Ara Keledjian – Sierra Unified School District, Gary Talley-Chawanakee School District, Tod Tompkins-Caruthers Unified School District

**Guests:** Sally Fowler – Fresno Unified School District, Karri Hammerstrom-Central/Mother Lode Regional Consortium, Debra Haney – Caruthers Unified, Rich Ishimaru – Kings Canyon Unified School District, Sypher Lee – State Center Community College District, Angie Nguyen – Fresno Housing Authority, JoJo Reyes – Central Unified School District

**1.0 Call to Order**

The meeting was called to order by Barbara Thiesen at 2:08 p.m. Barbara welcomed all attendees and asked everyone to introduce themselves.

**2.0 Approval of Agenda and Minutes**

A motion was made by David Raygoza to approve the agenda as presented, and it was seconded by Paul Birrell. The motion was approved unanimously. Valerie Vuicich made a motion to approve the June 17, 2016 minutes, and it was seconded by Ed Schmalzel. The motion was approved unanimously.

**3.0 Meeting Norms-**Barbara Thiesen reminded Board members of the meeting norms and that we should loosely follow Robert’s Rules of Order. She also stated that members should notify the Board if there is a conflict of interest before any vote takes place.

**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 passed out the Pathways to Paycheck: Blueprint to Career Success” 2016 Counselor Conference flyer on Sept 9 from 8 am – 3 pm in Modesto and stated that they are in the process of starting regional planning. All Board members are invited to attend. This is part of the Strong Workforce program and they want to leverage all resources. Sherri added that the adult schools will be involved and Karri added that everyone will be fed who attends.

**Guest Speaker: Angie Nguyen** – Director of Strategic Initiatives & Housing Programs, Fresno Housing Authority. Angie shared some history and some statistic from a slide presentation which focused on the number of K-12 children from various districts in Section 8 and affordable housing. They are currently in partnership with Fresno Adult School to provide classes on site



for residents and any other community member who wishes to attend. Angie shared a handout with sites that computer labs. They are looking for additional partnerships in order to provide more classes for residents and community members.

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

- Sherri welcomed Barbara Thiesen as the new chair and thanks Paul for his support as Vice Chair.
- SCAEC Office Assistant, Lorena Torres, has moved to a 10-month district position. SCAEC is currently in the process of hiring a new office assistant with Dinuba USD to avoid the bumping process that was experienced with FUSD. The position through Dinuba will provide all rights and privileges, but will not be a part of the union. The position is currently posted on EdJoin and posted as a SCAEC position. It's a fully benefitted position.
- There is one new 16-17 SCAEC binder for each member. People may need to share if there is more than one person per district attending.
- Sherri reminded members that attendance at meetings is being tracked as well as arrival time if late, and also if a member leaves early.
- Sherri had asked all members to bring enrollment forms and brochures. She collected these documents from Drew Sylvia – Selma, Ed Schmalzel – Clovis, and Rich Ishimaru – Kings Canyon. Sherri also mentioned the enrollment form from Fairfield, which was mailed out to all members, which might be used as a template as it meets all AEBG and WIOA needs.
- Sherri reviewed and briefly covered all of the handouts that had been emailed to members.
- Sherri will be attending the CA Workforce Meeting of the Minds. Sherri and Amy will attend the upcoming CCAE AEBG Leader's Meeting at Mt. Diablo and will also be meeting with other Northern consortia leaders to discuss best practices.
- Sherri mentioned that she completed both the CalPro Leadership Training and all of the coursework for the Adult Ed Supervision and Coordination credential.
- Regarding all of the recent deliverables, Sherri thanked everyone for their patience and for sending in all of the required documents. She mentioned that Amy will be scheduling bi-monthly meetings with all members to support ongoing AEBG efforts.
- Sherri and Amy had a conference call with Pat Rickert and Jay Wright from CASAS regarding the best way to accommodate all members and CASAS testing. Once the SCAEC Data and Accountability Specialists are hired, they will be able to use Fresno Adult School's scanner. Each district will have a log in and ID, so that will keep the cost down as no new equipment will be required.
- Sherri reviewed the details about the pilot agreement with CommunityPro, SCCCD, Fresno Unified, Central Unified, Selma Unified, and Madera WIB.
- Yosemite had originally requested \$2000 for a summer ESL program. Due to the transition of new administration and the instructor not being available, the summer session did not occur and the \$2000 remains as available funds.
- Sherri will review the SCAEC office budget with the Board on a quarterly basis starting in September.
- Sherri has created a budget committee to review budget options and make recommendations to the Board. The budget committee will meet before the next Board meeting and will present budget recommendations. Budget Committee members: Raine



