

**SAEC Consortium Board Meeting**  
 College of the Sequoias Board Room 1  
 Meeting 10/03/17, 8:00 - 10:00 am  
 Co-chairs: Stan Carrizosa & Drew Sorensen

**In Attendance:**

Cecilia Arellano, Farmworker Institute; John Arriola, Corcoran Joint Unified District; Wende Ayers, ABLE Industries; Stan Carrizosa, College of the Sequoias; Carla Calhoun, CSET; Dennis Doane, Lindsay Unified School District; Maribel Guzman, Kings County Human Services Agency; Robert Gonzales, Cutler-Orosi Joint Unified School District; John Gonzalez, Workforce Investment Board, Tulare County; Heather Keran, Hanford Adult School; Ken Kurts, Proteus – WMSE; Jaqueline Montejano, Farm Workers Institute; Gladys Nazario, Visalia Adult School; Bruce Nicotero, Joann Stores, LLC; Todd Oto, Visalia Unified School District; Jennifer Reimer, Tulare County Office of Education; Tony Rodriguez, Tulare Joint Union Unified School District; Thad Russell, College of the Sequoias; Drew Sorensen, Woodlake Unified School District; Larriann Torres, Tulare Joint Unified School District; Pedro Uribe, Proteus; Yolonda Valdez, Cutler-Orosi Joint Unified School District; John Werner, Sequoias Adult Education Director; Edward William, Tulare County Library

|     | <b>Discussion Topic</b>                        | <b>Outcome</b>   | <b>Action</b>   |
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| 1   | <b>Opening Business</b>                        |  |   |
| 1.1 | <b>Call to Order</b>                           | Drew Sorensen called the meeting to order and welcomed all to the meeting at 8:02 am.  |   |
| 1.2 | <b>Establish Quorum</b>                        | Quorum Established   |   |
| 1.3 | <b>Welcome and Introductions</b>               | All present introduced themselves and the school or place they represent.  |   |
| 2   | <b>Review and approval of meeting minutes:</b> | <ul style="list-style-type: none"> <li>• Minutes from September 5. 2017 SAEC Board Meeting reviewed.               <ul style="list-style-type: none"> <li>➢ Drew Sorensen voted by proxy for Tom Rooney</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Motioned by Todd Oto, Visalia Unified School District</li> <li>• Seconded by Yolanda Valdez, Cutler-Orosi Joint Unified School District</li> <li>• Vote: All approved, None opposed, Motion Carried</li> </ul> |
| 3   | <b>Public Comment</b>                          | <ul style="list-style-type: none"> <li>• None</li> </ul>   |   |
| 4   | <b>Information Items</b>                       |  |   |

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| 4.1 | <b>Customer Centered Design: i3 – John Gonzales, Business Resource Specialist (Tulare WIB)</b>                                 | <ul style="list-style-type: none"> <li>• Internal Immersive Internship <ul style="list-style-type: none"> <li>➢ The process of putting this program together and how they would like it to work was shared with the SAEC Board.</li> </ul> </li> <li>• Challenge was given by the Department of Labor to find a way to put business at the center of career pathways</li> <li>• Program was put together by industry partners</li> </ul>  |  |
| 4.2 | <b>2017-18 WIOA, Title II: Adult Education and Family Literacy Funding Results for all SAEC Participants – Larriann Torrez</b> | <ul style="list-style-type: none"> <li>• Preliminary notifications came out on September 7<sup>th</sup> <ul style="list-style-type: none"> <li>➢ In our consortium everyone who applied received an allocation</li> <li>➢ Some of our adult schools and member partners received less that last time <ul style="list-style-type: none"> <li>▪ We were told cuts would be between 14 – 17% but ended up being more</li> <li>▪ \$90 million available in California <ul style="list-style-type: none"> <li>• A handful of schools in California did not receive any money</li> </ul> </li> <li>▪ More schools are applying than in the past <ul style="list-style-type: none"> <li>• Consortiums applied as a whole</li> </ul> </li> <li>▪ Started becoming more competitive 3 years ago</li> <li>▪ CASAS is required to apply so it was an incentive for more schools to apply</li> </ul> </li> </ul> </li> <li>• New deliverables are coming <ul style="list-style-type: none"> <li>➢ Professional development plan is new</li> </ul> </li> <li>• Allocations for our schools is great news, some schools in California did not get an allocation <ul style="list-style-type: none"> <li>➢ Jill Rojas support recognized</li> </ul> </li> <li>• Grant award notifications letters will be coming out to Superintendent's <ul style="list-style-type: none"> <li>➢ Please give them to the schools as soon as you get them</li> <li>➢ They have 21 days to send the letter back</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Deliverables are due October 31<sup>st</sup> and quarterly after that</li> <li>• Letters need to be mailed back within 21 days</li> </ul> |

