

## SAEC Leadership Committee Meeting Notes

October 3, 2023

9:45am – 11:45am

Virtual Meeting

Co-Chairs: Heather Keran and Jonna Schengel

**In Attendance:** Brian Brazier, Corcoran Adult School; Heather Keran, Hanford Adult School; Barbara Marshall, SAEC; Jonna Schengel, College of the Sequoias; 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"><li>Called to order at 10:00am by Heather Keran</li></ul>	
1.2	Establish Quorum	<ul style="list-style-type: none"><li>Quorum Established – No</li></ul>	
1.3	Welcome and Introductions		
2	Approval of Minutes/Notes	<ul style="list-style-type: none"><li>Minutes from 09/21/2023<ul style="list-style-type: none"><li>➤ To be approved at next meeting</li></ul></li></ul>	
3	Public Comment	<ul style="list-style-type: none"><li>No Comments</li></ul>	
4	Action Items	<ul style="list-style-type: none"><li>No Action Items</li></ul>	
5	Information Items		
5.1	Governance – John Werner	<ul style="list-style-type: none"><li>SAEC 2023.24 Annual Plan status update<ul style="list-style-type: none"><li>➤ Can not complete individual work plans and budgets until quarter 4 expenditure reports are in<ul style="list-style-type: none"><li>▪ Due date has been moved to October 30<sup>th</sup></li></ul></li></ul></li><li>Fiscal Reporting<ul style="list-style-type: none"><li>➤ If you have spent less than 60% of your budget you will need to state how you will spend that money down</li><li>➤ Consortium has a cap of 20%<ul style="list-style-type: none"><li>▪ Will bring before the SAEC Board as an action item in March or April</li></ul></li></ul></li><li>Annual Plan Strategies and Performance Outcome Metrics<ul style="list-style-type: none"><li>➤ Listed strategies for everyone to see</li></ul></li></ul>	

5.2	<b>Deliverables and Updates – Heather Keran</b>	<ul style="list-style-type: none"> <li>• WIOA Title II and CAEP <ul style="list-style-type: none"> <li>➤ CAEP Quarter 4 Fiscal reports <ul style="list-style-type: none"> <li>▪ Need to be completed</li> <li>▪ Turn in a copy to John Werner</li> </ul> </li> <li>➤ CAEP Program Hours and Expenditures Report <ul style="list-style-type: none"> <li>▪ Actuals will be due in December</li> </ul> </li> </ul> </li> </ul>	
5.3	<b>RISDIS – John Werner</b>	<ul style="list-style-type: none"> <li>• Upcoming Navigator Events <ul style="list-style-type: none"> <li>➤ Asked if everyone like having the list of events Navigators will be doing <ul style="list-style-type: none"> <li>▪ It was stated that it was very helpful</li> </ul> </li> </ul> </li> </ul>	
5.4	<b>Professional Development– John Werner</b>	<ul style="list-style-type: none"> <li>• CAEP Consortium Management Series <ul style="list-style-type: none"> <li>➤ <a href="https://register.caladulted.org/">https://register.caladulted.org/</a></li> </ul> </li> <li>• Registration for the CAEP Summit 2023 is open <ul style="list-style-type: none"> <li>➤ <a href="https://summit.caladulted.org/Registration/">https://summit.caladulted.org/Registration/</a></li> </ul> </li> <li>• Advancing Adult Education Website <ul style="list-style-type: none"> <li>➤ <a href="https://caladulted.org/Practice">https://caladulted.org/Practice</a></li> </ul> </li> <li>• Innovators by Design <ul style="list-style-type: none"> <li>➤ Contact Barbara Marshall if you want to attend</li> <li>➤ John, Tami and Carmen will each be leading a panel</li> <li>➤ Added Brian Brazier to the list of people attending</li> </ul> </li> <li>• CCAE Central Section Conference <ul style="list-style-type: none"> <li>➤ Theme - Making a Difference with the Transformative Power of Adult Education</li> <li>➤ November 3, 2023 <a href="#">Save the Date Fall 2023 Flyer</a></li> <li>➤ Location: Visalia Convention Center, 9:30 am - 3:30 pm</li> <li>➤ <a href="#">Awards Nomination Form</a></li> <li>➤ <a href="#">Call for Presenters, Vendors/Sponsors Form</a></li> <li>➤ <a href="#">Registration Link</a></li> <li>➤</li> </ul> </li> <li>• 2024 COABE – Adult Education: Together in Harmony <ul style="list-style-type: none"> <li>➤ Will be in Nashville, TN, March 17 – 20, 2024 <ul style="list-style-type: none"> <li>▪ Travel ban to Tennessee is gone</li> </ul> </li> <li>➤ Other future locations <ul style="list-style-type: none"> <li>▪ Dallas Texas – 2025</li> <li>▪ Indianapolis Indiana – 2026</li> </ul> </li> </ul> </li> </ul>	