Bumatay/Fresno, Amy Emrany/SCAEC, Debra Haney/Caruthers, Drew Sylvia/Selma, Barbara Thiesen/Dinuba, Sherri Watkins/SCAEC.

- An Executive Committee was formed to review Board agenda items and make recommendations the Board. This committee will meet a week prior to every Board meeting. Executive Committee members: Paul Birrell/Central, Amy Emrany/SCAEC, Barbara Thiesen/Dinuba, Sherri Watkins/SCAEC  
Barbara Thiesen reminded members that if there is something they would like placed on the agenda, to get that item to Sherri at least a week before every meeting. Sherri will send out a reminder each month as well.
- SCAEC will move forward with the hiring of two part-time data and accountability specialists who will service all members as needed.
- SCAEC will move forward with the hiring of the full-time counselor that will serve the north and central valley areas. This counselor will work closely with the south valley counselor that has already been hired.
- Sherri shared the dates of the upcoming Labor Trades Pre-Apprenticeship Trainings: Nov 16 – Sierra Adult School, Jan 17 – Yosemite Adult School, Mar 17 – Clovis Adult School. Informational flyers will be sent out when they become available.
- The Program Assurances document was emailed and distributed. This document should be kept on file in the SCAEC binders.

#### **B. Coordinator**

- Amy reported on the ESL, College Support & Counseling, Curriculum Alignment & Remediation, Assessment, Technology, and Pre-Apprenticeship committees' progress and scheduled meetings.
- All members were emailed and asked to review the proposed changes to the SCAEC Governance and Bylaws documents. There was a brief discussion by Board members and a correction will be made to make sure the 50%+1 wording is consistent throughout all documents. The changes to the bylaws will be brought to the Board at the September meeting for a vote.

#### **C. Board**

- Valerie mentioned that they received notice regarding the CalWORKs excess ADA. Some may be able to reassess this pot of money.
- Drew mentioned that Selma Adult was up for a FPM.
- Nancy mentioned that they were going through a full WASC accreditation this year.

#### **6.0 Information Items**

- Sherri mentioned that the budget committee will review the SCCCD allocation and make a recommendation to the Board.
- Sherri reviewed the CommunityPro pilot and mentioned that she is waiting for signatures on the agreement.
- The next meeting of the San Joaquin Central Valley Collaborative will be held on August 25<sup>th</sup> at 9 am at the Herndon Campus.
- Sypher has completed the 16-17 MOUs. Funding is expected to come from the State sometime in August.

#### **7.0 Consent Agenda** - There were no consent agenda items.

**2016 – 17 Annual Plan:** Drew Sylvia made a motion to approve the 16-17 Annual Plan. The motion was seconded by David Raygoza. The motion passed unanimously.

#### **8.0 Action Items**



2016 – 17 Annual Plan: Drew Sylvia made a motion to approve the 16-17 Annual Plan. The motion was seconded by David Raygoza. The motion passed unanimously.

**9.0 Closed Session** – There were no closed session items.

**10.0 Next Meeting:** Friday October 21, 2016 at 2:00 p.m.  
Clovis Community College, Herndon Campus  
390 W. Fir, Building B, Room 305

**13.0 Adjournment:** A Motion was made by Paul Birrell to adjourn the meeting, and it was seconded by Kuljeet Mann. All voted in favor. The meeting adjourned at 3:34 p.m.