

SAEC Leadership Committee Meeting Minutes

May 25, 2023

3:00PM – 4:30 PM

Virtual Meeting

Co-Chairs: Heather Keran and Jonna Schengel

In Attendance: Brian Brazier, Corcoran Adult School; Victoria Guzman, Cutler-Orosi Adult School; Heather Keran, Hanford Adult School; Lindsay 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; Arturo Villarreal, Farmersville Adult School;

	Discussion Topic	Outcome	Action
1	Opening Business		
1.1	Call to order	<ul style="list-style-type: none"> ● Called to order at 3:01Pm by Heather Keran 	
1.2	Establish Quorum	<ul style="list-style-type: none"> ● Quorum Established – Yes 	
1.3	Welcome and Introductions		
2	Approval of Minutes/Notes	<ul style="list-style-type: none"> ● Approval of Minutes from 05/02/2023 	<ul style="list-style-type: none"> ● Motioned to approve Minutes by Lori Morton, Tulare Adult School ● Seconded by Jonna Schengel, College of the Sequoias ● Abstained: None ● Vote: <ul style="list-style-type: none"> ➢ Approve: All ➢ Opposed: None ➢ Motion Carried
3	Public Comment	<ul style="list-style-type: none"> ● No Comments 	
4	Action Items	<ul style="list-style-type: none"> ● No Action Items 	
5	Information Items		
5.1	Governance – John Werner	<ul style="list-style-type: none"> ● COLA update <ul style="list-style-type: none"> ➢ Sitting at 8.22 percent ➢ LAO is recommending it be dropped to 5% 	
5.2	Marketing/Outreach – Tami Olson	<ul style="list-style-type: none"> ● Tami has not heard from anyone except Lori and Larriann on the Radio marketing/outreach ● Tami shared a sample of the radio ad with everyone 	

		<ul style="list-style-type: none"> ● Ad will be for GED, HSD and ESL <ul style="list-style-type: none"> ➤ Spanish stations will be 100% in Spanish ➤ Would like to do an interview on air each Sunday featuring a non-profit <ul style="list-style-type: none"> ▪ Suggested that John Werner would be good for this ➤ There will be 84, 30 second commercials per week, 4 weeks per month ➤ It will run through next May ● Have not heard on pricing yet <ul style="list-style-type: none"> ➤ If everyone participates it will be less than \$3,000 a school ➤ SAEC office is willing to help off set if anyone has a hard time paying for it ● Tami Olson will send out more information in an email as she learns it <ul style="list-style-type: none"> ➤ Let Tami know if you can participate and how much you can afford to spend 	
5.3	Deliverables and Updates – Heather Keran	<ul style="list-style-type: none"> ● WIOA Title II <ul style="list-style-type: none"> ➤ Looking to get healthy WIOA for everyone ➤ Still waiting on the GAN <ul style="list-style-type: none"> ▪ Should come out in mid July ● CAEP <ul style="list-style-type: none"> ➤ June 2023 <ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ● Upcoming Navigator Events <ul style="list-style-type: none"> ➤ May 25 Royal Oaks Career Day ➤ June 9 Tulare-Kings Healthcare Meeting ➤ June 14 Lindsay Healthy Start ● Navigators will be asking schools about site availability <ul style="list-style-type: none"> ➤ If sites can't handle them let John know ➤ Tulare will go to 4 - 10 hour days in the last week of June with Mondays off ➤ Visalia will go to 4 - 10 hour days in July 	

5.6	Professional Development– John Werner	<ul style="list-style-type: none"> ● CASAS Summer Institute 2023, June 12- 15, Hyatt Regency Orange County <ul style="list-style-type: none"> ➤ In-person Registration - \$680 ➤ Virtual Registration - \$500 ➤ Coming up quickly 	
5.7	Member Effectiveness Reports	<ul style="list-style-type: none"> ● Draft Member Effectiveness Report Schedule for 2023-2024: <ul style="list-style-type: none"> ➤ 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	<ul style="list-style-type: none"> ● Program Area Committee meeting dates <ul style="list-style-type: none"> ➤ ESL <ul style="list-style-type: none"> ▪ September 25, 2023 ▪ April 5, 2024 ➤ ABE/ASE <ul style="list-style-type: none"> ▪ TBD ➤ AWD– TBD <ul style="list-style-type: none"> ▪ September 19, 2023 1:00PM-3:00PM ▪ April 19, 2024 1:00PM-3:00PM ● Name change to Program Area Committees <ul style="list-style-type: none"> ➤ Would like to keep teachers as Chairs and Co-chairs ➤ We can do training with Navigators to help them lead committees if we do not have teachers available ● Will get ABE/ASE meeting dates from Beth <ul style="list-style-type: none"> ➤ John will email out dates when he gets them ● Will do meetings in the Fall and Spring <ul style="list-style-type: none"> ➤ Just need a thumbs up from the Leadership Committee 	

5.9	Back to School Meeting	<ul style="list-style-type: none"> ● Do we want to have a Back to School meeting with instructors again this year? <ul style="list-style-type: none"> ➢ John will send out a survey to everyone to go over ➢ Can plan this by email ● It was suggested that presenters do not have to all be in person <ul style="list-style-type: none"> ➢ Can be a hybrid meeting for schools that can't attend in person 	
5.10	SAEC Data Community of Practice	<ul style="list-style-type: none"> ● SAEC Data Community of Practice meeting dates: <ul style="list-style-type: none"> ➢ 2022.23 Meeting Dates: <ul style="list-style-type: none"> ▪ 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 	
5.11	Next Leadership Committee Meeting Agenda – John Werner	<ul style="list-style-type: none"> ● July 20, 2023 @ 3:00pm – 4:30pm <ul style="list-style-type: none"> ➢ Virtual Meeting ➢ Barbara will add future Leadership meetings to PD calendar 	
5.12	Next SAEC Board Meeting	<ul style="list-style-type: none"> ● Next meeting August 1, 2023 at 8:00am – 9:30am <ul style="list-style-type: none"> ➢ In person meeting at COS 	
6	Adjournment	<ul style="list-style-type: none"> ● Meeting adjourned at 3:48pm 	<ul style="list-style-type: none"> ● Motioned to adjourn the meeting by Brian Brazier, Corcoran Adult School ● Seconded by Arturo Villarreal, Farmersville Adult School ● Abstained: None ● Vote: <ul style="list-style-type: none"> ➢ Approve: All ➢ Opposed: None ➢ Motion Carried