

SAEC Leadership Committee Meeting Minutes

August 25, 2022

3:00PM-4:30PM

Zoom (Virtual On-Line Meeting)

Co-Chairs: Heather Keran and Jonna Schengel

In Attendance: Brian Brazier, Corcoran Adult School; Victoria Guzman, Cutler-Orosi Adult Education Center; Heather Keran, Hanford Adult School; Amalia Lopez, Lindsay Adult School; Barbara Marshall, SAEC; Lori Morton, Tulare Adult School; Tami Olson, Visalia Adult School; Larriann Torrez, Porterville Adult School; Rocio Vasquez, Lindsay Adult School; 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 3:04pm 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 08/02/22 	<ul style="list-style-type: none"> ● Motioned to approve minutes by Tami Olson, Visalia Adult School ● Seconded by Amalia Lopez, Lindsay Adult School ● Abstained: Heather Keran, Hanford Adult School ● Vote: <ul style="list-style-type: none"> ➢ Approve: All ➢ Abstained: One ➢ Opposed: None ➢ Motion Carried
3	Public Comment		
4	Action Items		
4.1	Virtual Meeting for the September 6, 2022 – John Werner	<ul style="list-style-type: none"> ● Motion to approve Virtual meeting for the September 6, 2022 	<ul style="list-style-type: none"> ● Motioned to approve minutes by Tami Olson, Visalia Adult School ● Seconded by Brian Brazier, Corcoran Adult School ● Abstained: ● Vote: <ul style="list-style-type: none"> ➢ Approve: All ➢ Abstained: None

			<ul style="list-style-type: none"> ➤ Opposed: None ➤ Motion Carried
5	Information Items		
5.1	Governance – John Werner	<ul style="list-style-type: none"> ● Amended 2022.23 CFAD Status Updated <ul style="list-style-type: none"> ➤ All members have approved it in NOVA ➤ SAEC Board Action: Approved on 08/02/22 ● Amended SAEC 2022.25 MOU and Governance Documents <ul style="list-style-type: none"> ➤ Will give everyone until mid-September to get MOU and Governance Documents approved by their local boards ➤ Copies are to be given to Barbara Marshall ● SAEC Annual Plan <ul style="list-style-type: none"> ➤ Template does not align with the 3-year plan ➤ John is currently working on it ➤ Will take to SAEC Board on September 6th for action ➤ Once done it will be submitted in NOVA with all superintendents clicking on the submit button <ul style="list-style-type: none"> ▪ This will open it up for schools to click what part of the annual plan they are doing at their sites <ul style="list-style-type: none"> ○ Due September 30th 	
5.2	Deliverables & Updates – John Werner	<ul style="list-style-type: none"> ● WIOA Title II <ul style="list-style-type: none"> ➤ Application for eligibility will not open up until September 1st ➤ You can pull the RFA and start working on it to figure which 2 years you want to work in ➤ Start round up data as soon as you can ➤ Copy the table from TE that you pulled and sent it to Mitch as soon as possible <ul style="list-style-type: none"> ▪ He will start writing the narratives ● CAEP Program Hours and Expenditure Report is due September 1st 	
5.3	Curriculum – John Werner	<ul style="list-style-type: none"> ● Reminder that EI Civics modules available in Google Drive as a resource to staff <ul style="list-style-type: none"> ➤ Google drive has been shared with instructors for the last few years ➤ It was mentioned that EI Civics exchange has helpful information for teachers to use <ul style="list-style-type: none"> ▪ https://elcivics.otan.us/ 	

5.4	Professional Development – John Werner	<ul style="list-style-type: none"> ● SAEC Professional Development Summit <ul style="list-style-type: none"> ➢ Evening PD turned out better than last year ➢ Had good feedback from presenters ➢ Have not gone through evaluations yet ● John Werner shared that he would like to give a presentation for Administrators in the next few weeks 	
5.5	Member Effectiveness Reports	<ul style="list-style-type: none"> ● Current lineup of Member Effectiveness Reports <ul style="list-style-type: none"> ➢ October 2022 – SAEC Report: Enrollment ➢ November 2022 – SAEC Report: Outcomes, Hanford Adult, Tulare Adult ➢ December 2022 – Visalia Adult, Corcoran Adult ➢ February 2023 – College of the Sequoias, Lindsay Adult ➢ March 2023 – Cutler-Orosi, Farmersville ● John may not be able to do his report in October but will do a report in November on literacy gains and degree credentials ● Adam Peck will do an economic report and the Navigators will do an effectiveness report in October ● Plan on having Proteus present on September 6th ● John Werner has confirmed that we can meet by zoom until 2024 	
5.6	Program Area Governance Committees	<ul style="list-style-type: none"> ● Program Area Governance Committee meeting dates <ul style="list-style-type: none"> ➢ ESL – Carmen Becerra <ul style="list-style-type: none"> ▪ October 3, 2022 1:30PM - 3:00PM ▪ January 20, 2023 1:30PM - 3:00PM ▪ April 17, 2023 1:30PM - 3:00PM ➢ ABE/ASE – Maribel Delgado <ul style="list-style-type: none"> ▪ September 26, 2022 1:00PM - 3:00PM ▪ October 31, 2022 1:00PM - 3:00PM ▪ February 27, 2023 1:00PM - 3:00PM ▪ April 24, 2023 1:00PM - 3:00PM ➢ AWD– TBD <ul style="list-style-type: none"> ▪ September 30, 2022 1:00PM-3:00PM ▪ November 4, 2022 1:00PM-3:00PM (TBD) ▪ February 10, 2023 1:00PM-3:00PM ▪ April 21, 2023 1:00PM-3:00PM 	

5.7	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 	
5.8	Next Leadership Committee Meeting Agenda – John Werner	<ul style="list-style-type: none"> ● September 6, 2022 at 9:15am <ul style="list-style-type: none"> ➢ Virtual meeting ➢ Hope to have Mitch come in and talk about DoE – discussion on the data 	
5.9	Next SAEC Board Meeting	<ul style="list-style-type: none"> ● Next meeting September 6, 2022 at 8:00am <ul style="list-style-type: none"> ➢ Virtual Meeting 	
6	Adjournment	<ul style="list-style-type: none"> ● Meeting adjourned at 4:12pm 	<ul style="list-style-type: none"> ● Motioned to adjourn by Tami Olson, Visalia Adult School ● Seconded by Lori Morton, Tulare Adult School ● Vote: <ul style="list-style-type: none"> ➢ Approve: All ➢ Opposed: None ➢ Motion Carried