

## SAEC Leadership Committee Meeting Minutes

March 1, 2022

9:15AM-10:15AM

Zoom (Virtual On-Line Meeting)

Co-Chairs: Heather Keran and Jonna Schengel

**In Attendance:** Brian Brazier, Corcoran Adult School; Erika DeLaCruz, Farmersville Adult School; Victoria Guzman, Cutler-Orosi Adult Education; Heather Keran, Hanford Adult School; Barbara Marshall, SAEC; Lori Morton, Tulare Adult School; Tami Olson, Visalia Adult School; Jonna Schengel, College of the Sequoias;

	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 9:22AM 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 2.17.22</li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to approve minutes by Victoria Guzman, Cutler-Orosi Adult Education</li> <li>● Seconded by Lori Morton, Tulare Adult School</li> <li>● Abstained: Erika DeLaCruz, Farmersville Adult School, Tami Olson, Visalia 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>● John Werner had a successful surgery and is doing well</li> </ul>	
4	<b>Action Items</b>	<ul style="list-style-type: none"> <li>● Virtual meeting for March               <ul style="list-style-type: none"> <li>➢ Approved</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to approve virtual meeting in March by Tami Olson, Visalia Adult School</li> <li>● Seconded by Lori Morton, Tulare 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>

5	<b>Information Items</b>		
5.1	<b>SAEC Three Year Plan 2022.25 – Heather Keran</b>	<ul style="list-style-type: none"> <li>● Mitch Rosin needs your CIP goals from your last plan <ul style="list-style-type: none"> <li>➢ Heather sent a google link for the CIP goals <ul style="list-style-type: none"> <li>▪ <a href="https://forms.gle/W7aymRLz5YjrCc5X7">https://forms.gle/W7aymRLz5YjrCc5X7</a></li> <li>▪ Asking everyone to fill this out as soon as possible <ul style="list-style-type: none"> <li>○ Only goals, not strategies</li> <li>○ Will ultimately send CIP goals you are doing this year, but not yet</li> </ul> </li> </ul> </li> </ul> </li>   <li>● Mitch Rosin needs metric information from everyone <ul style="list-style-type: none"> <li>➢ To be added to the “Regional Service Providers” paperwork that will be sent to each person <ul style="list-style-type: none"> <li>▪ Use 2019/2020 information. This will be used as a base line</li> <li>▪ Hand write the information in and send back to Mitch</li> </ul> </li> <li>➢ Heather Keran showed everyone how to get the information from TOPsPro <ul style="list-style-type: none"> <li>▪ Numbers to be added on each metric, even if it is a zero</li> </ul> </li> <li>➢ Number of Participants in Program Area for each fiscal year, 2019-20, 2020-21, 2021-22 <ul style="list-style-type: none"> <li>▪ Information will come from Federal Reports</li> <li>▪ Heather Keran showed how to access this information</li> </ul> </li> <li>➢ Number of Participants in Program Area for 2022-23, 2023-24, 2024-25 <ul style="list-style-type: none"> <li>▪ Do an estimated growth for the programs</li> <li>▪ Visalia Adult will use the percentage of growth from 2020-22 and use that percentage for each year</li> </ul> </li> </ul> </li>   <li>● CIP Goals and Objectives <ul style="list-style-type: none"> <li>➢ Due April 30, 2022</li> <li>➢ You need 1-3 goals</li> </ul> </li>   <li>● Confirmed that everyone has set up appointments with Mitch for either March 22 or 23 <ul style="list-style-type: none"> <li>➢ Meetings to take place at Visalia Adult School</li> </ul> </li> </ul>	
5.2	<b>Deliverables and Updates – Heather Keran</b>	<ul style="list-style-type: none"> <li>● WIOA, Title II: AEFLA Program Implementation Survey <ul style="list-style-type: none"> <li>➢ Survey opened up today</li> <li>➢ Due at the end of March</li> <li>➢ Suggested that you do it all in one sitting</li> </ul> </li>   <li>● CAEP Q2 Fiscal Reports</li> </ul>	

