



State Center Adult Education Consortium
642 Pollasky, Suite 110
Clovis, CA 93612

**State Center Adult Education Consortium (SCAEC)
Thursday, February 15, 2018 at 3:00 p.m.
Clovis Community College, Herndon Campus, Room 308**

Minutes

Members Present:

Avo Atoian – Golden Valley Unified School District; Raine Bumatay – Fresno Unified School District; Donna Cooper – Fresno City College; Leticia Canales – Reedley College; Rich Ishimaru – Kings Canyon Unified School District; Ara Keledjian - Sierra Unified School District; Deborah Marvin – Valley ROP; Brandon Moody – Valley ROP; Nancy Penny – Sanger Unified School District; David Raygoza – Madera 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; Tod Tompkins – Caruthers Unified School District; District; Valerie Vuicich – FCSS ROP/CalWORKS

Late Arrivals: Darren Sylvia – 3:21 pm; Tod Tompkins – 3:32 pm

Members Absent: Paul Birrell/Jose Reyes – Central Unified School District; Ron Johnson/Regina Carr – Yosemite Unified School District

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

1.0 Call to Order

The meeting was called to order by Barbara Thiesen at 2:10 p.m.

2.0 Approval of Agenda and Minutes

A motion was made by David Raygoza to approve the agenda as presented, and seconded by Valerie Vuicich. The motion was approved unanimously. A motion was made by Ed Schmalzel to approve the January 19, 2018 minutes. The motion was seconded by Donna Cooper and approved unanimously.

3.0 Meeting Norms

4.0 Hearing of the Public/Unscheduled Oral Communications

5.0 Consent Agenda - There were no consent agenda items.

6.0 Information Items

- **Evergreen Member Representative Form**

Sherri Watkins distributed a new Member Representative form. Currently, representatives are appointed by their school districts for a two-year term. Sherri spoke about the new evergreen form which will allow representatives to remain in their positions until their district decides to make a change, which is in alignment with the bylaws, rather than renewing every two years. Each district will be contacted with their renewal date and the new form.

- **CalPro/Otan Trainings**

Sherri Watkins reminded members that CalPro and OTAN trainings are now open to non-WIOA schools. Trainings are available to any schools receiving AEBG funding. OTAN is also offering citizenship classes through USA Learns.

- **Executive Board Retreat**

Sherri reminded all members to register for the Executive Board Retreat, March 15-16, 2018. Topics at the retreat will include consortium oversight guidelines and processes.

- **Introductions**

All attendees introduced themselves.

7.0 Reports

- **SCAEC Office Report**

- Reminder that Adult Ed Week is April 9 – 13, 2018.
- CASAS has a new reading series called GOALS for ABE and ASE programs. It is now available for testing. The series currently being used will be available through June 30, 2019 and will be phased out.
- AEBG will be launching a more user-friendly website later this year with different sections for students, educators, and administrators.
- AEBG has a list of important webinars on their website. Members are encouraged to register.
- SCAEC staff will be keeping track of member attendance at board meetings, including time in and out.
- Sherri updated the members on Community Pro. Garth Neil and Pang Vangyi are working together to finalize a transitions form that can be used at all member districts. A regional training will be scheduled for districts once SCAEC Transition Specialists are familiar with the program. Amy clarified that data is reported to the State through TopsEnterprise, not Community Pro. Information gathered through Community Pro will be utilized for student tracking and referrals.

- **Board Report**

- Ed Schmalzel reported on an Adult Education presentation given by the Legislative Analyst's Office (LAO) at the CAEAA Conference. Highlights included:
 - Adult Education history
 - Discussion of Governor's Proposal (COLA Adjustment)
 - Summary of Adult Education alignment issues such as student identifiers, course fees, assessment policies and other inconsistencies.

- **Sub-Region Reports – Highlights**

- Central Region
 - Fresno City College is working with Central Adult School to create an online non-credit college prep course. Additionally, they are working together to offer an Auto Body course that will combine resources and overlap faculty.
 - Fresno City College is also using their allocation to provide non-credit ESL courses in partnership with Fresno Adult School. Currently, courses are being held at Del Mar Elementary School, with interest in holding additional courses at North Pointe Community Church.
- South Region

- Valley ROP CTE classes at the adult schools have finally caught on with the community. Regional Enhanced Services funds used for additional CTE classes will be spent by the end of the August. VROP was approached by Reedley College to offer CTE classes using Reedley's allocation.
 - Clovis Region
 - Clovis Adult School is now involved with OTAN DLAC (Digital Leadership Academy). The Academy assists agencies by training staff to integrate technology into teaching.
 - North Region
 - Madera Community College Center is seeking approval from their board to hire a full-time Basic Skills and ESL counselor, and a CTE counselor. They are also developing a catalog of courses for Madera Workforce highlighting how MCCC can service the Yosemite area.
 - Madera Adult School is working with Madera County Workforce and Dept. of Social Services to sponsor classes.

Leticia Canales mentioned that the three SCCC colleges are planning a training open to all adult school members explaining the services the colleges provide. The training is tentatively scheduled for May 8, 2018 at CCC-Herndon Campus.

Sherri reported on a free HAZWOPER training scheduled for spring break. Attendees will receive certification in Hazard Waste Removal.

Ed Schmalzel recognized Fresno City College and Reedley College for their CTE graduation rates, which run ten percent above the state average.

8.0 Action Items

- **Use of remaining Regional Enhanced Services funds for purchase of Aztec and ASAP.**
After the disbursement of Regional Enhanced Services funds was approved at the January 19, 2018 Board Meeting, a balance of \$27,103.37 remained. SCAEC did not receive any additional proposals to use that balance. The Data and Accountability Committee has recommended using remaining D&A funds to purchase Aztec and ASAP for consortium-wide use, however the D&A funds do not cover the entire purchase. The Data and Accountability Committee requests that the remaining Regional Enhanced Services funds be moved to the D&A budget to cover the purchase of Aztec and ASAP.

Avo Atoian made a motion to approve the remaining Regional Enhanced Services funds in the amount of \$27,103.37 be moved to the Data and Accountability budget in order to cover the purchase of Aztec and ASAP for consortium-wide use. The motion was seconded by Donna Cooper and approved unanimously.

- **Approval of Updated Governance and Bylaws Documents**

David Raygoza made a motion to approve the updated Governance and Bylaws documents as presented. The motion was seconded by Deborah Marvin and approved. Raine Bumatay abstained.

9.0 Closed Session

Executive Director Evaluation – discussion regarding process.

10.0 Reconvene in Open Session

There were no actions taken in closed session.

11.0 Public comment regarding Closed Session items

12.0 Next Meeting: Executive Board Retreat

Thursday and Friday, March 15-16, 2018

Wonder Valley Ranch Resort & Conference Center

13.0 Adjournment

Deborah Marvin made a motion to adjourn the meeting, and it was seconded by Donna Cooper. All voted in favor. The meeting adjourned at 4:29 p.m.