5.5	<b>Member Effectiveness Reports</b>	<ul style="list-style-type: none"> <li>• Draft Member Effectiveness Report Schedule for 2023-2024: <ul style="list-style-type: none"> <li>➤ <del>October 2023</del> – SAEC Report: Enrollment and NIF report by Navigators</li> <li>➤ <b>November 2023</b> – SAEC Report: Outcomes, Hanford Adult, Tulare Adult</li> <li>➤ <b>February 2024</b> – Visalia Adult, Corcoran Adult, Lindsay Adult</li> <li>➤ <b>April 2024</b> – College of the Sequoias, Cutler-Orosi</li> </ul> </li> <li>• John Werner will send the slide decks to the adult schools <ul style="list-style-type: none"> <li>➤ Will include slides from last year</li> <li>➤ Talk about outcomes</li> </ul> </li> <li>• John Werner share financials at the November meeting</li> </ul>	
5.6	<b>Program Area Governance Committees</b>	<ul style="list-style-type: none"> <li>• Program Area Committee meeting dates <ul style="list-style-type: none"> <li>➤ ESL <ul style="list-style-type: none"> <li>▪ <del>September 25, 2023</del> 1:00PM-3:00PM</li> <li>▪ April 5, 2024 1:00PM-3:00PM</li> </ul> </li> <li>➤ ABE/ASE <ul style="list-style-type: none"> <li>▪ <del>September 11, 2023</del> 1:00PM-3:00PM</li> <li>▪ April 8, 2024 1:00PM-3:00PM</li> </ul> </li> <li>➤ AWD <ul style="list-style-type: none"> <li>▪ <del>September 19, 2023</del> 1:00PM-3:00PM</li> <li>▪ April 19, 2024 1:00PM-3:00PM</li> </ul> </li> <li>➤ Meeting locations will be at Tulare Connections <ul style="list-style-type: none"> <li>▪ 3249 W. Noble</li> </ul> </li> </ul> </li> </ul>	
5.7	<b>SAEC Data Community of Practice</b>	<ul style="list-style-type: none"> <li>• SAEC Data Community of Practice meeting dates: <ul style="list-style-type: none"> <li>➤ 2023.24 Meeting Dates: <ul style="list-style-type: none"> <li>▪ Q1 10.20.23 @ 11:00AM</li> <li>▪ Q2 01.19.24 @ 11:00AM</li> <li>▪ Q3 04.19.24 @ 11:00AM</li> <li>▪ Q4 06.28.24 @ 11:00AM and/or 07.05.24 @ 11:00AM</li> </ul> </li> </ul> </li> </ul>	
5.8	<b>Next Leadership Committee Meeting Agenda – John Werner</b>	<ul style="list-style-type: none"> <li>• October 26, 2023 @ 3:00pm – 4:30pm <ul style="list-style-type: none"> <li>➤ Virtual</li> </ul> </li> <li>• John Werner will be at CAEP Conference <ul style="list-style-type: none"> <li>➤ Discussion on cancelling it <ul style="list-style-type: none"> <li>▪ If it is cancelled an email will be sent out</li> </ul> </li> </ul> </li> </ul>	

5.8	<b>Next SAEC Board Meeting</b>	<ul style="list-style-type: none"> <li>Next meeting November 7, 2023 at 8:00am – 9:30am <ul style="list-style-type: none"> <li>➤ In person meeting at COS</li> </ul> </li> </ul>	
6	<b>Adjournment</b>	<ul style="list-style-type: none"> <li>Meeting adjourned at 11:05am</li> </ul>	