

SAEC Leadership Committee Meeting Minutes

March 24, 2022

3:00PM-4:00PM

Zoom (Virtual On-Line Meeting)

Co-Chairs: Heather Keran and Jonna Schengel

In Attendance: Carmen Becerra, SAEC Navigator; Brian Brazier, Corcoran Adult School; Erika DeLaCruz, Farmersville Adult School; Maribel Delgado, SAEC Navigator; Heather Keran, Hanford Adult School; Barbara Marshall, SAEC; Tami Olson, Visalia Adult School; Sylvia Perez, SAEC Navigator; Mitch Rosin; Jonna Schengel, College of the Sequoias; 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 3:03PM by Heather Keran	
1.2	Establish Quorum	<ul style="list-style-type: none">• Quorum Established – No• Notes will be taken at this meeting	
1.3	Welcome and Introductions	<ul style="list-style-type: none">• Introduced the SAEC Navigators	
2	Approval of Minutes/Notes	<ul style="list-style-type: none">• Approval of Minutes from 03/01/2022 will be moved to next Leadership Meeting on April 5, 2022	
3	Public Comment	<ul style="list-style-type: none">• John Werner had a successful surgery and is doing well	
4	Action Items	<ul style="list-style-type: none">• Virtual meeting for March<ul style="list-style-type: none">➢ No action needed since it was done at our last meeting	
5	Information Items		
5.1	SAEC Navigator Presentation	<ul style="list-style-type: none">• Information on what RISDIS is and how we provide it through the consortium<ul style="list-style-type: none">➢ Navigators are located at the adult schools and partner agencies➢ Navigators have created a system where they can track their own data information• SAEC Navigators gave a power-point presentation to the SAEC Leadership Committee	

5.2	SAEC Three Year Plan 2022.25 – John Werner	<ul style="list-style-type: none"> ● Review of three-year plan that will be presented to the SAEC Board members on April 5, 2022 <ul style="list-style-type: none"> ➢ Articulation Agreements AE/CC (pg 26/44) ➢ Digital Literacy and Technology (pg 29/44) <ul style="list-style-type: none"> ▪ More discussion on this at the April 5th meeting ● SAEC additional objectives and activities in the three-year plan <ul style="list-style-type: none"> ➢ Conduct Member District program evaluations, based on FPM guidelines, to determine program improvement and administrative needs ➢ Learning Management systems – Explore the use of CANVAS as a consortium learning management system <ul style="list-style-type: none"> ▪ Short-Term: Implement/pilot CANVAS with at least one Member District ▪ Intermediate: Evaluate program success ▪ Long-Term: Define funding for a sustainable program implementation ➢ (Pre) Apprenticeships – Identify industry sectors that are open to the development of pre-apprenticeships <ul style="list-style-type: none"> ▪ Short-Term: Explore and identify industry sectors ▪ Intermediate: Implement grant funded programs for pre-apprenticeship ▪ Long-Term: Conduct program evaluation and explore opportunities to add additional pre-apprenticeships offerings 	
5.3	SAEC Governance Documents 2022/23 – John Werner	<ul style="list-style-type: none"> ● Will bring in final drafts of the MOU, Governance Documents and CFAD at the April 5th SAEC Board meeting to sunrise all of it <ul style="list-style-type: none"> ➢ Red: Means it is being deleted ➢ Blue: Means it is the change ➢ Black: Means there is no change ● Final vote on all the documents will take place at the May SAEC Board meeting 	
5.4	Deliverables and Updates – Heather Keran	<ul style="list-style-type: none"> ● WIOA <ul style="list-style-type: none"> ➢ WIOA, Title II: AEFLA Program Implementation Survey <ul style="list-style-type: none"> ▪ Due: 03/31/22 ▪ Know your 21/22 ESL COAAPs (Civic Objectives) <ul style="list-style-type: none"> ○ You will be asked why it is important to your program ➢ WIOA, Title II: AEFLA Agency-Level Continuous Improvement Plan 	

		<ul style="list-style-type: none"> ▪ Due: 04/30/22 ➤ WIOA 2022/23 Program Year Inquiry <ul style="list-style-type: none"> ▪ Due April 5, 2022 ▪ Unique Entity Identifier (UEI) and registration expiration date information from the SAM.gov website is needed in order to submit this inquiry ● CAEP Quarter 2 Fiscal Reports and Student Data Reminder <ul style="list-style-type: none"> ➤ All CAEP Due Dates: https://caladulthood.org/DueDates 	
5.5	Curriculum	<ul style="list-style-type: none"> ● Edgenuity <ul style="list-style-type: none"> ➤ Number of licenses for Edgenuity need to be turned into John Werner as soon as possible so they can draft and estimate of cost <ul style="list-style-type: none"> ▪ Add numbers to this link: https://docs.google.com/spreadsheets/d/1P85u6s2Oo5J2ww4jyERBdij5GaLKb4lt7mlqrOgyuL4/edit#gid=0 ➤ It is important to note that you will need to prove that licenses are only being used by adult school students since we are using Adult Ed funds 	
5.6	Reminders – John Werner	<ul style="list-style-type: none"> ● Member Effectiveness Reports Schedule for 2021.22 fiscal year <ul style="list-style-type: none"> ➤ October – John will share a whole consortium report ➤ November 2021 – Hanford Adult, Tulare Adult ➤ December 2021 – Visalia Adult, Corcoran Adult ➤ February 2022 – College of the Sequoias, Lindsay Adult ➤ March 2022 – Cutler-Orosi, Farmersville ● Governance Committee Meetings <ul style="list-style-type: none"> ➤ ESL: 1:30pm – 3:00pm - (Carmen Becerra) <ul style="list-style-type: none"> ▪ October 1, 2021 ▪ December 13, 2021 ▪ February 7, 2022 ▪ April 25, 2022 ➤ ABE/ASE: 1:00pm – 3:00pm - (Maribel Delgado) <ul style="list-style-type: none"> ▪ September 27, 2021 ▪ November 1, 2021 ▪ February 28, 2022 ▪ April 25, 2022 ➤ AWD: (Sylvia Perez) <ul style="list-style-type: none"> ▪ October 8, 2021 ▪ November 12, 2021 ▪ February 11, 2022 	

		<ul style="list-style-type: none"> ▪ April 22, 2022 • Data Community of Practice meeting dates <ul style="list-style-type: none"> ➤ Q1: 10.22.21 @ 11:00am ➤ Q2: 01.21.22 @ 11:00am ➤ Q3: 04.29.22 @ 11:00am ➤ Q4: 07.08.22 @ 11:00am 	
5.6	Next Leadership Committee Meeting Agenda – Heather Keran	<ul style="list-style-type: none"> • Next meeting will be 04/05/22 at 9:15AM-10:15AM <ul style="list-style-type: none"> ➤ 	
5.7	Next SAEC Board Meeting	<ul style="list-style-type: none"> • Next meeting 04/05/2022 <ul style="list-style-type: none"> ➤ Agenda topics: <ul style="list-style-type: none"> ▪ SAEC Navigator Report ▪ SAEC Three Year Plan-First Read ▪ SAEC Governance Documents – Sunrise ▪ Zoom or in-person meetings 	
6	Adjournment	<ul style="list-style-type: none"> • Meeting adjourned at 5:05PM 	