

SAEC Leadership Committee Meeting Minutes

September 23 2021

3:00PM – 4:00PM

Zoom (Virtual On-Line Meeting)

Co-Chairs: Heather Keran and Jonna Schengel

In Attendance: Brian Brazier, Corcoran Joint Unified School District; Erika DeLaCruz, Farmersville Adult School; Victoria Guzman, Cutler Adult Education; Heather Keran, Hanford Adult School; Barbara Marshall, SAEC; Lori Morton, Tulare Adult School; Tami Olson, Visalia Adult School; Mitch Rosin; Larriann Torrez, Porterville Adult School; John Werner, SAEC Director

	Discussion Topic	Outcome	Action
1	Opening Business		
1.1	Call to order	<ul style="list-style-type: none"> Called to order at 3:03pm by Heather Keran 	
1.2	Establish Quorum	<ul style="list-style-type: none"> Quorum Established - Yes 	
1.3	Welcome and Introductions	<ul style="list-style-type: none"> Introduced everyone to Mitch Rosin, P2C Solutions, LLC. 	
2	Review and approval of Minutes from 09/07/21	<ul style="list-style-type: none"> Approval of minutes from September 7, 2021 	<ul style="list-style-type: none"> Motioned to approve minutes by Brian Brazier, Corcoran Joint Unified School District Seconded by Tami Olson, Visalia Adult School Vote: <ul style="list-style-type: none"> ➤ Approve: All except for one abstain ➤ Opposed: None ➤ Abstain: None ➤ Motion Carried
3	Public Comment	<ul style="list-style-type: none"> COABE has a lot of information on Adult Ed week 	
4	Information Items		
4.1	WIOA II – Heather Keran	<ul style="list-style-type: none"> Calpro has training next week for anyone that wants to start a IET program <ul style="list-style-type: none"> ➤ If you want to know if it is a fit for you this is highly recommended ➤ Reminder, you need historical data to prove program feasibility to apply for WIOA, Section 243 funding during the next WIOA application window. Quarter 1 for budget expenditures is due October 31st 	

		<ul style="list-style-type: none"> ● Please read the email that was sent out regarding cost for GED and HiSet testing <ul style="list-style-type: none"> ➢ CAEP funds should be used, not WIOA 	
4.2	Corcoran WASC visit – Brian Brazier	<ul style="list-style-type: none"> ● Valuable process. A lot about the school was revealed. <ul style="list-style-type: none"> ➢ The process went really well ➢ Staff really supported the process ➢ Good learning/growth opportunity ● WAS Board decision will be available/provided to CAS after the next WASC Board meeting <ul style="list-style-type: none"> ➢ Feedback from committee was good 	
4.3	NOVA Submissions – John Werner	<ul style="list-style-type: none"> ● Reviewed the CAEP 2021/22 Member Budget and Workplan in NOVA (3rd review) <ul style="list-style-type: none"> ➢ Work plan: check off strategies school will be responsible for implementing/doing ➢ Budget plan: Members create their budget based using the combined previous year carry-over and current year allocation ➢ Must complete this before you can do any 21.22 fiscal reporting ➢ See email from John for “how-to” video. Video may also be found in SAEC Google Drive Folder under Fiscal. ● Discussed Cumulative Quarterly Expenditure Forecast <ul style="list-style-type: none"> ➢ Reviewed corrective action plan triggers at each quarter ● Reviewed 2020/21 Program Area Reporting (3rd review) <ul style="list-style-type: none"> ➢ Reviewed program hours and which TOPSPro Enterprise report to pull attendance hours from <ul style="list-style-type: none"> ▪ Do not leave fields with “Not Entered”. Put a 0 if 0. ➢ Reviewed leveraged resources by program area <ul style="list-style-type: none"> ▪ Discussed formula for attributing whole school type costs - Use program hours to create a ratio or formula. Do not just split evenly. ▪ Discussed use of goal codes in SACS to determine program area expenditures. Members should have their chart of accounts set up to use specific goal codes. Do not rely on resource codes. ▪ You may not have expenditures in a program and no program hours. You may have program hours and no expenditures, but it is preferred that you do not. Recommended that if you have hours and you have 	

		<p>expenditures.</p> <ul style="list-style-type: none"> ▪ Do not leave fields with “Not Entered”. Put a 0 if 0. 	
4.4	2020.21 SAEC Report: Enrollment – John Werner	<ul style="list-style-type: none"> ● 2020/21 Consortium wide, year-end data <ul style="list-style-type: none"> ➢ J Werner convened a work group to review and interpret year end data. A few Leadership members and Hector (COS) participated. ➢ Reviewed that data and observations made by the work group <ul style="list-style-type: none"> ▪ J Werner showed the Leadership committee members a PowerPoint presentation of enrollments numbers for the last 3 fiscal years ➢ Reviewed ideas on how to present to the SAEC Board on 10.5.21 ➢ Recommendation is to present enrollment data on 10.5.21 and student performance outcome data on 11.2.21 ➢ Data set pulled from TE. Need COS data if they want it included in the board presentation. 	
4.5	SAEC Three Year Plan 2022.24 – Mitch Rosin and John Werner	<ul style="list-style-type: none"> ● M Rosin had to leave so John presented the information ● Process overview and work proposal on creating the 3-year plan <ul style="list-style-type: none"> ➢ Mitch Rosin build out a “Scope of Work/Cost Proposal: October 2021 - June 2022” <ul style="list-style-type: none"> ▪ October 2021: Review CAEP Guidance and Template documents ▪ November 2021: Section 2 – Assessment ▪ December 2021: Section 3 – Metrics ▪ January 2022: Objectives and Strategies to Overcome Barriers ▪ February 2022: Section 4 – Activities and Outcomes ▪ March 2022: Funds and Evaluation ▪ April 2022: Review Draft of Three-Year Plan ▪ May 2022: Vote on Three-Year Plan ▪ June 2022: Hold for last minute issues; Final Three-Year Plan due June 20, 2021 ➢ Total cost \$20,800. Professional Services @\$200/Hour (inclusive of all travel expenses) <ul style="list-style-type: none"> ▪ Not an upfront payment. He will charge for what he does ▪ COS will house contract ▪ Money will come for the SAEC office budget ➢ Will be brought before the SAEC Board for approval on 10.5.21 ➢ Leadership Committee recommends approval 	

