

SAEC Leadership Committee Meeting Minutes

September 21, 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; Barbara Marshall, SAEC; Lori Morton, Tulare Adult School; Tami Olson, Visalia Adult School; Larriann Torres, Porterville Adult School; Art Villarreal, Farmersville Adult School; 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 3:03 pm 	
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"> ● Minutes from 08/24/2023 	<ul style="list-style-type: none"> ● Motioned to approve Minutes by Tami Olson, Visalia Adult School ● Seconded by Lori Morton – Tulare Adult School ● Abstained: None ● Vote: <ul style="list-style-type: none"> ➢ Approve: All ➢ Opposed: None ➢ Abstain: Heather Keran ➢ 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	SAEC Board Meeting on 10/03/23 – John Werner	<ul style="list-style-type: none"> ● Economic Outlook Report from Adam Peck ● State of the Consortium report <ul style="list-style-type: none"> ➢ Will talk about fiscal spending, enrollment data and accomplishment towards Annual Plan ● Navigators NIF Presentation <ul style="list-style-type: none"> ➢ Navigators will do their Navigator Impact Report 	

5.2	Governance – John Werner	<ul style="list-style-type: none"> ● SAEC 2023.24 Annual Plan status update <ul style="list-style-type: none"> ➤ Once fiscal report is done Leadership will be able to work on their strategies in NOVA ➤ Spreadsheet from Heather will tell everyone what should be checked with justifications ● Fiscal Reporting <ul style="list-style-type: none"> ➤ Will received red flag if you are falling under the anticipated expenditures. <ul style="list-style-type: none"> ▪ Corrective action plan will be necessary for the coming year 	
5.3	CAEP Promising Practices Interview Committee – John Werner	<ul style="list-style-type: none"> ● CAEP Promising Practices Interview Committee <ul style="list-style-type: none"> ➤ Went to COS on September 6th and Visalia Adult on September 8th ● Debrief <ul style="list-style-type: none"> ➤ Received good email back from the visiting committee ➤ COS and VAS were chosen because they had good transition data ➤ Good recognition for our schools 	
5.4	Deliverables and Updates – Heather Keran	<ul style="list-style-type: none"> ● WIOA Title II and CAEP <ul style="list-style-type: none"> ➤ NOVA was not letting Leadership input Q4 data <ul style="list-style-type: none"> ▪ Started working this morning ➤ After all of Q4 data is inputted Leadership can then do their workplan budget for 2023.2024 ➤ CAEP Program Hours and Expenditures Report <ul style="list-style-type: none"> ▪ Have not heard or seen anything from Chancellor’s office about this, this year 	
5.5	RISDIS – John Werner	<ul style="list-style-type: none"> ● 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 ➤ We have had conversation on what the balance point is with the Navigators <ul style="list-style-type: none"> ▪ Burn out of Navigators vs keeping them away from sites <ul style="list-style-type: none"> ○ Count on Navigators and Sites letting us know if there is a need for change 	

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 ● Innovators by Design <ul style="list-style-type: none"> ➤ Contact Barbara Marshall if you want to attend ➤ John, Tami and Carmen will each be leading a panel ● CCAE Central Section Conference <ul style="list-style-type: none"> ➤ November 3, 2023 ● 2024 COABE – Adult Education: Together in Harmony <ul style="list-style-type: none"> ➤ Will be in Nashville, TN, March 17 – 20, 2024 <ul style="list-style-type: none"> ▪ Travel ban to Tennessee is gone ➤ 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	Review of SAEC Summit – John Werner	<ul style="list-style-type: none"> ● Numbers were really low <ul style="list-style-type: none"> ➤ Some sessions had no one attending and others had 1 or 2 ➤ Not worth doing with the numbers we had ● Do we move it further in the semester or leverage CCAE Central Section Conference? 	
5.9	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 	

		<ul style="list-style-type: none"> ➤ ABE/ASE <ul style="list-style-type: none"> ▪ September 11, 2023 1:00PM-3:00PM ▪ April 8, 2024 1:00PM-3:00PM ➤ AWD <ul style="list-style-type: none"> ▪ September 19, 2023 1:00PM-3:00PM ▪ April 19, 2024 1:00PM-3:00PM ➤ Meeting locations will be at Tulare Connections <ul style="list-style-type: none"> ▪ 3249 W. Noble ● Attendance is very low <ul style="list-style-type: none"> ➤ Leadership need to help push the meetings ➤ Visalia Adult sends a representative because they cannot shut down classes 	
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"> ● October 3, 2023 @ 9:45am – 11:45am <ul style="list-style-type: none"> ➤ In person at COS ➤ Agenda topics 	
5.8	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 4:03pm 	<ul style="list-style-type: none"> ● Motioned to adjourn meeting by Vicki Guzman – Cutler-Orosi Adult School ● Seconded by Brian Brazier, Corcoran Adult School ● Abstained: None ● Vote: <ul style="list-style-type: none"> ➤ Approve: All ➤ Opposed: None ➤ Motion Carried