



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

**State Center Adult Education Consortium (SCAEC)  
Friday, May 10, 2019 at 2:00 p.m.  
Clovis Community College, Herndon Campus, Room 308**

**Minutes**

**Members Present:**

Paul Birrell – Central Unified School District; Donna Cooper – Fresno City College; Todd Davis – Reedley College; Lori Hawkyard – Sanger Unified School District; Rich Ishimaru – Kings Canyon Unified School District; Fabrizio Lofaro – Valley ROP; David Naranjo – Yosemite Unified School District; David Raygoza – Madera Unified School District; Suzanne Rodriguez – Dinuba Adult School; Gary Schlueter – Fresno Unified School District; Ed Schmalzel – Clovis Unified School District; Leah Spate – Central 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 District; Tod Tompkins – Caruthers Unified School District; Valerie Vuicich – Fresno County Superintendent of Schools

**Members Absent:**

Avo Atoian/Kuljeet Mann – Golden Valley Unified School District; Ara Keledjian/Janelle Mehling – Sierra Unified School District; Robbie Kunkel/James Ortez – Clovis Community College

**Guests Present:** Rozanne Hernandez – SCCC; Lt. Chris Rodriguez – Madera County Dept. of Corrections

**SCAEC Staff Present:** Allyson Adams, Amy Emrany, Pang Vangyi, Sherri Watkins

**1.0 Call to Order**

The meeting was called to order by Barbara Thiesen at 2:07 p.m.

**2.0 Approval of Agenda and Minutes**

Barbara Thiesen requested that Action Item 8.1 regarding the SCAEC office lease be added to the agenda. A motion was made by David Raygoza to approve the agenda with the addition and seconded by Valerie Vuicich. The motion was approved unanimously.

A motion was made by Ed Schmalzel to approve the April 12, 2019 minutes. The motion was seconded by Paul Birrell 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**

- MOUs with both Fresno and Madera Workforce have been completed.
- Ed Schmalzel presented on CCAE strategies and priorities for 2019-20, including focused advocacy and local grassroots efforts.
- Sherri Watkins discussed a potential \$1M decrease in COLA that was mentioned in the Governor's May Budget Revision, resulting in a funding reduction of approximately

\$28,000 for our consortium as a whole. She has not yet received clarification from the TAP office regarding Ed Code questions from the April 12, 2019 Board Meeting. Per Neil Kelly, the COLA can be added to State Center's fiscal agent amount until the consortium decides how to proceed with distribution to members.

- Pang Vangyi reported that the transition team will be providing services to schools that are in session over the summer.
- Amy Emrany announced her retirement with her last day being June 30, 2019. Chawanakee Unified School District has agreed to be the hiring agent for the Regional Coordinator position. Sherri asked members to contact her if they are interested in being on the hiring committee.

Discussion followed regarding the pros and cons of filling the position with a loaned employee or a straight hire. If the board decides to hire through Chawanakee, a consortium salary schedule will need to be developed.

***Darren Sylvia made a motion to form a subcommittee hiring group to develop a job description and salary schedule for the SCAEC Regional Coordinator position to present to Chawanakee Unified. The motion was seconded by Fabrizio Lofaro and approved unanimously.***

- Tod Tompkins presented a Caruthers Unified School District proposal to use Adult Education funds to pay for signage at the MARC Education Complex. The signage will be used primarily for Caruthers Adult School community outreach, listing available courses and times.

***Valerie Vuicich made a motion to add Action Item 8.2 in order to vote on the Caruthers Unified School District proposal. The motion was seconded by Paul Birrell and approved unanimously.***

- A rough draft of the SCAEC Three-Year Plan has been sent to members. Members were asked to make any edits or additions to their information before May 24, 2019. The plan must be approved at the June 7, 2019 Board Meeting. A suggestion was made to add the item to the beginning of the June 7 agenda in order to allow time for members to approve the plan that afternoon.

