SAEC Leadership Committee Meeting Notes
January 30, 2025, 3:00 - 4:30 PM
Co-Chairs: Heather Keran and Jonna Schengel

Join Zoom Meeting
https://us02web.zoom.us/j/85942071025?pwd=VNbR9NjDRtLlb32hj0miCZGEGpw77m.1
Meeting ID: 859 4207 1025
Passcode: 608572

In Attendance: Victoria Guzman, Cutler-Orisi Adult School; Heather Keran, Hanford Adult School; Amalia Lopez, Lindsay Adult School; LaDonna Jones, SAEC; Arturo Villarreal, Farmersville Adult School; John Werner, SAEC; Larriann Torrez, Porterville Adult School

	Discussion Topic	Outcome	Action
1	**Opening Business**		
1.1	**Call to order – Heather Keran**	• Called to order at 3:01 PM	
1.2	**Welcome and Introductions**		
2	**Review of Minutes/Notes**	• Notes/Minutes from November 5, 2024	• No changes needed.
3	**N/A**		
4	**Action Items**	• No Action Items	
5	**Information Items**		
5.1	**SAEC Attendance Accounting Policy, Practice, Protocol –John Werner**	• Standard Operating Procedure Guideline • Scheduled to implement 1.1.25 • Written with flexibility to implement as needed	• Review again on 2.4.25 with full group to see if anyone has implemented
5.2	**Governance –John Werner**	• SAEC 2025-28 MOU ➢ SAEC Amended "FINAL COLA" MOU 2024-27 • SAEC Report on Consortium Governance 2025.26 ➢ SAEC Report on Consortium Governance 2024.25 • SAEC CFAD 2025.26 ➢ Due 5.2.25 ➢ 2024.25 CFAD Located in NOVA	• Need to bring documents current with updated names and dates. • John will talk to Alpaugh to see if they want to leave the consortium. They have not been attending meetings or voting. • Members are receiving notices to make corrective action in CFAD. John has directed everyone to input "Not Applicable per Consortium

5.3	**Deliverables and Updates - John Werner**	• WIOA Title II ➢ Signed Q3 GAN Amendment - uploaded and mailed - 02/28/25 ➢ Second Quarter Expenditure Claim Report - 01/31/25 • **CAEP** ➢ **January 2025** ▪ Jan 31: Student Data due in TOPSPro (Q2) ▪ Jan 31: Employment and Earnings Follow-up Survey ➢ **February 2025** ▪ Feb 28: Preliminary allocations for 2025-26 and 2026-27 released by this date. ➢ **March 2025** ▪ Mar 1: 22/23 and 23/24 and 24/25 Member expense report is due in NOVA. (Q2)* ▪ Mar 31: End of Q3 ▪ Mar 31: 22/23 and 23/24 and 24/25 Member Expense Report certified by Consortia in NOVA (Q2) * ➢ **April 2025** ▪ Apr 30: Student Data due in TOPSPro (Q3) ▪ Apr 30: Employment and Earnings Follow-up Survey ➢ **May 2025** ▪ May 2: CFAD for 2025-26 due in NOVA *	Director" - unless received in the last quarter of the year. • IELC Plan due before CIP ➢ Must have syllabus for specific programs
5.4	**Spring 2025 Site Visits**	• John will start site visits soon.	• Add to Feb 4 meeting agenda to choose visit dates
5.5	**Updates on PD Calendar**		• CIP reminder will be added
5.7	**RISDS – John Werner**	• Upcoming Navigator Events ○ Social Media & Canva Bootcamp ■ Becerra and Jones ■ January 15, 22, 29 & Feb 5 (3 hours per day) ■ Delgado and Lopez - TBD ○ TKCCC 8th Annual Counselor Conference ■ January 29, 20225 ■ Delgado and Lopez ○ COAS Orientations (every other Wednesday) ■ February 5, 2025 ■ Lopez ○ LAS Adult Ed Celebration Fair	

