



# State Center Adult Education Consortium

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## State Center Adult Education Consortium Minutes Fresno Adult School-Room 107 Thursday, September 10, 2015

### **Attendees:**

- 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
- Tod Tompkins, Caruthers Unified, MARC

**Members Absent:** None

### **Welcome and Roll Call**

Sherri Watkins, Director called the meeting to order at 9:00 a.m. Members were welcomed and asked to introduce themselves. Board members congratulated Sherri on her new position.

### **Approval of Agenda/Minutes**

Randy Haggard asked for approval of proposed agenda template. Motion made by Barbara Theisen as presented, Paul Birrell seconded the motion. Motion was unanimously approved.

Barbara Theisen stated that the minutes from the July 14<sup>th</sup> board meeting were not completed by her office person due to her maternity leave. Minutes will be presented for approval at the October 9<sup>th</sup> meeting.

## **Governance Norms**

Randy Haggard reminded Board Members that governance norms are included in the Bylaws and are basic norms for board behavior. The governance norms state ways in which we are to conduct meetings, including expectations for ethical behavior and it will remind Board Members on how to conduct business.

## **Reports**

A. **Director-** Sherri Watkins, Director of the State Center Adult Education Consortium reported the following:

- There is a possibility of submitting the Pre-Apprenticeship application with Sequoias' consortium and Kern's consortium. If application is approved it will give the consortium money to purchase equipment.
  1. Barbara Hioco stated that SCCCDC was investigating the application and there were four different components to the application. More information will be available once the application is released.
- Sherri Watkins has been in communication with five other consortia in the state and has examples of their governance plan and their bylaws.

B. **Governance Sub-Committee**

- Andre Pecina thanked everyone who was part of the Governance subcommittee for their hard work and time. There are a couple of components to be added to the governance plan: one example is a leadership component.
- Randy Haggard thanked Andre for his time, and for providing templates and other valuable information. Governance subcommittee had very productive meetings, the committee met in three separate sessions to develop the proposed Governance plan.

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

No members of the public were present

## **Informational Items**

a. **Status of Hiring - SCAEC staff**

- The Manager II position has been posted on Ed Join, FUSD, CCAE, Monster and various employment websites that reach statewide job searchers, job will be closing on September 17, 2015. It was proposed to establish a sub-committee to help paper screen the applicants. The sub-committee will be made up of one large school district, one small/rural school district and a member from SCCCDC so that everyone is well represented. Andre Pecina and Rich Ishimaru volunteered to serve on the sub-committee. Barbara Hioco appointed Marilyn Behringer to represent SCCCDC. Motion to approve the pre-screening sub-committee was made by Andre Pecina and it was not seconded due to conversation about dates.

Motion was approved unanimously. On September 28, 2015 the sub-committee will meet at FUSD Human Resources to paper screen the applicants. Andre will send an invitation for the paper screening. After the paper screening process, FUSD human resources will inform the consortium of date, time and location of the interviews.

- **Office Assistant III-** Andre informed the members of the consortium that this position has been filled by Lorena Torres through FUSD bumping process. Andre stated that due to FUSD being the hiring agent FUSD has to abide by CSEA bargain agreement.

**b. Plan Revision Timeline**

Consortia Plan revisions due date is October 31, 2015. CA legislation has changed areas of focus of the plan from five to seven areas. The two new areas are the following:

- Programs for adults, including older adults, for entry or re-enter into the workforce
- Programs for adults, including older adults, to develop knowledge and skills to assist elementary and secondary school children to succeed academically

The Consortia plan doesn't need to be resubmitted is not a re-write it's a revision to the original plan adding the two new components. Guidance on how to fill out the revision to the plan can be found at the AB86 website under AEBG Consortia Reporting Tool Kit.

**Consent Agenda** – No consent Items at this time

**Action Items**

**A. Consideration and action to approve State Center Adult Education Consortium Bylaws.**

Due to the length of this document Chairperson Randy Haggard asked Board Members for suggested revisions/changes. Proposed bylaws were reviewed by Board Members, changes were made to some of the language and formatting of the document. Sherri and Lorena will clean up the document and have it ready for further discussion and approval at the next meeting.

Motion for revisions/changes to be addressed at the next meeting made by Andre Pecina and seconded by David Raygoza. Motion was approved.

**B. Consideration and Action to approve Governance Progress Report-** Governance progress report was tabled for further discussion at the next SCAEC Board meeting.

**Public comment regarding Closed Session items**

- No members of the public were present

**Closed Session**

**Reconvene in Open Session**

**Next Meeting**

- A regular meeting of the SCAEC Board will be held on Thursday, October 9, 2015 at 9:00 a.m. address: 390 W. Fir Ave, Building B, Suite 301, Clovis, CA 93611

**Adjournment-**

Motion to adjourn the meeting was made by Barbara Thiesen and seconded by Ed Schmalzel and motion approved by all members.

Time meeting Adjourned: Meeting adjourned at 12:05 P.M.