		<ul style="list-style-type: none"> <li>➤ Should be working with your fiscal people to get your Q2 into NOVA</li> <li>● CAEP Due Dates <ul style="list-style-type: none"> <li>➤ <a href="https://caladulted.org/DueDates">https://caladulted.org/DueDates</a></li> </ul> </li> </ul>	
5.3	<b>Professional Development Needs – Heather Keran</b>	<ul style="list-style-type: none"> <li>● SAEC Back to School PD in August 2022 <ul style="list-style-type: none"> <li>➤ Start thinking about what you would like to do and on what date</li> </ul> </li> <li>● WIOA II Technology Distance Learning Plan Symposium <ul style="list-style-type: none"> <li>➤ Will take place online from March 2<sup>nd</sup> to 4<sup>th</sup></li> <li>➤ Registration: <a href="https://tdls.otan.us/Registration/">https://tdls.otan.us/Registration/</a></li> </ul> </li> </ul>	
5.4	<b>Curriculum</b>	<ul style="list-style-type: none"> <li>● Time to renew Edgenuity contract <ul style="list-style-type: none"> <li>➤ Showed spreadsheet for contract costs for the last contract</li> <li>➤ John Werner will check with vendors on the prices for the next 3 years</li> <li>➤ Contract is per license not per student</li> <li>➤ Start thinking about where the money will come from in your budget <ul style="list-style-type: none"> <li>▪ WIOA money can be used</li> </ul> </li> <li>➤ Plan to sunrise consortium 2022-25 contract at the April SAEC Board meeting</li> </ul> </li> </ul>	
5.5	<b>Reminders – John Werner</b>	<ul style="list-style-type: none"> <li>● Member Effectiveness Reports Schedule for 2021.22 fiscal year <ul style="list-style-type: none"> <li>➤ <del>October – John will share a whole consortium report</del></li> <li>➤ <del>November 2021 – Hanford Adult, Tulare Adult</del></li> <li>➤ <del>December 2021 – Visalia Adult, Corcoran Adult</del></li> <li>➤ <del>February 2022 – College of the Sequoias, Lindsay Adult</del></li> <li>➤ March 2022 – Cutler-Orosi, Farmersville <ul style="list-style-type: none"> <li>▪ Cutler-Orosi and Farmersville did a good job</li> </ul> </li> </ul> </li> <li>● Governance Committee Meetings <ul style="list-style-type: none"> <li>➤ ESL: 1:30pm – 3:00pm - (Carmen Becerra) <ul style="list-style-type: none"> <li>▪ <del>October 1, 2021</del></li> <li>▪ <del>December 13, 2021</del></li> <li>▪ <del>February 7, 2022</del></li> <li>▪ April 25, 2022</li> </ul> </li> <li>➤ ABE/ASE: 1:00pm – 3:00pm - (Maribel Delgado) <ul style="list-style-type: none"> <li>▪ <del>September 27, 2021</del></li> <li>▪ <del>November 1, 2021</del></li> <li>▪ <del>February 28, 2022</del></li> </ul> </li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>▪ April 25, 2022</li> <li>➤ AWD: (Sylvia Perez) <ul style="list-style-type: none"> <li>▪ <del>October 8, 2021</del></li> <li>▪ <del>November 12, 2021</del></li> <li>▪ <del>February 11, 2022</del></li> <li>▪ April 22, 2022</li> </ul> </li> <li>● Data Community of Practice meeting dates <ul style="list-style-type: none"> <li>➤ <del>Q1: 10.22.21 @ 11:00am</del></li> <li>➤ <del>Q2: 01.21.22 @ 11:00am</del></li> <li>➤ Q3: 04.29.22 @11:00am</li> <li>➤ Q4: 07.08.22 @ 11:00am</li> </ul> </li> </ul>	
5.6	<b>Next Leadership Committee Meeting Agenda – Heather Keran</b>	<ul style="list-style-type: none"> <li>● Next meeting will be 03/24/22 at 3:00PM-4:00PM <ul style="list-style-type: none"> <li>➤ Virtual meeting</li> <li>➤ Navigators will present at this meeting</li> </ul> </li> </ul>	
5.7	<b>Next SAEC Board Meeting</b>	<ul style="list-style-type: none"> <li>● Next meeting 04/05/2022 <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 10:36AM</li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to adjourn meeting by Brian Brazier, Corcoran Joint Unified School District</li> <li>● Seconded by Lori Morton, Tulare 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>