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| 4.3 | <b>AEBG Technical Update – John Werner</b> | <ul style="list-style-type: none"> <li>• Definitions have been redefined <ul style="list-style-type: none"> <li>➢ Population being measured is redefined <ul style="list-style-type: none"> <li>▪ Going from “touched by AEBG dollars” to “by program area”</li> <li>▪ Regardless of funding stream they are looking for outcomes <ul style="list-style-type: none"> <li>• Need to be recorded into TOPs Pro Enterprise</li> <li>• CASAS testing required, pre and post test</li> </ul> </li> </ul> </li> </ul> </li> <li>• Reporting system will be using TOPs Pro Enterprise for one more year <ul style="list-style-type: none"> <li>➢ Will stay this way for adult schools indefinitely</li> <li>➢ Colleges will get a relief after this year. Will turn into the Launch Board and MIS system that the colleges use <ul style="list-style-type: none"> <li>▪ Will take about 16 months to do this</li> </ul> </li> <li>➢ Quarterly reporting</li> </ul> </li> <li>• New guidance on member reduction and funding <ul style="list-style-type: none"> <li>➢ Forced member performance has to be called out publicly</li> <li>➢ Remediation steps have to be taken and well established</li> </ul> </li> <li>• Program changes <ul style="list-style-type: none"> <li>➢ Can’t collect fees on some program areas like ESL, HSD</li> <li>➢ Exception on CTE courses and certificated programs</li> <li>➢ Alignment on K-12 adult schools, community colleges, non-credit non-fee policies</li> </ul> </li> <li>• Fiscal changes <ul style="list-style-type: none"> <li>➢ Not a grant. It is restricted use funds</li> <li>➢ Continued language to encourage leveraging and braiding of state and local funds <ul style="list-style-type: none"> <li>▪ WIOA funds, Perkins, LCFF Funds, and others</li> </ul> </li> <li>➢ We are direct funded, not pass through</li> </ul> </li> <li>• Capital outlay has changed <ul style="list-style-type: none"> <li>➢ Does not require state approval</li> </ul> </li> <li>• Change in consortium administrative function <ul style="list-style-type: none"> <li>➢ How do you audit and what is your procedure like?</li> <li>➢ More definition coming out</li> </ul> </li> </ul> |        |

