

SAEC Leadership Committee Meeting Minutes

January 26, 2023

3:00PM – 4:30PM

Zoom (Virtual On-Line Meeting)

Co-Chairs: Heather Keran and Jonna Schengel

In Attendance: Brian Brazier, Corcoran Adult School; Victoria Guzman, Cutler-Orosi Adult School; Barbara Marshall, SAEC; Lori Morton, Tulare Adult School; Tami Olson, Visalia Adult School; Jonna Schengel, College of the Sequoias; Larriann Torrez, Porterville Adult School; Rocio Vasquez, Lindsay Adult School; Arturo Villarreal, Farmersville Adult School; John Werner, SAEC Executive Director

	Discussion Topic	Outcome	Action
1	Opening Business		
1.1	Call to order	<ul style="list-style-type: none"> ● Called to order at 3:04 pm by Heather Keran 	
1.2	Establish Quorum	<ul style="list-style-type: none"> ● Quorum Established – Yes 	
1.3	Welcome and Introductions		
2	Approval of Minutes/Notes	<ul style="list-style-type: none"> ● Approval of Minutes from 12/06/2022 	<ul style="list-style-type: none"> ● Motioned to approve minutes by Tami Olson, Visalia Adult School ● Seconded by Brian Brazier, Corcoran Adult School ● Abstained: None ● Vote: <ul style="list-style-type: none"> ➢ Approve: All ➢ Opposed: None ➢ Motion Carried
3	Public Comment	<ul style="list-style-type: none"> ● ACSA is doing a workshop for adult education leaders <ul style="list-style-type: none"> ➢ Tami Olson would like the Leadership team to review a draft of topics to see if they would like other topics added ➢ It will be emailed out 	
4	Action Items		
4.1	Virtual Meeting for the February 7, 2023 – John Werner	<ul style="list-style-type: none"> ● Motion to approve Virtual meeting for the February 7, 2023 	<ul style="list-style-type: none"> ● Motioned to approve virtual meeting on 02/07/2023 by Victoria Guzman, Cutler-Orosi Adult School ● Seconded by Tami Olson, Visalia Adult ● Abstained: None ● Vote: <ul style="list-style-type: none"> ➢ Approve: All

			<ul style="list-style-type: none"> ➤ Opposed: None ➤ Motion Carried
5	Information Items		
5.1	Debrief Member Effectiveness Presentations from Board Meeting – John Werner	<ul style="list-style-type: none"> ● Visalia and Corcoran Adult School <ul style="list-style-type: none"> ➤ Were told they did an excellent job ● COS and Lindsay Adult will present at the February 7, 2023 SAEC Board meeting ● Cutler-Orosi and Farmersville adult school will present on April 11, 2023 at COS during the SAEC Board Meeting 	
5.2	Governance – John Werner	<ul style="list-style-type: none"> ● Navigator reclassification request to VUSD <ul style="list-style-type: none"> ➤ A request for reclassification has been submitted seeking reclassification from step 67 to step 100 ➤ John Werner will come back to the Leadership Committee if HRD requests a change <ul style="list-style-type: none"> ▪ Will then go before the SAEC Board ● Would like to do a case study on creating a Data person <ul style="list-style-type: none"> ➤ Would be dependent on getting more money on the CAEP level ● Money carry is still a pressing issue for some schools <ul style="list-style-type: none"> ➤ Not sure when the actual compliance year is ● Acknowledging CCAE Award Winners at the next SAEC Board meeting on February 7th 	<ul style="list-style-type: none"> ● John Werner will follow up on when the compliance date is of carry overs
5.3	Deliverables and Updates – Heather Keran	<ul style="list-style-type: none"> ● WIOA Title II <ul style="list-style-type: none"> ➤ Due dates are on the SAEC PD Calendar ➤ 2nd quarter data due date is coming up shortly 	
5.4	CAEP Program Hours and Expenditures Report – John Werner	<ul style="list-style-type: none"> ● Student data and 2022.23 expenditure reporting due dates <ul style="list-style-type: none"> ➤ Feb 28: Preliminary allocations for 2022-23 and 2023-24 released by this date. ➤ Mar 1: 20/21 and 21/22 and 22/23 Member expense report is due in NOVA. (Q2)* ➤ Mar 31: 20/21 and 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q2) * 	

