



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

**State Center Adult Education Consortia (SCAEC)  
Friday, September 16, 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; Amy Emrany - SCAEC; Barbara Hioco - SCCC; Ara Keledjian - Sierra Unified School District; Kuljeet Mann - Golden Valley Unified School District; Deborah Marvin - Valley ROP; 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; Gary Talley - Chawanakee School District; Barbara Thiesen - Dinuba Unified School District; Sherri Watkins – SCAEC; Xavier Martinez – SCAEC;

**Members Absent:** Raine Bumatay - Fresno Unified School District; Tod Tompkins - Caruthers Unified School District; Stacy Nicol - Yosemite Unified School District

**Guests:** Lori Bennett - Clovis Community College; Sandra Caldwell - Reedley College; Debra Haney - Caruthers Unified; Rich Ishimaru - Kings Canyon Unified School District; JoJo Reyes – Central Unified School District; Linda Thomas - Clovis Community College

**1.0 Call to Order**

The meeting was called to order by Barbara Thiesen at 2:05 p.m. Barbara welcomed all attendees. She mentioned some members were absent but a quorum was still present.

**2.0 Approval of Agenda and Minutes**

A motion was made by Deborah Marvin to approve the agenda as presented, and it was seconded by David Raygoza. The motion was approved unanimously.

Ed Schmalzel made a motion to approve the August 12, 2016 minutes, and it was seconded by Paul Birrell. The motion was approved unanimously.

**3.0 Meeting Norms – No comments**

**4.0 Hearing of the Public/Unscheduled Oral Communications**

**Sandra Caldwell – President, Reedley College**

Dr. Caldwell mentioned she was also speaking for Dr. Goldsmith, who was unable to attend. Dr. Caldwell stated that each of the three colleges in SCCC (Clovis, Fresno and Reedley) are interested in becoming members of the consortium as each college works closely with all of the school districts. A designee from each college will help with local relationships. The Academic Senate is interested in making certain there is curriculum alignment at the local level where the K-12 schools and adult schools feed into the community colleges.

**Lori Bennett – President, Clovis Community College**

Dr. Bennett stated that CCC firmly believes in strengthening the connection between education partners and the community. She previously worked in Ventura, where there is a strong alliance between K-12, Adult Ed, community colleges, and four-year universities, and is interested in being a part of that connection here.

**Linda Thomas – Dean, Clovis Community College**

Linda commented that she and Ed Schmalzel attended the Doing What Matters regional discussion and felt there were many exciting regional opportunities to explore.



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

- Allyson Adams has been offered the SCAEC Administrative Assistant position and will be starting within the next few weeks.
- The Community Pro pilot program is taking longer than expected to work through board approvals, etc. Work continues with ASAP to make certain the systems will coordinate with each other. JoJo Reyes stated that Madera Unified has already uploaded much of their data, and the expectation is it will run smoothly for other districts as well.
- A conversation was held with the grant monitor regarding high school concurrency. High school concurrent students under 18 cannot be paid with AEGF funds. Currently, anyone under 18 must be paid using LCFF funds. Nancy Penny asked that the information be distributed by email to all consortium members.
- A determination will need to be made on the process to decide if a member is ineffective. The Measures of Effectiveness in today's packet provides a list of expectations to ensure members are following legislation.
- Sherri attended the California Workforce Association Meeting of the Minds Conference and found it to be a great opportunity to network for Adult Ed. After the conference, she met with Fresno Workforce Connection, and the Workforce Development Board personnel. The Fresno WDB is excited about Community Pro and will be working to bring in the Dept. of Rehabilitation and Dept. of Social Services.
- Sherri spoke with Dept. of Rehab representative regarding a pilot program for 18-24 year olds.
- Sherri shared the Community Pro idea with San Joaquin Central Valley Collaborative. They are very interested in the idea of data sharing within the Central Valley.
- Sherri asked Deborah Marvin to speak in regard to the Fresno Pacific designated subjects credential. A DS CTE credential will allow an instructor to teach at any level. However, there are currently no local Adult Education credentialing programs. Deborah was involved in discussions with the County Office of Education regarding whether or not an AE credentialing program should be offered at Fresno Pacific. General discussion followed about different types of credentials and what exactly is needed for Adult Ed. A suggestion was made to connect with representatives from Fresno Pacific and County Office of Education to hear concerns related to Adult Ed credentials.
- Sherri and Amy Emrany will be attending the Northern Regional Consortium Lead meeting.
- The counselor position had 24 applicants. SCAEC is working with Fresno Unified to consolidate the list and move forward with interviews.
- Data and accountability positions will be part-time and classified as Independent Contractors. Program Area Specialists (20%, 8 hours weekly) for basic skills and adults with disabilities are needed as well. Job descriptions will be created and distributed to all Board members.
- Sherri and Xavier Martinez (CTE Program Area Specialist) met with Rick Watson of CART to discuss night programs.
- Sherri reviewed the office budget. Every quarter the budget committee will review and bring to the Board. Drew Sylvia (Chairman), Barbara Thiesen, Raine Bumatay and Debra Haney are on the budget committee.
- Sherri thanked Drew and Rich for helping Nancy with testing. She also thanked her executive team and the budget committee.