4.6	Digital Badging – John Werner	<ul style="list-style-type: none"> ● Will go over this at our next meeting 	
4.7	ARPA: Goods Jobs Challenge – John Werner	<ul style="list-style-type: none"> ● COABE did a great presentation on this <ul style="list-style-type: none"> ➢ Encouraged everyone to go look at it 	
4.8	CWA/EDD WIOA Title I Equity and Special Populations – John Werner	<ul style="list-style-type: none"> ● https://edd.ca.gov/Jobs_and_Training/WDSFP_Workforce_Development_Solicitations_for_Proposals.htm <ul style="list-style-type: none"> ➢ Encouraged everyone to look at it and will bring back for discussion at the next meeting ➢ We can apply individually or as a team <ul style="list-style-type: none"> ▪ Due by November 1, 2021 at 3:00pm 	
4.9	Reminders – John Werner	<ul style="list-style-type: none"> ● Member Effectiveness Reports Schedule for 2021.22 fiscal year <ul style="list-style-type: none"> ➢ October – John will share a whole consortium report ➢ November 2021 – Hanford Adult, Tulare Adult ➢ December 2021 – Visalia Adult, Corcoran Adult ➢ February 2022 – College of the Sequoias, Lindsay Adult ➢ March 2022 – Cutler-Orosi, Farmersville ● Governance Committee Meetings <ul style="list-style-type: none"> ➢ ESL: 1:30pm – 3:00pm - (Carmen Becerra) <ul style="list-style-type: none"> ▪ October 1, 2021 ▪ December 3, 2021 ▪ February 7, 2022 ▪ April 25, 2022 ➢ ABE/ASE: 1:00pm – 3:00pm - (Alida Mora) <ul style="list-style-type: none"> ▪ September 27, 2021 ▪ November 1, 2021 ▪ February 28, 2022 ▪ April 25, 2022 ➢ AWD: (Sylvia Perez) <ul style="list-style-type: none"> ▪ Merge with Tulare-Kings LPA ▪ 9//30/20: 9:00am – 10:30am ➢ CNA Taskforce Committee: (Maribel Delgado) ● Data Community of Practice meeting dates <ul style="list-style-type: none"> ➢ Q1: 10.22.21 @ 11:00am ➢ Q2: 01.21.22 @ 11:00am ➢ Q3: 04.29.22 @11:00am ➢ Q4: 07.08.22 @ 11:00am 	

		<ul style="list-style-type: none"> • Due Dates <ul style="list-style-type: none"> ➢ https://caladulthood.org/DueDates 	
4.10	Site Visits – John Werner	<ul style="list-style-type: none"> • Sites visits are difficult at this time <ul style="list-style-type: none"> ➢ Conversations need to be between available school and who can go ➢ A lot of schools are doing classes virtually ➢ Will add to the agenda for next meeting 	
4.11	Next Leadership Committee Meeting Agenda – John Werner	<ul style="list-style-type: none"> • Next meeting will be 10/05/21 at 9:15am <ul style="list-style-type: none"> ➢ Virtual meeting 	
4.11	Next SAEC Board Meeting on 10.05.21	<ul style="list-style-type: none"> • Next meeting 10/05/2021 <ul style="list-style-type: none"> ➢ Virtual meeting 	
5	Action Items		
5.1	Leadership Meeting to be held Virtually on 10.05.21	<ul style="list-style-type: none"> • Vote required to hold the 10.05.21 Leadership meeting virtually <ul style="list-style-type: none"> ➢ Per AB361 meetings that are held virtually need to be voted on at least 30 days prior to meeting 	<ul style="list-style-type: none"> • Motioned to invoke AB361 for virtual meetings for the next 30 days by Tami Olson, Visalia Adult School • Seconded by Victoria Guzman, Cutler Adult Education • Vote: <ul style="list-style-type: none"> ➢ Approve: All ➢ Opposed: None ➢ Abstain: No ➢ Motion Carried
6	Adjournment	<ul style="list-style-type: none"> • Meeting adjourned at 4:15pm 	<ul style="list-style-type: none"> • Motioned to adjourn meeting by Tami Olson, Visalia Adult School • Seconded by Lori Morton, Tulare Adult School • Vote: <ul style="list-style-type: none"> ➢ Approve: All ➢ Opposed: None ➢ Abstain: No ➢ Motion Carried