



## SAEC Leadership Committee Meeting

February 7, 2023, 9:15 - 10:15AM

Virtual via Zoom

### Agenda

#### Join Zoom Meeting

<https://us02web.zoom.us/j/82234612951?pwd=SVJ2czhlSkNjK1RWRWhuNG5ZbHhRZz09>

Meeting ID: 822 3461 2951

Passcode: 096962

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Co-Chairs: Heather Keran and Jonna Schengel

- Opening Business
  - Call to Order
  - Welcome and Introductions
- Approval of Minutes
  - [01.26.23 SAEC Leadership Committee Meeting Minutes.docx](#)
- Public Comment – General public comment on any Consortium related topic may be heard at this time. The Leadership Committee asks that any public comment on an item listed on today’s agenda be addressed at the time the item comes up for discussion by the Leadership Committee. Please post any public comment using the chat function. Please begin your comments by posting your full name. Public comment will be read into the record by the Committee Chair in the order they are entered into the chat window. Public comment shall be limited to 3 minutes per comment and 20 minutes for all comments.
- Action Items:
  - NA
- Information/Discussion Items (All supporting documents attached to this agenda in the order they appear on the agenda. Meeting participants will find a link to an electronic version of this agenda, which has active links to all supporting documents) here:
  - Debrief Member Effectiveness Presentations from December Board Meeting
    - COS and Lindsay
      - [Link to February Board meeting slide deck](#)
  - Upcoming Member Effectiveness Presentations on April 11, 2023
    - Cutler-Orosi and Farmersville
      - Slide deck coming, John will notify you when it is open.
  - Governance
    - 2023.24 Report on Consortium Governance Draft Process

- 2023.26 SAEC Memorandum of Understanding Draft Process
- 2023.24 Preliminary Allocations and CFAD Process
- Board and Leadership Committee Meeting Calendars
  - Approved at the Board meeting...update calendars.
    - Remainder of 2022.23 (Board action in Feb)
      - [2022.23 SAEC Board Meeting Calendar Revision.docx](#)
      - [2022.23 SAEC Leadership Committee Meeting Calendar Revision.docx](#)
    - 2023.24 Calendar of meetings (Board action in May)
      - [2023.24 SAEC Board Meeting Calendar.docx](#)
      - [2023.24 SAEC Leadership Committee Meeting Calendar.docx](#)
- Deliverables and Updates- John Werner
  - WIOA Title II
    - Deliverables for 2022-23:
      - <https://www.cde.ca.gov/sp/ae/fg/wioa21datadocsched.asp>
    - Status on consideration drafts
      - Status Spreadsheet:
        - <https://docs.google.com/spreadsheets/d/16ApeLILoAr7p9GxMUKQLRkgoiyeRqrVy/edit#gid=900609495>
    - Required RFA Attachment: [Federal Funding Accountability and Transparency Act Form pdf](#)
  - CAEP
    - Student data and 2022.23 expenditure reporting due dates
      - **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
- RISDIS (reminder)
  - Upcoming Navigator Events
    - February 6th                   AACC: Virtual Transition Night
    - February 14 - 16           World Ag Expo
    - April 13 -15                CCAIE State Conference
    - April 26th                   Tulare County Support Staff Conference
  - CURRENT Fliers for summer session from Adult Schools
- Professional Development
  - ACSA Mid State Conference
    - March 10 - 12, 2023
    - San Luis Obispo
  - COABE National Conference 2023
    - April 2-5, 2023

- Atlanta, GA
- [Registration and Hotel Links](#)
- CCAE State Conference 2023
  - April 12-15, 2023
  - Oakland, CA
  - [Registration](#)

## **Reminders:**

- Member Effectiveness Report Schedule: Discussion about the number of presentations per meeting.
  - Possible schedule for 2022-2023:
    - ~~October 2022~~ — SAEC Report: Enrollment and NIF Report by Navigators
    - ~~November 2022~~ — SAEC Report: Outcomes, Hanford Adult, Tulare Adult
    - ~~December 2022~~ — Visalia Adult, Corcoran Adult
    - February 2023 – College of the Sequoias, Lindsay Adult
    - April 2023 – Cutler-Orosi, Farmersville
- Program Area Governance Committee meeting dates - John Werner
  - Emails for newly hired teachers
  - ESL – Carmen Becerra
    - ~~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
    - ~~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
  - AWD– Evette Lopez/John Werner
    - ~~September 30, 2022~~ — 1:00PM-3:00PM
    - February 10, 2023    1:00PM-3:00PM
    - April 21, 2023         1:00PM-3:00PM
- SAEC Data Community of Practice meeting dates:
  - 2022.23 Meeting Dates:
    - ~~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
- Next Leadership Committee Meeting Agenda - Heather Keran
  - Next Meeting: 2.23.23 @ 3:00 - 4:30PM
  - Agenda topics:
- Next [SAEC Board Meeting](#) on 4.11.23 @ 8:00AM - John Werner
  - Agenda topics:
- Adjournment

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

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

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

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