	■ February 6, 2025 ■ Lopez ○ World Ag Expo ■ February 11- 13, 2025 ■ All Navigators ○ CVIIC Annual Regional Conference on Immigrant Integration ■ February 25, 2025 ■ All Navigators ○ Growing Health Leaders Conference ■ February 25, 2025 ■ All Navigators ○ Industry Sector Summit - Transportation ■ April 1, 2025 ■ All Navigators ○ TCOE Support Staff Conference ■ April 22, 2025 ■ Delgado and Lopez ○ Sequoia High School CTE Presentation ■ April 22, 2025 ■ Becerra ○ VAS Adult Education Celebration ■ April 23, 2025 ■ Becerra ○ TAS Adult Education Celebration ■ April 29, 2025 ■ Delgado ○ CCAE State Conference ■ May 1-3, 2025 ■ In Fresno ■ All Navigators and SAEC Office

5.8	**Professional Development – John Werner**
	
	• CAEP Consortium Management Series
	  ➢ https://register.caladulted.org/
	• Advancing Adult Education Website
	  ➢ https://caladulted.org/Practice

		• CIP: Q&A with Dr. Zachary - Register via OTAN
		  ➢ Feb 12 - 1:00 PM
		  ➢ **Meeting ID**: 819 4037 9346
		  ➢ **Passcode:** 54010
		• 2025 COABE - Adult Education: Expanding Horizons
		  ➢ Dallas, TX, March 30 - April 2, 2025
		  ➢ Indianapolis Indiana - 2026
		• CCAE State Conference
		  ➢ Fresno, California, May 1 - 3 , 2025
		  ➢ Registration

5.9	**Reminder: Member Effectiveness Reports - John Werner**	• Schedule for 2024-2025
		  ➢ ~~October 2024 - SAEC Report~~
		  ➢ ~~November 2024 - NIF Report by Navigators, Hanford Adult, Visalia Adult School~~
		  ➢ February 2025- Corcoran Adult, Lindsay Adult
		  ➢ April 2025- College of the Sequoias, Cutler-Orosi, Farmersville, Tulare Adult School

5.10	**Reminder: Program Area Governance Committees - John Werner**	• Program Area Committee meeting dates
		  ➢ SAEC PD Calendar Event invites sent out. Agendas pending.
		  ➢ Meetings will be in person.
		  ➢ ESL - **Tulare Adult School**
		    ▪ ~~September 27, 2024 1:30 – 3:00PM~~
		    ▪ April 4, 2025 1:30 – 3:00PM
		  ➢ ABE/ASE - **Hanford Adult School**
		    ▪ ~~September 9, 2024 1:30 – 3:00PM~~
		      o Navigators will facilitate as John is out of office
		    ▪ April 7, 2025 1:30 – 3:00PM
		  ➢ AWD - **Visalia Adult School**
		    ▪ ~~September 20, 2024 1:30 – 3:00PM~~
		    ▪ April 18, 2024 1:30 – 3:00PM

5.11	**Reminder: SAEC Data Community of**	• SAEC Data Community of Practice meeting dates: ➢ Participant List (please update)

	Practice
	- John Werner
		➢ [SAEC Data COP Google Drive Main Folder](#)
		➢ [SAEC Data COP Google Drive 2024.25 Folder](#)
		➢ 2024.25 Meeting Dates:
		    ➢ [Q1 10.17.24 @ 11:00AM](#)
		    ➢ [Q2 01.17.25 @ 11:00AM](#)
		    ➢ [Q3 04.18.25 @ 11:00AM](#)
		    ➢ [Q4 06.27.25 @ 11:00AM (option 1)](#)
		       [07.03.25 @ 11:00AM (option 2)](#)

5.12	**Next Leadership** **Committee Meeting** **Agenda** **- Heather Keran**	• February 4, 2025, 3:00PM - 4:30PM ➢ Zoom
5.13	**Next SAEC Board** **Meeting** **- John Werner**	• February 4, 2025, 8:00AM – 9:45AM ➢ In person meeting at COS, Sequoias Room 1
6	**Adjournment**	• Meeting adjourned at 3:45PM