## **7.0 Reports**

- **SCAEC Office Report**
  - Barbara Thiesen received an inquiry regarding the Brown Act. She is working with Lozano Smith to provide condensed training to the Board so all members have a better understanding of proper procedures. She distributed a one-page summary of key provisions of the Act.
  - Q3 reports and summaries are due in NOVA on June 1, 2019.
  - Sherri asked members to consider being part of the Census 2020 pilot program. Interested sites can fill out the survey Sherri recently emailed.
  - Out-of-state travel no longer needs state approval, but must be approved at the local level by including it in member workplans and budgets for approval in the annual plan.
  - Sherri distributed a list of potential board meeting dates and asked for input from members regarding conflicts.

- Amy continues to work with Aztec to secure consortium-level pricing for licenses. Each interested site will receive a quote, and can decide at that time whether to purchase.
- The Data & Accountability workgroup will be meeting to discuss whether targets were met for Q3, which closed on April 30th, and to plan for Q4 end-of-year reporting.
- Amy, Karina and Pang will be meeting with each of the schools that Karina manages to review data reporting.
- Current CASAS tests will no longer be valid for ASE starting July 1, 2019. E-tests will be automatically updated for those sites using online testing. Non-WIOA sites needing paper tests will have to purchase them.
- The Bylaws and Governance Committee has met twice since the last board meeting, and will soon be making revision recommendations to the Board.

Valerie Vuicich reported that the committee is discussing adding a section explaining membership expectations and the consequences for not meeting those expectations. Once the Budget Committee has a recommendation regarding funding allocations, the two committees will meet to discuss options for revising the bylaws, followed by an informational meeting for the entire Board to gather input before approving the revised bylaws.

- **Sub-Region Reports – Highlights**

- Central Region
  - Fresno City College is working with Sanger Adult School to offer a HVAC Program pathway. FCC will bring the training to Sanger AS using FCC's mobile carts, and will be using part of their allocation to help with additional costs to offer the program. Fresno City College is also working with Fresno Adult School to create additional pathways in business certificate programs, first aid, CPR, and on updating the welding program.
  - Central Adult School is working to provide office space to house support services for students.
  - FCSS Juvenile Justice Center has placed 54 graduates in jobs.
- South Region
  - Valley ROP plans to offer a Wildland Firefighting class.
  - Kings Canyon Adult School is offering an ESL class at Jefferson Elementary School.
- North Region
  - Chawanakee Adult School is working with Vulcan Mining to offer a Large Equipment Operations pre-apprenticeship and apprenticeship program.
  - Yosemite Adult School improvements are in progress.
  - Madera County Jail is working on starting a culinary training program.
- Clovis Region
  - Clovis Adult Education reported that they are working with Root and Rebound, an agency to provide resources for incarcerated women.

## 8.0 Action Items

- **SCAEC Office Space**

Sherri reported that SCCCD supports the SCAEC office remaining at the current location for a 5-year term beginning September 1, 2019. The landlord (PSC Properties) has

agreed to lock in a rate of \$1.35 for the term of the lease for a monthly rent of \$2188 plus CAM charges and utilities.

***Donna Cooper made a motion that SCAEC move forward with securing a five-year lease at the current location. The motion was seconded by David Raygoza and approved unanimously.***

- **Caruthers Unified request for use of funds for signage**  
***Valerie Vuicich made a motion to approve the use of Caruthers Unified funding to pay for signage at the MARC Education Complex. The motion was seconded by Paul Birrell and approved unanimously.***

**9.0 Closed Session**

There was no closed session.

**10.0 Reconvene in Open Session**

**11.0 Public comment regarding Closed Session items**

**12.0 Next Meeting:** Friday, June 7, 2019 at 2:00 p.m.  
Clovis Community College – Herndon Campus, Room 308  
390 W Fir, Clovis, CA 93611

**13.0 Adjournment**

Paul Birrell made a motion to adjourn the meeting, and it was seconded by Gary Schleuter. All voted in favor. The meeting adjourned at 3:26 p.m.