



State Center Adult Education Consortium  
7942 N. Maple, Suite 103  
Fresno, CA 93720

**State Center Adult Education Consortium (SCAEC)  
Friday, January 21, 2022 at 2:00 p.m.  
Online Meeting via Zoom**

**Minutes**

**Members Present:**

Israel Almendarez – Parlier Unified School District; Jose Bedolla – Selma Unified School District; Keda Buttles – Fresno Unified School District; Daniel Ching – Chawanakee Unified School District; Shelly Conner – Madera Community College; Donna Cooper – Fresno City College; Todd Davis – Reedley College; Leslie Goston – Golden Valley Unified School District; Marcy Guthrie – Chawanakee Unified School District; Shirley Gregory – Madera Unified School District; Lori Hawkyard – Sanger Unified School District; Rich Ishimaru – Kings Canyon Unified School District; Fabrizio Lofaro – Valley ROP; Ladislao Lopez – Madera Unified School District; Courtney McMahon – Clovis Unified School District; Stephanie Osowski – Yosemite Unified School District; Julie Preston-Smith – Madera Community College; Ed Robinson – Central Unified School District; Gary Schlueter – Fresno Unified School District; Ed Schmalzel – Clovis Unified School District; Jody Silva – Sierra Unified School District; Emilee Slater – Clovis Community College; Janet Sloan – Fresno County Superintendent of School; Grant Thor - Washington Unified School District; Tod Tompkins – Caruthers Unified School District; Jonathan Torres – Dinuba Unified School District

**Guests Present:** James Hayes – Sage Business and Education; Rozanne Hernandez – SCCCD; Veronica McAlister – Valley ROP; Tracie Scott-Contreras – Workforce Development Board of Madera County

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

**1.0 Call to Order**

Ed Schmalzel called the meeting to order at 2:02 p.m. All members were reminded that the meeting is being recorded. Sherri Watkins introduced new board representatives: Jody Silva, Sierra Adult School and Gurdeep Hebert, Clovis Community College.

**2.0 Agenda and Minutes**

A motion was made by Gary Schlueter to approve the agenda. The motion was seconded by Lori Hawkyard and approved unanimously.

A motion was made by Shirley Gregory to approve the October 15, 2021 minutes as presented. The motion was seconded by Janet Sloan and approved unanimously.

**3.0 Meeting Norms**

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

**5.0 Consent Agenda**

**6.0 Information Items**

- 6.1 Kings Canyon Adult School submitted a partial proposal for a new marquee. As part of Kings Canyon's accreditation, WASC recommends they increase their marketing efforts. The adult school already utilizes a city marquee on one end of town, but this will allow

them to market to the other end as well, for both the adult school and the South Valley schools. They are still waiting for an official estimate from their purchasing department. Once received, Kings Canyon will bring the item back to the board.

It was noted that WASC accreditation for adult schools is an easier process than in the past. Accreditation is important as students from non-accredited schools may have problems applying for certain federal and state jobs, and cannot apply for Cal-Grant financial assistance.

- 6.2 The Adult Education Canvas Cooperative is piloting a program with two consortium schools. The Canvas system is used by community colleges and the CAEP office is recommending that adult schools begin using the system as well.
- 6.3 Earlier in the month, the CAEP office distributed the CAEP Exceptions Report showing yellow and red flags in program reporting. The report is a reminder to watch for entries that will be flagged, such as program hours with no expenditures, or cost per hour of instruction extremes.
- 6.4 The Executive Board Retreat will take place on March 21-22, 2022 to discuss budget proposals, three-year planning, and other items. Board members would like the possibility of a virtual option in case of COVID illness or exposure.
- 6.5 The Budget Committee will be meeting on February 10, 2022 to discuss potential funding formulas. The CAEP office is moving toward funding based on performance benchmarks.
- 6.6 The three-year plan process is moving forward. Community forums will be held in February. Board members were provided with flyers to distribute.

## **7.0 Three-Year Planning Breakout Rooms**

Members were moved into breakout rooms to work on preliminary needs assessments to be used in the three-year plan.

## **8.0 Reports**

### **8.1 SCAEC Office Report**

- Karina Vera, Data & Accountability Specialist, has taken another position. Claudia Aguirre from Sanger Adult School will be helping schools with their data reporting in the interim. The next few months will be used as an evaluation period to see if the position needs to be filled full-time.
- SCAEC Executive Director Sherri Watkins is working with both Workforce Development boards on MOUs and annual plans.
- Sherri participated in a Super Consortium meeting to share ideas with other Valley consortia from Stockton to Bakersfield.
- The SCAEC Member Handbook will be used as a template for the CAEP Leadership Academy.
- Members were reminded about the shared SCAEC Information and Resources Google folder, which has information such as annual plans, meeting minutes, and other items.
- Members were reminded to update their prospectus for the three year plan.
- The SCAEC office has moved to 7942 N. Maple, Suite 103, Fresno CA 93720.
- Pang Vangyi reported that through Q2, the transitions team met with 471 unduplicated students. Many students were met with more than once, resulting in 667 duplicated service contacts. In total, outreach activities and service contacts reached 1,764 people.

**9.0 Action Items** – There were no action items.

**10.0 Closed Session** - the board moved into closed session at 3:23 pm.

10.1 Executive Director Mid-year Evaluation Update

**11.0 Reconvene in Open Session** – the board reconvened in open session at 3:30 pm. Ed Schmalzel reported that no action was taken during closed session.

**12.0 Public comment regarding Closed Session items**

**13.0 Next Meeting:** Board Retreat – March 21-22, 2022

Location: The Pines Resort, Bass Lake

**14.0 Adjournment**

Janet Sloan made a motion to adjourn the meeting. The motion was seconded by Donna Cooper and approved unanimously. The meeting adjourned at 3:31 p.m.