

## SAEC Leadership Committee Meeting Minutes

February 7, 2023

9:15AM – 10:15AM

Zoom (Virtual On-Line Meeting)

Co-Chairs: Heather Keran and Jonna Schengel

**In Attendance:** Brian Brazier, Corcoran Adult School; Heather Keran, Hanford 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; Amalia Lopez, 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 9:17 am 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 01/06/2023</li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to approve minutes by Jonna Schengel, College of the Sequoias</li> <li>● Seconded by Tami Olson, Visalia Adult School</li> <li>● Abstained: Heather Keran, Hanford Adult School &amp; Amalia Lopez, Lindsay Adult School</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 23, 2023 – John Werner</b>	<ul style="list-style-type: none"> <li>● Motion to approve Virtual meeting for the February 23, 2023</li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to approve virtual meeting on 02/23/2023 by Brian Brazier, Corcoran Adult School</li> <li>● Seconded by Amalia Lopez, Lindsay Adult School</li> <li>● Abstained: None</li> <li>● Vote:</li> </ul>

			<ul style="list-style-type: none"> <li>➤ <b>Approve:</b> All</li> <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>● College of the Sequoias <ul style="list-style-type: none"> <li>➤ Were told they did an excellent job</li> </ul> </li> <li>● Lindsay Adult was not able to present so will present in April</li> <li>● Cutler-Orosi and Farmersville adult school will present on April 11, 2023 at COS during the SAEC Board Meeting <ul style="list-style-type: none"> <li>➤ Student recognitions will also be done on this day</li> <li>➤ Barbara Marshall will confirm we have a room at COS and will email everyone a parking pass.</li> </ul> </li> </ul>	
5.2	<b>Governance – John Werner</b>	<ul style="list-style-type: none"> <li>● Report on Consortium Governance Draft <ul style="list-style-type: none"> <li>➤ It is time to start updating the Governance Document and bring before the SAEC Board in May</li> <li>➤ Calendars are good</li> <li>➤ Will pull navigators off of facilitating Governance Committees</li> </ul> </li> <li>● Navigator reclassification request to VUSD <ul style="list-style-type: none"> <li>➤ HRD followed up CSEA</li> <li>➤ Currently waiting for HRD to get back to John on their actions <ul style="list-style-type: none"> <li>▪ Will keep everyone apprised on what is happening</li> <li>▪ May have to revise 3-year plans</li> </ul> </li> </ul> </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>➤ Just finished quarter 2 deliverables</li> <li>➤ WIOA letters should be coming out next week</li> <li>➤ Look at deliverables in OTAN occasionally</li> <li>➤ Make sure they are acknowledging anything you have sent them</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> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>➤ <b>Mar 31:</b> 20/21 and 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q2) *</li> <li>➤ <b>Mar 31:</b> End of Q3</li> </ul> <ul style="list-style-type: none"> <li>● Give John Werner backup reports so he can certify you</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>➤ February 6<sup>th</sup> AACC: Virtual Transition Night</li> <li>➤ February 6<sup>th</sup> TCOE Presentation</li> <li>➤ February 14-16 World Ag Expo</li> <li>➤ February 17 Tulare-Kings Healthcare Partnership Meeting</li> <li>➤ March 3<sup>rd</sup> COS Counselor Caravan</li> <li>➤ March 4<sup>th</sup> Central Valley Regional Migrant Ed. Program</li> <li>➤ April 13 -15 CCAE State Conference</li> <li>➤ April 17<sup>th</sup> Growing Health Leaders Conference</li> <li>➤ April 26<sup>th</sup> Tulare County Support Staff Conference</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>➤ ACSA Mid State Conference</li> <li>➤ COABE National Conference <ul style="list-style-type: none"> <li>▪ Registration is still live and open</li> </ul> </li> <li>➤ CCAE State Conference</li> </ul> </li> <li>● SAEC Leadership Summit <ul style="list-style-type: none"> <li>➤ This was a great opportunity</li> </ul> </li> <li>● Are we bringing the LEA report to the SAEC Board? <ul style="list-style-type: none"> <li>➤ Sites are talking about the shift that will happen even though we do not know what it is</li> <li>➤ Districts are starting to set up budgets for next year and would like them to hear information from the SAEC Director</li> <li>➤ John plans on bringing it to the Board soon</li> </ul> </li> <li>● Everyone has been invited to a meeting regarding an alternative to ASAP</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> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>➤ April 2023 – Cutler-Orosi, Farmersville</li> <li>● Lindsay Member Effectiveness Report has been moved to April with Cutler-Orosi and Farmersville</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> <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> </li> <li>● John Werner will send out AWD information later today by email</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 23, 2023 3:00pm – 4:30pm <ul style="list-style-type: none"> <li>➤ Let Barbara Marshall know of any topics you would like to have on the agenda</li> </ul> </li> <li>● It was asked if we want to meet the first Tuesday in March since the SAEC Board will not be meeting <ul style="list-style-type: none"> <li>➤ This will be decided at the next meeting</li> </ul> </li> <li>● It was asked how the CATS RAPTER was going at everyone’s sites <ul style="list-style-type: none"> <li>➤ Everyone is struggling and just give what you can give</li> <li>➤ Most feel it is much more work than it is worth</li> </ul> </li> </ul>	

5.11	<b>Next SAEC Board Meeting</b>	<ul style="list-style-type: none"> <li>● Next meeting April 11, 2023 at 8:00am <ul style="list-style-type: none"> <li>➤ In person meeting</li> </ul> </li> </ul>	
6	<b>Adjournment</b>	<ul style="list-style-type: none"> <li>● Meeting adjourned at 10:08am</li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to adjourn the meeting by Brian Brazier, Corcoran Adult School</li> <li>● Seconded by Tami Olson, Visalia 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>