



**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, October 9, 2015 Minutes

Members Present:

- Sherri Watkins, Director, SCAEC
- Andre Pecina, Fresno Adult School
- Barbara Hioco, State Center Community College District
- Barbara Thiesen, Dinuba Adult School
- David Raygoza, Madera Adult School
- Drew Sylvia, Selma Adult School
- Ed Schmalzel, Clovis Adult School
- Nancy Penny, Sanger Adult School
- Paul Birrell, Central Adult School/Central Unified
- Randal Haggard, *Yosemite* Adult School
- Rich Ishimaru, Kings Canyon Adult School
- Lorena Torres, Assistant, SCAEC

Guests: Dan Souza, SCCCDC, John Quinto, CBO, Kings Canyon Unified School District

Members Absent: Tod Tompkins, Caruthers Adult School

Call to Order, Director

Sherri Watkins called the meeting to order at 9:08 a.m.

Members and guests introduced themselves



Approval of Agenda/Minutes

- A motion to approve July 14, 2015 minutes was made by Andre Pecina and seconded by Drew Sylvia. Motion to approve minutes from July 14, 2015 passed unanimously.
- A motion to approve September 10, 2015 minutes as presented made by Brenda Thiesen and seconded by Ed Schmalzel. Motion approved unanimously.
- Sherri asked a question about Office Assistant III duty days. Andre Pecina stated that this is a 12 month position and duty days are 261, including vacation days.

Meeting Norms

- A copy of meeting norms was handed out to all Board Members.

Reports

a. Director

- Interviews for Manager II will be this afternoon from 12:55 p.m. until 3:30 p.m., five candidates will be interviewed. Twenty-four people applied for the position, 19 of the applicants did not meet the minimum qualifications.
- Sherri Watkins attended the AEBG Statewide Summit in Sacramento on September 24th and 25th along with Andre Pecina, Barbara Thiesen, Ed Schmalzel , Amy Emrany from Fresno Adult School and Melinda Begly from Central Adult School.
- Member Barbara Thiesen reported that the summit was very informative. She stated it was good to hear from other consortia and the way they function. Some are struggling, but there are things to learn from other consortia and their relationship between the community colleges and K-12 districts. She stressed the importance SCAEC Board Members supporting our Director by encouraging monthly or quarterly meetings with other consortia directors throughout the state.



- Sherri met with Dan Souza-State Center Community College District regarding the apprenticeship and pre-apprenticeship programs. She also met with Anne Watts from Fresno City College regarding the West Fresno Project and possibly partnering with them.
- A SCAEC consortium timeline for deliverables to the State was distributed to Board Members.
- Sherri stated that the AEBG Toolbox can be found on the new website AEBG website. The Toolbox contains all deliverables that are due to the State by November 2, 2015.

b. Board

- Andre mentioned that MOU'S should be set in place in order to meet the spending deadline of June 30' 2016.

Hearing of the Public/Unscheduled Oral Communications

- Chairperson asked visitor if he had any comments. Visitors did not have any comments.

Informational Items

a. Manager II Interviews

- The first candidate will arrive at 12:55 p.m. for the practicum, and the interview will start at 1:30 p.m.
- Members Rich Ishimaru, Barbara Hioco and David Raygoza excused themselves from the interviews due to prior afternoon commitments.

Consent Agenda

(ALL CONSENT AGENDA items are considered to be routine by the Board of Education and will be enacted by one motion. There will be no separate discussion of items unless a board member or member of the community so requests, in which event, the items(s) will be considered following approval of the consent Agenda.)

- There are no consent items



8.0 Action Items

8.1 Consideration and action to approve State Center Adult Education Consortium Bylaws

Randy asked Board Members for any suggestions/revisions to the bylaws

Changes were made to the proposed bylaws and a motion to accept the proposed changes was made by Barbara Thiesen and seconded by Nancy Penny. Changes were unanimously approved.

8.1.a Election of SCAEC Officers

- Sherri Watkins opened the floor for nominations for Chairperson
Barbara Thiesen-nominated Randy Haggard for Chairperson.
Randy Haggard accepted the nomination. Barbara Thiesen made a motion to approve the nomination of Randy Haggard as Chairperson and Barbara Hioco seconded the motion. Motion passed unanimously.
- Randy Haggard opened the floor for nomination for Vice Chairperson
Andre Pecina nominated Nancy Penny for Vice Chairperson
Nancy accepted the nomination. A motion was made to approve the nomination of Nancy Penny as the Vice Chairperson by Andre Pecina and it was seconded by Rich Ishimaru.

8.1.b Consideration and Action to Approve Governance

- Progress Report-Randy Haggard asked if Board would modify #4 Robert's rule of order
- A motion to approve the Governance report was made by Paul Birrell and it was seconded by Barbara Thiesen. Motion approved unanimously.
- Sherri Watkins asked Board Members to sign the Governance report.