- Barbara clarified that Sherri will be asking for agenda items with a deadline for submission. One week before each board meeting, the executive team will meet to finalize the agenda.
- A Data and Accountability team will need to be developed. The plan is due to the state by December 20th.
- The AEBG Summit is in November. Linda Thomas, Barbara Thiesen, Sherri and Amy will be attending and Sherri will be presenting on the Community Pro pilot program. JoJo will also be attending as a presenter.
- Sherri asked if any schools are working with outlying districts with the intent of helping them rebuild. Deborah Marvin mentioned that there may be a way to subcontract to provide programs. Sherri has reached out to Washington Union and has a meeting set up with their director.

#### **B. Coordinator**

- Amy attended a three-day training on CASAS and WIOA regulations.
- The Governance and Bylaws Committee will be reconvened soon with the direction of determining what a member not in good standing would look like, how to address that situation, and what the ramifications might be.
- Program reviews are progressing.
- Amy reported that Kathy Kabbani (ESL Program Area Specialist) has been working with Fresno City College and Fresno Adult School, focusing on the types of classes and support services needed. She has also worked with Madera Adult School, Madera Center, Yosemite Adult School and Golden Valley on various projects.
- Xavier Martinez reported on his activities. His role is to work on the connection between education and workforce development. Regional meetings will be scheduled for further discussion.

#### **C. Board**

- Kuljeet Mann reported that an ESL/Citizenship class will begin on October 3rd. Golden Valley is also beginning a MS Office basic computer class which will lead into a MS Office certification. An employability skills class will also be offered as many of their graduates do not have soft skills.
- Nancy Penny reported on the success of ESL classes at elementary sites. They are considering incorporating the online language program Duolingo as well.
- Ed Schmalzel reported that Clovis Adult School is beginning interviews for four ESL and two academic positions. They have also received approval from their accreditation agency to offer hybrid teaching in the CTE Administrative Assistant program.
- Sherri shared a video highlighting the SCCCD's West Fresno Training Institute.

### **6.0 Information Items**

- The Board is being asked to consider an increase in funding for the Dinuba Unified Transition Specialist in the amount of \$19,420 to cover increases to PERS and other benefits. The request has been discussed by the budget committee and is now being presented to the Board.
- The Board is being asked to consider increasing the funding of a new electronic marquee at Central Adult School which is now at an estimated cost of \$40,313.90. The Dept. of State Architects has requirements that must be met in terms of height, etc. leading to an increase in the original estimated price.
- These two requests will be action items at the next Board meeting. More details will be sent to Board members with the exact breakdown of pricing for both.



- Sherri asked Board members to update email preferences regarding alternates.
- Districts that have sent their signed MOUs will be receiving checks for July and August the week of Sept. 26th.

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

**8.0 Action Items**

- **Vote on updated SCAEC Governance and Bylaws**

Request for the bylaws to reflect the following: each college will have one vote (Fresno City, Clovis Community, Reedley); Fresno County Office of Education will be consolidated to have one vote; and give voting power to the official designated alternate of each member. Paul Birrell made a motion to approve the updated SCAEC Governance and Bylaws. The motion was seconded by Gary Talley. Discussion followed regarding whether or not college funding should be separated if each college has its own vote. The clarification was made that SCCCDC is the member and the three colleges fall under that umbrella. The motion was approved with one no vote (Nancy Penny).

- **Budget committee recommendation for SCCCDC allocation**

Request to compensate SCCCDC for allocated funds not received. SCCCDC was entitled to \$483,000 but did not receive full funding. Additional monies will be taken from consortium funds in the amount of \$148,502. SCCCDC was offered an additional \$93,454 but has agreed to take \$63,856 only in addition to the \$148,502. The budget committee recommends the Board approve the return in funding. Gary Talley made a motion to approve the budget committee recommendation. The motion was seconded by Ara Keledjian. The motion was approved unanimously.

**9.0 Closed Session** – The Board moved into closed session.

**10.0 Public Comment regarding Closed Session items** – No comments.

**11.0 Reconvene in Open Session** – The Board reconvened at 3:55 p.m.

**12.0 Next Meeting:** Friday, October 21, 2016 at 2:00 p.m.

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**13.0 Adjournment:** A motion was made to adjourn the meeting, and it was seconded by Pam Coronado. All voted in favor. The meeting adjourned at 3:56 p.m.