		➤ Mar 31: End of Q3	
5.5	RISDIS – John Werner	<ul style="list-style-type: none"> ● Upcoming Navigator Events <ul style="list-style-type: none"> ➤ January 25th ALICE Training ➤ January 26th TC Human Trafficking Panel ➤ January 31st TKCC 6th Annual Counselor Conference ➤ February 6th AACC: Virtual Transition Night ➤ February 14-16 World Ag Expo ➤ April 13 -15 CCAE State Conference ➤ April 26th Tulare County Support Staff Conference ● Reminder to get new fliers to Navigators <ul style="list-style-type: none"> ➤ If schools are having troubles in the enrollment area let us know so we can get information out 	
5.6	Professional Development– John Werner	<ul style="list-style-type: none"> ● Professional development options <ul style="list-style-type: none"> ➤ CAEAA State Conference ➤ ACSA Mid State Conference ➤ COABE National Conference ➤ CCAE State Conference ● SAEC Leadership Summit on February 3 – February 5, 2023 <ul style="list-style-type: none"> ➤ Tony Moore will be presenting to the Leadership Committee 	
5.7	Member Effectiveness Reports	<ul style="list-style-type: none"> ● Current lineup of Member Effectiveness Reports <ul style="list-style-type: none"> ➤ October 2022 – SAEC Report: Enrollment ➤ November 2022 – SAEC Report: Outcomes, Hanford Adult, Tulare Adult ➤ December 2022 – Visalia Adult, Corcoran Adult ➤ February 2023 – College of the Sequoias, Lindsay Adult ➤ March 2023 – Cutler-Orosi, Farmersville 	
5.8	Program Area Governance Committees	<ul style="list-style-type: none"> ● Program Area Governance Committee meeting dates <ul style="list-style-type: none"> ➤ ESL – Carmen Becerra <ul style="list-style-type: none"> ▪ October 31, 2022 1:30PM – 3:00PM ▪ January 20, 2023 1:30PM – 3:00PM ▪ April 17, 2023 1:30PM - 3:00PM ➤ ABE/ASE – Maribel Delgado <ul style="list-style-type: none"> ▪ September 26, 2022 1:00PM – 3:00PM ▪ November 7, 2022 1:00PM – 3:00PM ▪ February 27, 2023 1:00PM - 3:00PM ▪ April 24, 2023 1:00PM - 3:00PM 	

		<ul style="list-style-type: none"> ➤ AWD– TBD <ul style="list-style-type: none"> ▪ September 30, 2022 1:00PM-3:00PM ▪ February 10, 2023 1:00PM-3:00PM ▪ April 21, 2023 1:00PM-3:00PM 	
5.9	SAEC Data Community of Practice	<ul style="list-style-type: none"> ● SAEC Data Community of Practice meeting dates: <ul style="list-style-type: none"> ➤ 2022.23 Meeting Dates: <ul style="list-style-type: none"> ▪ Q1 10.21.22 @ 2:15PM ▪ Q2 01.20.23 @ 11:00AM ▪ Q3 04.21.23 @ 11:00AM ▪ Q4 06.29.23 @ 11:00AM and/or 07.06.23 @ 11:00AM 	
5.10	Next Leadership Committee Meeting Agenda – John Werner	<ul style="list-style-type: none"> ● February 7, 2023 9:15am – 10:15am 	
5.11	Next SAEC Board Meeting	<ul style="list-style-type: none"> ● Next meeting February 7, 2023 at 8:00am <ul style="list-style-type: none"> ➤ Virtual Meeting 	
6	Adjournment	<ul style="list-style-type: none"> ● Meeting adjourned at 3:57pm 	