8.2 Board approval for SCAEC Program Expenditures \$6,114.36

- Action for approval from the SCAEC board to pay or reimburse expenditures incurred during the transition period between AB86 (planning grant) and AB104 (implementation grant) out of AB104's administrative budget.



Sherri's summer work as interim director \$5,500.85

SCAEC August 21st Board \$73.47

SCAEC Web Maintenance Fee due to Uptown Studios \$350.00

SCAEC Email Marketing Service fee due to constant Contact \$129.50

*Estimated late payment, service charges, and other contingency fee \$60.54. Total incurred expenditures to be reimbursed \$6,114.36

Board Members reviewed expenditures. Nancy Penny asked if she could submit bill from the August meeting to be reimbursed. Item needs to be put on the agenda for next SCAEC meeting for approval by the Board.

Motion for approval to pay or reimburse expenditures incurred during the transition period between AB86 and AB104 made by Paul Birrell and seconded by Barbara Thiesen. Motion was approved unanimously

8.3 Board Approval of Partnership Application with SCCCD

a. Central Valley Regional Advanced Manufacturing (CVRAM)

- Dan Souza, Apprenticeship Coordinator from State Center Community College District presented information regarding the California Apprenticeship Initiative Grant. This grant will give \$20,000 per apprentice. It is not a normal grant, for this application we have to have employer manufacturers. The life of the grant is from January 2016 to February 2018.
- Manufacturers are not getting enough qualified people in the application process. Example JBT opened up an online application, eighty people applied, 38 followed instructions and moved on to the next phase but only 16 people passed the math and writing portion of the test. There are 500 jobs open right now with a starting salary of 30k to 40k annually with full benefits and a 401k plan.
- CTE Expo will be on Wednesday, October 14th at the Convention Center; Manufacturers like JBT will be there, Fresno State and labor union representatives will also be in attendance. CTE Expo night is designed for the population of students that are not sure what they want to do after graduating from High School.



- The State Center Community College District (SCCCD) is asking for support from SCAEC via Adult Schools by offering basic skill classes, math, introductory trade math, soft skills, welding courses; and anything else that may assist this pool of people to obtain qualifications to pass the pre entrance exam. All of this is needed so that local manufacturers can have a larger pool of candidates to choose from.
- Adult School’s contribution will be to help develop a pool of candidates who will qualify for more advanced training at the community colleges. Manufacturers are losing qualified people with years of service and the education world is not providing enough people to replace them.
- There was a motion made by Barbara Thiesen to support this grant and to approve a letter of support from the consortium with changes in the language of the support letter. The letter of support should say “commitment from the consortium not individual sites.” Motion was seconded by David Raygoza. Motion passed unanimously.

B. Central Valley Pre-Apprenticeship Training (CVPAT)

- Dan Souza – SCCC asked SCAEC Board Members to approve funding to support 10% of his time as the Apprenticeship Coordinator for the State Center Community College District. This would be for his work over the next two years on behalf of the pre-apprenticeship projects for SCAEC. Mr. Sousa’s work would be additionally supported by the allocation of SCAEC staff on pre-apprenticeship activities.
- The estimated cost of staffing was distributed to all SCAEC Board Members.

Two year total cost	\$115, 299
Ten percent - Pre-Apprentice Coordinator	\$36,000
Fifty percent - Full-Time Counselor	\$70,000
Ten percent - Part-Time Office Assistant	\$4,142
Ten percent - Part-Time Acct Tech	\$5,157
- SCAEC is willing to approve a general letter of support without a financial commitment. The consortium board is not ready to commit because member allocations have not been determined at this time.



- Motion to approve letter of support with no specific dollar amount made by Barbara Thiesen and it was seconded by Paul Birrell. Motion was passed unanimously.

9.0 Allocation Sub-Committee

- Randy suggested at the next meeting, the board needs to define what constitutes a large and a small district for the SCAEC.
- Board Members established a subcommittee to determine the funding allocation.

Allocation sub-committee will consist of: Barbara Hioco, Barbara Thiesen, Nancy Penny, Andre Pecina, Randy Haggard, Sypher Lee and Sherri Watkins

10.0 Public comment regarding Closed Session items

- There were no comments made by the public

11.0 Closed Session

12.0 Reconvene in Open Session

(Report out on any action taken in Closed Session)

13.0 Next Meeting

- Special meeting on Wednesday, Oct 28th @ 2:00 p.m. to discuss allocation, plan revisions.
- Regular meeting on November 13th @ 9 a.m.

13.0 Adjournment

A motion was made to adjourn the meeting by Ed Schmalzel and Seconded by David Raygoza. Meeting adjourned at: 12:00 P.m.