

SAEC Leadership Committee Meeting Notes

August 1, 2023

3:00PM – 4:30 PM

Virtual Meeting

Co-Chairs: Heather Keran and Jonna Schengel

In Attendance: Victoria Guzman, Cutler-Orosi Adult School; Barbara Marshall, SAEC; Lori Morton, Tulare Adult School; Tami Olson, Visalia Adult School; Jonna Schengel, College of the Sequoias; John Werner, SAEC

	Discussion Topic	Outcome	Action
1	Opening Business		
1.1	Call to order	<ul style="list-style-type: none">Called to order at 8:42 am by Jonna Schengel	
1.2	Establish Quorum	<ul style="list-style-type: none">Quorum Established – No	
1.3	Welcome and Introductions		
2	Approval of Minutes/Notes	<ul style="list-style-type: none">Minutes from 05/02/2023 to be voted on at August 24, 2023 meeting	<ul style="list-style-type: none">No Action Taken
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">➤ 8.22 percentAnnual plan is due August 15, 2023<ul style="list-style-type: none">➤ NOVA will send a reminder to approve it➤ Leadership need to look at it and make sure it is in alignment with what they are doingGovernance Document and MOU<ul style="list-style-type: none">➤ John and Barbara will send out an email with the documents and explanation taking it to your local Boards and what needs to be doneThis year we will concentrate on what we are doing with the 20% cap<ul style="list-style-type: none">➤ 20% will be locked in for this year➤ Will need to present something to the SAEC Board	

		<ul style="list-style-type: none"> • COS has some Strong Workforce money <ul style="list-style-type: none"> ➢ Would like to help out CTE programs ➢ Looking at running some DACA based training 	
5.2	Marketing/Outreach – Tami Olson	<ul style="list-style-type: none"> • Radio marketing/outreach <ul style="list-style-type: none"> ➢ Visalia Adult sent out emails on who needs to pay ➢ John Werner and Carmen Becerra did their podcast interviews 	
5.3	Deliverables and Updates – Heather Keran	<ul style="list-style-type: none"> • WIOA Title II <ul style="list-style-type: none"> ➢ End of year payment point certification letter came yesterday <ul style="list-style-type: none"> ▪ Make sure everything is correct and submit it today ▪ Everyone that gets WIOA needs to do this • CAEP <ul style="list-style-type: none"> ➢ July 2023 	
5.5	RISDIS – John Werner	<ul style="list-style-type: none"> • Master Schedules <ul style="list-style-type: none"> ➢ Reminded everyone the to let Navigators know what they need to report • Upcoming Navigator Events <ul style="list-style-type: none"> ➢ Reminder to look at agenda for the events that the Navigators will be involved with ➢ Agenda shows that the Navigators are all out in the community doing work for the schools <ul style="list-style-type: none"> ▪ Events are about connecting students to your school • Navigator 2023 tentative Fall schedules <ul style="list-style-type: none"> ➢ Reminded everyone to look at it <ul style="list-style-type: none"> ▪ Talk with your Navigator if you want to work something else out differently 	
5.6	Professional Development– John Werner	<ul style="list-style-type: none"> • CAEP Consortium Management Series <ul style="list-style-type: none"> ➢ https://register.caladulted.org/ • Registration for the CAEP Summit 2023 is open <ul style="list-style-type: none"> ➢ https://summit.caladulted.org/Registration/ • Advancing Adult Education Website <ul style="list-style-type: none"> ➢ https://caladulted.org/Practice • SAEC Summit (August 17th and 25th) <ul style="list-style-type: none"> ➢ Attendee registration link is up and running ➢ Waiting for conformation from presenters 	

		<ul style="list-style-type: none"> ➤ Aztec and Burlington are good to go ● Innovators by Design <ul style="list-style-type: none"> ➤ We have 2 tables with open seats available for anyone that is interested in going ● CCAE Central Section Conference <ul style="list-style-type: none"> ➤ November 3, 2023 ➤ There is no way to register for this yet ● 2024 COABE – Adult Education: Together in Harmony <ul style="list-style-type: none"> ➤ Will be in Nashville, TN, March 17 – 20, 2024 ➤ Other future locations <ul style="list-style-type: none"> ▪ Dallas Texas – 2025 ▪ Indianapolis Indiana - 2026 	
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 1:00PM-3:00PM ▪ April 5, 2024 1:00PM-3:00PM ➤ ABE/ASE <ul style="list-style-type: none"> ▪ September 11, 2023 1:00PM-3:00PM ▪ April 8, 2024 1:00PM-3:00PM ➤ AWD– TBD <ul style="list-style-type: none"> ▪ September 19, 2023 1:00PM-3:00PM ▪ April 19, 2024 1:00PM-3:00PM ➤ Possible meeting locations will be at Tulare Connections or Tucoemas 	

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"> ➤ 2023.24 Meeting Dates: <ul style="list-style-type: none"> ▪ Q1 10.20.23 @ 11:00AM ▪ Q2 01.19.24 @ 11:00AM ▪ Q3 04.19.24 @ 11:00AM ▪ Q4 06.28.24 @ 11:00AM and/or 07.05.24 @ 11:00AM 	
5.11	Next Leadership Committee Meeting Agenda – John Werner	<ul style="list-style-type: none"> August 24, 2023 @ 3:00pm – 4:30pm <ul style="list-style-type: none"> ➤ Virtual Meeting ➤ Agenda topics Call from Renatta DeFever from CATS Study <ul style="list-style-type: none"> ➤ Recommended they do a big data harvest pull <ul style="list-style-type: none"> ▪ Simple procedure out of TE ▪ They are getting instructions put together to send out to sites ▪ Should be done within the next 2 weeks Payment to COS for using Mitch as a consultant on WIOA <ul style="list-style-type: none"> ➤ \$9,000.00 more than SAEC Board voted on in the beginning ➤ Need to do as an action item with SAEC Board <ul style="list-style-type: none"> ▪ Will do an electronic vote 	<ul style="list-style-type: none"> Electronic vote was done on August 3, 2023 <ul style="list-style-type: none"> ➤ Approve: All ➤ Opposed: None ➤ Abstained: None ➤ Motion Carried
5.12	Next SAEC Board Meeting	<ul style="list-style-type: none"> Next meeting October 3, 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 10:00am 	<ul style="list-style-type: none"> No Action Taken