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|  |                  | <ul style="list-style-type: none"> <li>• Outcomes               <ul style="list-style-type: none"> <li>➤ High quality pathways for all program students to move to post-secondary education for better employment</li> <li>➤ Improve literacy skills                   <ul style="list-style-type: none"> <li>▪ Progress to a diploma as demonstrated by Carnegie units</li> </ul> </li> <li>➤ CTE related gains                   <ul style="list-style-type: none"> <li>▪ Students who hit mile stones but do not complete the program guidance is coming</li> </ul> </li> <li>➤ Workforce mile stones could/may include workforce preparation courses</li> <li>➤ Postsecondary credential completions                   <ul style="list-style-type: none"> <li>▪ Leads to employment and clearly defined occupation                       <ul style="list-style-type: none"> <li>• Includes locally approved certificates. Need to demonstrate it is a valid local and eligible for inclusion on ETPL</li> </ul> </li> <li>▪ CTE certificates with more than 48 instructional hours will count</li> <li>▪ Certificates that meet the minimum threshold for inclusion under Perkins</li> <li>▪ Certificates that meet the threshold for title IV federal aid</li> <li>▪ Completion of any degree or certificate over 6 units</li> <li>▪ OSHA prep and occupational safety training and similar prep courses will not count</li> </ul> </li> </ul> </li> <li>• Data flow beginning in 2018-19               <ul style="list-style-type: none"> <li>➤ Pulling information out of Launch Board and the CC Apply System</li> <li>➤ Looking for comparison points</li> <li>➤ Plan is to go completely through the MIS system by 2018-19 with added data field collection points</li> </ul> </li> <li>• Fiscal system               <ul style="list-style-type: none"> <li>➤ Record expenditures will be done by the members</li> <li>➤ Information will be entered by object code</li> <li>➤ We will still need to do a status report explaining how things are functioning</li> <li>➤ Will continue to track, consortium wide, what we look like</li> </ul> </li> <li>• Upcoming SAEC Events               <ul style="list-style-type: none"> <li>➤ You can find information on <a href="http://www.sequoiasadulthood.com">www.sequoiasadulthood.com</a></li> <li>➤ You can find what our navigators are doing</li> </ul> </li> </ul> |        |

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| 4.4 | <b>Velocity Tour Update – John Werner</b> | <ul style="list-style-type: none"> <li>• Grocery stores were the best places to meet people</li> <li>• Signed up 60 people for classes including one to COS</li> <li>• Met over 350 people</li> <li>• Spent approximately \$4,800 <ul style="list-style-type: none"> <li>➢ Proteus bus rental - \$3,500</li> <li>➢ Marketing materials - \$1,300</li> </ul> </li> <li>• Would like to make this an yearly event <ul style="list-style-type: none"> <li>➢ Suggested we do this even earlier in the year</li> <li>➢ Have staff members join us on site</li> <li>➢ Keep doing event until diminishing returns</li> </ul> </li> </ul>  |        |
| 5   | <b>Action Items</b>                       | <ul style="list-style-type: none"> <li>• None</li> </ul>   |        |
| 6   | <b>Discussion Items</b>                   |  |        |
| 6.1 | <b>SAEC Member Reports – John Werner</b>  | <ul style="list-style-type: none"> <li>• Site administrators to give reports. Would like to establish some goals and directions for them</li> <li>• Questions asked of the SAEC Board <ul style="list-style-type: none"> <li>➢ What is the purpose of these reports? <ul style="list-style-type: none"> <li>▪ PLC, we learn from each other</li> <li>▪ Learn what others are doing</li> <li>▪ Share best practices</li> <li>▪ What barriers were faced</li> <li>▪ What is changing</li> </ul> </li> <li>➢ What does the program look like? <ul style="list-style-type: none"> <li>▪ What is sustainable</li> <li>▪ What are they doing to encourage more folds to come out</li> <li>▪ Are they moving forward</li> </ul> </li> </ul> </li> </ul> |        |

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| 6.1 | <b>SAEC Member Reports – John Werner</b> | <ul style="list-style-type: none"> <li>▪ Integrated skills</li> <li>▪ What did they set out to do and what were the results <ul style="list-style-type: none"> <li>▪ Qualitative vs quantified</li> </ul> </li> <li>▪ Show what we are trying to achieve by the end of the year <ul style="list-style-type: none"> <li>▪ Mid-year checkup</li> </ul> </li> <li>▪ Are we doing what we said we would do in the plan</li> <li>▪ What makes us more competitive, especially for grants</li> <li>▪ Want to see results of successes <ul style="list-style-type: none"> <li>▪ Individual stories</li> </ul> </li> </ul> |        |
| 7   | <b>Adjournment</b>                       | <ul style="list-style-type: none"> <li>• Next meeting will be November 7, 2017 at 8:00 a.m. at COS, in the Sequoias Room 1</li> <li>• Meeting adjourned at 9:27am.</li> </ul>  |        |