



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

**State Center Adult Education Consortia (SCAEC), Board Meeting
Friday, November 13, 2015, 9:00 a.m.
State Center Community College District, Herndon Campus,
Building A, Rm 212
Minutes**

Members Present:

- Marilyn Behringer, SCCCCD
- Paul Birrell, Central Unified School District
- Amy Emrany, SCAEC
- Ara Keledjian, Sierra Unified School District
- Deborah Marvin, Valley ROP
- Andre Pecina, Fresno Adult School
- Nancy Penny, Sanger Adult School
- David Raygoza, Madera Adult School
- Drew Sylvia, Selma Adult School
- Gary Tally, Chawanakee Unified School District
- Barbara Thiesen, Dinuba Adult School
- Lorena Torres, SCAEC
- Valerie Vuicich, FCOE ROP
- Sherri Watkins, SCAEC
- Randy Haggard, Yosemite Adult School

Absent Members: Pam Coronado - FCOE, Barbara Hioco - SCCCCD,
Rich Ishimaru - Kings Canyon Adult School, Kuljeet Mann - Golden Valley USD,
Ed Schmalzel - Clovis Adult School, Tod Tomkins – Caruthers USD



1.0 Call to Order, Director

The meeting was called to order by Sherri Watkins at 9:03 am. She welcomed all Board members. Introductions followed.

2.0 Approval of Agenda/Minutes

- A motion was made by Barbara Thiesen to approve the October 28, 2015 minutes and was seconded by Deborah Marvin. The motion was approved unanimously.
- Gary Talley made a motion to approve the agenda. It was seconded by Barbara Thiesen. The motion approved unanimously.

3.0 Governance Norms

- Randy Haggard reminded everyone to keep meeting norms in mind during the Board meeting.

4.0 Reports

Director

- Sherri reported that the annual plan, three-year plan, governance plan and worksheets were all submitted on Nov. 2. There are still a couple of items to submit and documents submitted to the state can be updated as needed.
- Sherri asked everyone to refer to the documents in the folders that were given to them when they arrived and refer to the MOU that was approved at the last Board meeting. The allocations table was added as requested. There is a delay from SCCCD because they must have an invoice allocation MOU. Currently this document is in the SCCCD legal department because allocations this year are so much larger than before. A sample copy was provided for review.

There was a discussion among members whether to combine the two forms or just use the form from SCCCD. Drew Sylvia suggested we use the current MOU as our own information, but not as an attachment. When Marilyn Behringer stated that it would be much quicker and money would be released sooner if



the consortium chose to use only the SCCCD form, it was agreed upon by members to use just the one form.

Marilyn Behringer stated that she'll speak to personnel in the legal department and try to get a timeline from them. The form will be reviewed and revised for accuracy as it was still in draft form.

- Sherri stated that we will have our first report due in January, but the State has not yet developed the form for reporting. We are still waiting for this information. The second report will be due in June.

Board

- Paul Birrell stated that JoJo asked him to talk about Aztec software. He asked Sherri to speak about the software as she is more familiar with it. Sherri spoke briefly then members entered into a discussion regarding a “vendor day” where all potential vendors would be invited to present their product. Randy asked whether or not the Board wanted to create a new subcommittee to review assessments and software, which would include vendor reviews. It was mentioned that Visalia has subcommittees on assessment and staff development. There was a discussion amongst Board members that this would be a good idea. Drew asked Andre if there would be vendors at the upcoming CCAE conference. Andre stated that there will not be vendors this year because of a complication. This topic will be brought forward to the next Board meeting for further discussion.
- Andre Pecina shared out about the National College Transitions conference he attended in Rhode Island. He stated that in Minnesota, they have a consortium with K-12, community colleges, and partners. Maine also has some sort of a consortium. Andre said he will follow up with them to see what info they may share with us. He stated that in Minnesota they are also performance-based. Then are given an MOE, then the rest is performance-based.



- David Raygoza expressed his concerns and frustrations with ASAP 3. Other members who are already using ASAP 3 gave him some encouragement and Nancy Penny offered him some assistance.

5.0 Hearing of the Public/Unscheduled Oral Communications

- There were no visitors or unscheduled communications

6.0 Informational Items

- a. Amy and Sherri will attend the AEBG Reader's Conference in Sacramento Dec 1 & 2. Consortium directors will be there and will be reviewing plans and networking.
- b. Sherri asked members to refer to the handout in the packet which highlighted Jackie Ryle, Facilitator and Consultant. SCAEC is planning a Board retreat on January 15 for all Board members. On that day, there will be a Board meeting, lunch, and then the retreat will begin. The hours are 11 am – 5 pm. The meeting and retreat will be held at the River Center on Friant Rd. Randy Haggard commented that he was very impressed with the facilitator and she will be covering how SCAEC should function as a Board rather than as a meeting of individuals.
- c. Sherri stated that the application for funding was complete and posted on the SCAEC website. The established deadline for applying for funds is January 8. Sherri will be emailing information to all partners. Barbara Thiesen recommended that all Board members post information about this on their own websites.
- d. The Allocation Sub Committee minutes from Oct. 22 were provided to all Board members. They are an informational item and do not need Board approval. Paul Birrell asked for them in the prior Board meeting.
- e. Sherri shared the breakout page of Small/Medium/Large districts for the purpose of fair representation in any subcommittee meetings.

7.0 Consent Agenda

- There were no consent items.



8.0 Action Items

a. Revision of Board meeting dates/times

Board meetings were moved to the 3rd Friday of the month in lieu of the 2nd Friday, to provide representation from SCCCD. Meetings will be held in the large conference room in Building B. Barbara Thiesen made a motion to accept these changes, Paul Birrell seconded the motion. The motion was unanimously approved. Drew Sylvia made a motion to amend the bylaws to reflect general information about meetings so the Board would have more flexibility. The motion was seconded by Deborah Marvin. The motion was approved unanimously. A handout was provided that listed Board meeting dates and times for the remainder of the year.

9.0 Public comment regarding Closed Session items

There were no comments made by the public.

10.0 Closed Session

There were no closed session items.

11.0 Reconvene in Open Session

Sherri mentioned that included in everyone's packet was an updated contact list. Randy asked all members to give any corrections to Sherri. Gary Talley's corrected phone number is 868-4200.

Randy stated that the Board will talk about evaluations in January. The Board will evaluate the SCAEC Director. Barbara Thiesen asked Sherri to get clarification from FUSD regarding evaluations of other SCAEC staff. Sherri will obtain the information then report back to the Board at the next meeting.

12.0 Next Meeting

Friday, January 15, 2016, 11: 00 a.m., followed by a Board retreat River Center, 11605 Old Friant Road, Fresno, CA 93730.

13.0 Adjournment

A motion was made to adjourn the meeting by Paul Birrell and seconded by Barbara Thiesen. The motion was unanimously approved. The meeting was adjourned at 9:53 a.m.