SAEC Leadership Committee Meeting Notes
April 20, 2023
3:00PM – 4:30PM
Virtual – Via Zoom
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; Arturo Villarreal, Farmersville Adult School; John Werner, SAEC Executive Director

	Discussion Topic	Outcome	Action
1	**Opening Business**		
1.1	**Call to order**	● Called to order at 3:20am by Heather Keran	
1.2	**Establish Quorum**	● Quorum Established – No	
1.3	**Welcome and Introductions**		
2	**Approval of Minutes/Notes**	● Approval of Minutes from 03/23/2023 will be done at our next meeting on 05/02/23 when there is a quorum present	
3	**Public Comment**	● No Comments	
4	**Action Items**	● No Action Items	
5	**Information Items**		
5.1	**Member Effectiveness Presentations – John Werner**	● To be table until the next meeting, May 2, 2023	

5.2	**CCAE State Conference Debrief – John Werner**	● CCAE State Conference
		  ➢ In attendance: John Werner, Tami Olson, Brian Brazier, and Art Villarreal
		  ➢ Conference was a learning experience for the one's who were attending for the first time
		  ➢ SAEC Navigators did a good job of presenting
		  ➢ Conference could have had a better flow of presenters	

		▪ Had high draw presenters on the same hours and the same days ➢ It was a little publisher heavy ➢ Overall it was a good conference	

5.3	**Governance – John Werner**	● Report on Consortium Governance
		  ➢ Not a big update
		  ➢ Left carry over section basic – Will not be able to do much with it until next year
		
		● SAEC Memorandum of Understanding
		  ➢ Removed program committees under the SAEC Board
		    ▪ Did not change organization chart but can add to it later
		
		● Preliminary Allocations and CFAD Process
		  ➢ Will vote on May 2, 2023 and then load it into NOVA
		  ➢ Superintendents will need to go in and click approve after the meeting
		
		● COLA may drop
		  ➢ If Cola changes then the beneficiary's amounts will change in the MOU
		    ▪ Will vote on MOU by email if there is a change
		  ➢ Wait to send governance docs to your LEA's until June for final budget
		
		● June signature process for with the LEAs
		  ➢ SAEC Report on Governance Document
		    ▪ LEA board must approve this along with the MOU
		    ▪ Member Representative signs document (Superintendent)
		  ➢ SAEC Memorandum of Understanding
		    ▪ LEA board must approve it along with the SAEC Report on Governance
		    ▪ Member representative (Superintendent) and your Board President needs to sign it
		  ➢ Send signed copy to Barbara Marshall along with agenda and minutes of the meeting when they are available	

5.4	**Deliverables and Updates – Heather Keran**	● WIOA Title II ➢ Deliverables for 2022-23 ● CAEP	

		➢ April 2023 ▪ Apr 30: Student Data due in TOPSPro (Q3) ▪ Apr 30: Employment and Earnings Follow-up Survey ▪ Apr 30: IELCE Report Due ➢ May 2023 ▪ May 2: CFAD for 2023-24 due in NOVA * ➢ June 2023 ▪ Jun 1: 21/22 and 22/23 Member Expense Report due in NOVA (Q3) ▪ Jun 30: 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q3) * ▪ Jun 30: End of Q4	
5.5	**RISDIS – John Werner**	● Upcoming Navigator Events ➢ April 25 Career Orientation Presentation at Dinuba HS ➢ April 26 Tulare County Support Staff Conference ➢ April 27 ESL Giant Trails ➢ May 2 Career Orientation Presentation at Dinuba HS ➢ May 2 Community Resource Fair ● Navigators are busy ● Lori met with Maribel regarding update on programs	
5.6	**Professional Development– John Werner**	● Professional development options ➢ CASAS Summer Institute 2023, June 12-15 ▪ Registration is cheaper to attend in person than virtually ▪ Separate cost for TE sessions that are virtual	
5.7	**Member Effectiveness Reports**	● Draft Member Effectiveness Report Schedule for 2023-2024: ➢ **October 2023** – SAEC Report: Enrollment and NIF report by Navigators ➢ **November 2023** – SAEC Report: Outcomes, Hanford Adult, Tulare Adult ➢ **February 2024** – Visalia Adult, Corcoran Adult, Lindsay Adult ➢ **April 2024** – College of the Sequoias, Cutler-Orosi	
5.8	**Program Area Governance Committees**	● Program Area Governance Committee meeting dates ➢ ESL – Carmen Becerra ▪ ~~October 31, 2022 1:30PM - 3:00PM~~ ▪ ~~January 20, 2023 1:30PM - 3:00PM~~ ▪ April 24, 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– TBD
		    ▪ ~~September 30, 2022 1:00PM-3:00PM~~
		    ▪ February 10, 2023 1:00PM-3:00PM
		    ▪ April 21, 2023 1:00PM-3:00PM
		
		● ESL meeting was changed to April 24, 2023
		
		● Will only meet 2 times a year next year
		    ➢ To get information and find out what is going on	

5.9	**SAEC Data Community of Practice**	● 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
		
		● Will help with Qtr 3 data clean up this Friday
		    ➢ Best to have someone there
		    ➢ Will create a hyper link in the agenda so they can do it on their own if they do not show up.	

5.10	**Next Leadership Committee Meeting Agenda – John Werner**	● May 02, 2023 @ 9:45am – 11:45am
		    ➢ At COS
		    ➢ Agenda topics
		    ➢ John Werner may not be at the meeting	

5.11	**Next SAEC Board Meeting**	● Next meeting May 2, 2023 at 8:00am – 9:30am
		    ➢ In person meeting at COS
		    ➢ John Werner may not be at the meeting and Heather Keran will take over for him	

6	**Adjournment**	● Meeting adjourned at 3:38am	➢