

SAEC Leadership Committee Meeting
 PRC, College of the Sequoias
 Meeting 08/07/18, 10:00am – 12:00 pm
 Co-chairs: Heather Keran & Thad Russell

In Attendance: Carmen Becerra, Sequoias Adult Education Consortium; Maribel Delgado, Sequoias Adult Education Consortium; Robert Gonzales, Cutler-Orosi Joint Unified School District; Heather Keran, Hanford Adult School; Alida Mora, Sequoias Adult Education Consortium; Tami Olson, Visalia Adult School; John Werner, Sequoias Adult Education Consortium

	Discussion Topic	Outcome	Action
1	Opening Business	<ul style="list-style-type: none"> Called to order at 9:55am by Heather Keran 	
2	Review and approval of meeting minutes : July 19, 2018	<ul style="list-style-type: none"> No quorum for approval 	<ul style="list-style-type: none"> Set aside for meeting on August 23, 2018
3	Public Comment		
4	Information Items		
4.1	Data and Fiscal Reporting Update	<ul style="list-style-type: none"> John will connect with Lindsay and Corcoran on data submission, since they were not in attendance Number of students in the consortium looks low <ul style="list-style-type: none"> ➤ Fact sheet says we have 12,900 students over the year instead of 18,000 ➤ Numbers say we will have 5,000 students in the 1st quarter 	<ul style="list-style-type: none"> Will get help on how to analysis and read fact sheet
4.1.1	17/18 Q4 Budget and Actuals	<ul style="list-style-type: none"> 4th quarter expenditures are July 1, 2017 to June 30, 2018 <ul style="list-style-type: none"> ➤ Should equal budgeted amount put in there ➤ Cannot go back and modify 4th quarter expenses once submitted <ul style="list-style-type: none"> ▪ Make sure your finance person is aware of this ➤ If changes need to be made it will open everyone's expense report in the consortium and they will all have to be resubmitted September 1st is the deadline for submitting expenditures In November CDE provides a report to our State Legislatures <ul style="list-style-type: none"> ➤ They use numbers that have been submitted in September to 	

		<p>write the report in October which is then presented to the State Legislatures on status of adult education state wide</p> <ul style="list-style-type: none"> • 1st quarter data will be due in October 	
4.1.2	Student Hours by Program	<ul style="list-style-type: none"> • 1st quarter data will be due in October <ul style="list-style-type: none"> ➢ Attendance hour by student by program will need to be included in your annual member budget ➢ The way legislation is written they have to ask for it 	
4.1.3	Shifts from 17/18 to 18/19	<ul style="list-style-type: none"> • 17/18 was the first year of NOVA <ul style="list-style-type: none"> ➢ Was not live for a few quarters ➢ Learning process • 18/19 it will now be in a quarterly cycle as it was intended <ul style="list-style-type: none"> ➢ 4 times a year data reporting ➢ 4 times a year budget reporting 	
4.1.3.1	Quarterly Reporting	<ul style="list-style-type: none"> • Annual plan and CFAD submission will follow traditional submission <ul style="list-style-type: none"> ➢ CFAD due in April and May ➢ Annual plan due August 15 ➢ 3 year comprehensive plan, every 3 years due on May 19 	
4.1.3.2	Lindsay Reports in 18/19	<ul style="list-style-type: none"> • This will be Lindsay first year doing reports <ul style="list-style-type: none"> ➢ May call on some of the Leadership Team to help explain things 	
4.2	Navigator Update	<ul style="list-style-type: none"> • Alida Mora, ABE Navigator was introduced as newest navigator <ul style="list-style-type: none"> ➢ She will get committees going again ➢ Her areas will be Alpaugh, Corcoran, Hanford and Pixley ➢ Gary (Alpaugh) does not have a place for her yet. <ul style="list-style-type: none"> ▪ Will set up a time to go out there ➢ Beth and Keran (Hanford) will work out what Alida will do in Hanford ➢ John Arriola (Corcoran) will get Alida set up there • Janine Medina, Advanced Manufacturing Navigator will start August 14, 2018 • Navigators, in attendance, brought a schedule of events that they usually do on a yearly bases for the Leadership Committee <ul style="list-style-type: none"> ➢ August events were also shared ➢ Navigators work at public events to bring awareness to the communities 	

		<ul style="list-style-type: none"> ▪ Leadership Team is to let John Werner know if they feel they have not had enough coverage at their schools • Since Maribel Delgado has taken on Tulare she will be able to do more work in the health care area 	
5	Action Items	N/A	
6	Discussion Items		
6.1	Member Effectiveness Reporting Schedule 2018/19	<ul style="list-style-type: none"> • Each school will give a status report in front of the SAEC Board <ul style="list-style-type: none"> ➢ Templates available, Keep relatively short ➢ Hanford and Tulare first, Cutler, Corcoran and Lindsay next and then Visalia present last <ul style="list-style-type: none"> ▪ Reports to be given from September to December 	
6.2	HSD Graduation Requirements	<ul style="list-style-type: none"> • Each school has different graduation requirements <ul style="list-style-type: none"> ➢ Elective credit is where most of the difference is 	<ul style="list-style-type: none"> • Will put this on the discussion item in the future
6.3	Aztec Training: Beginners. PM session and evening session. Week of 8/27 or 9/4	<ul style="list-style-type: none"> • Working with Mitch and Dave to come back out and do training for beginners • Beginners Aztec training week of 8/27/18 or 9/3/18 <ul style="list-style-type: none"> ➢ Plan is to train in the pm, take a break and then do an evening training <ul style="list-style-type: none"> ▪ 2 cohorts of people, one in the afternoon and one in the evening • Leadership team felt 9/6/18 would be the best day for everyone <ul style="list-style-type: none"> ➢ Need a room to host the event 	<ul style="list-style-type: none"> • Will check to see if a room is available at Visalia Unified School District
6.4	September 4, 2018 SAEC Board Meeting Agenda	<ul style="list-style-type: none"> • Data profile of our region will not be ready in September. Need to move to December • Present 17/18 member effectiveness member consortium data • Pay points report from each school and each agency • WIOA funding levels • Technical update 	<ul style="list-style-type: none"> • John Werner will bring sample at next Leadership meeting

6.5	Leadership Committee Meeting Agenda for 8/23/2018	<ul style="list-style-type: none"> • Next meeting will be 8/23/19, 2:30pm – 4:30pm at Visalia Learning Center Room 12 • Follow up on WIOA • Graduation requirements • Budget NOVA • Aztec follow up – finalized • Finalize member reports 	
	Discussion		
7	Adjournment	<ul style="list-style-type: none"> • Meeting adjourned at 11:12am 	