

SAEC Leadership Committee Meeting Minutes

October 4, 2022

9:15AM – 10:15AM

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; Jonna Schengel, College of the Sequoias; Larriann Torrez, Porterville Adult School; Rocio Vasquez, Lindsay Adult School; Arturo Villarreal, Farmersville 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 9:17am 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 08/25/22 and Notes from 09/22/22 	<ul style="list-style-type: none"> Motioned to approve minutes by Amalia Lopez, Lindsay Adult School Seconded by Brian Brazier, Corcoran Adult School Abstained: Jonna Schengel, College of the Sequoias and Arturo Villarreal, Farmersville Adult School Vote: <ul style="list-style-type: none"> ➤ Approve: All ➤ Opposed: None ➤ Motion Carried
3	Public Comment		
4	Action Items		
4.1	Virtual Meeting for the October 27, 2022 – John Werner	<ul style="list-style-type: none"> Motion to approve Virtual meeting for the September 22, 2022 	<ul style="list-style-type: none"> Motioned to approve virtual meeting on 10/27/22 by Tami Olson, Visalia Adult School Seconded by Jonna Schengel, College of the Sequoias Abstained: None

			<ul style="list-style-type: none"> ● Vote: <ul style="list-style-type: none"> ➤ Approve: All ➤ Opposed: None ➤ Motion Carried
5	Information Items		
5.1	Regional Economic Outlook Report Debrief – John Werner	<ul style="list-style-type: none"> ● Slide deck was sent to Mitch to drive everyone’s narratives ● Other Discussions <ul style="list-style-type: none"> ➤ COS would like to do an evening CTE class without affecting adult schools <ul style="list-style-type: none"> ▪ Would like to do a class in both English and Spanish, especially in welding ▪ VAS stated that day classes are down but evening classes are bursting at the seams ➤ John Werner suggest it would be wise to plug in an economic study prior to launching anything ➤ Jennifer La Serna, COS would like to meet Farmersville to talk about doing ESL classes out there <ul style="list-style-type: none"> ▪ COS would like it to complement what they are doing, not take over 	
5.2	SAEC RISDS Impact Report Debrief – John Werner	<ul style="list-style-type: none"> ● Everyone felt the Navigators did a good job presenting the Impact Report at the SAEC Board meeting ● New Navigator position <ul style="list-style-type: none"> ➤ Person #2 that was interviewed is being made an offer 	
5.3	SAEC Leadership Retreat 2022-23 – John Werner	<ul style="list-style-type: none"> ● John will secure a meeting place but everyone needs to take care of their lodging <ul style="list-style-type: none"> ➤ It is a team building opportunity ➤ Need to look at the business part of the consortium and where we are going the next few years ● There was much discussion on dates that everyone may or may not be able to attend <ul style="list-style-type: none"> ➤ John Werner will send out a doodle poll and add dates that were talked about 	<ul style="list-style-type: none"> ● Doodle poll will be sent out
5.4	Shifting from Implementation to Program	<ul style="list-style-type: none"> ● The 3-year plan has data metrics in it <ul style="list-style-type: none"> ➤ Need to figure out how we align what you re doing at your sites in terms of data metrics 	

	Evaluation – John Werner	<ul style="list-style-type: none"> ▪ A side meeting will be needed to decide these things ● State is shifting to program monitoring of CAEP <ul style="list-style-type: none"> ➢ Need to shift not only the technical component but the reflection component of the program <ul style="list-style-type: none"> ▪ Example is to start getting information out on the winter programs now while the weather is good and people are out at events <ul style="list-style-type: none"> ○ For Navigators booths etc ▪ We want to look at metrics to see if there are impacts when we get the information out sooner <ul style="list-style-type: none"> ○ Need a second work group to look at this <ul style="list-style-type: none"> ● John will send out invites for this and put together the mission and what the group will do ● Heather Keran will be the point person on this 	<ul style="list-style-type: none"> ● John Werner will send out invites
5.5	Governance – John Werner	<ul style="list-style-type: none"> ● SAEC REPORT on Consortium Governance Status update <ul style="list-style-type: none"> ➢ Waiting for signed documents from Alpaugh, Cutler-Orosi and Farmersville ● SAEC Member Budget and Workplan NOVA Process <ul style="list-style-type: none"> ➢ Work plan is not as simple as in the past <ul style="list-style-type: none"> ▪ You have to identify programs that apply and then write a small justification as to what that looks like in your program ➢ You will create a Budget Item Title – Expenditure Type – Brief Description of Expenditure <ul style="list-style-type: none"> ▪ Your fiscal person should be doing this for you ➢ Cumulative Quarterly Expenditure Forecast <ul style="list-style-type: none"> ▪ Divide what you spend by 4 quarters unless you are doing a big expensive item in a particular quarter ▪ Superintendent will need to click submit for you ▪ Due date is October 31, 2022 	
5.6	Deliverables and Updates – Heather Keran	<ul style="list-style-type: none"> ● DOE's were due and are now waiting for approval <ul style="list-style-type: none"> ➢ We may have to do an appeal on some of the schools ● GAN's should be in <ul style="list-style-type: none"> ➢ Download letter ➢ Superintendent needs to sign ➢ Electronically upload and then mail a wet copy of the signature ➢ When received they will open it up with this year's money 	

		<ul style="list-style-type: none"> ➤ Budget is due by November 9, 2022 ➤ Uploading and mailing is due by October 26, 2022 and then upload into OTAN by November 9, 2022 ● Everyone should have created an appointment time to meet with Mitch at Visalia Adult School to work on writing part of the RFA ● CAEP Program Hours and Expenditure Report <ul style="list-style-type: none"> ➤ Due date bumped back pending release of guidance 	
5.7	Professional Development – John Werner	<ul style="list-style-type: none"> ● Innovators by Design – October 12, 2022 <ul style="list-style-type: none"> ➤ There are still 5 seats available ● CCAE Central Section 2022.23 Winter Conference, November 4, 2022 <ul style="list-style-type: none"> ➤ Link has been emailed to everyone ● CCAE State Conference 2023, April 12-15, 2023 ● CAEAA State Conference 2023, February 2, 2023 ● COABE National Conference 2023, April 2-5, 2023 in Atlanta, GA <ul style="list-style-type: none"> ➤ It is on the no-fly list unless you have to go to training on a funding source or it is necessary for you work 	
5.8	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 	
5.9	Program Area Governance Committees	<ul style="list-style-type: none"> ● CCAE State Conference 2023, April 12-15, 2023 ● Program Area Governance Committee meeting dates <ul style="list-style-type: none"> ➤ ESL – Carmen Becerra <ul style="list-style-type: none"> ▪ October 31, 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 	

		<ul style="list-style-type: none"> ▪ February 27, 2023 1:00PM - 3:00PM ▪ April 24, 2023 1:00PM - 3:00PM <p>➤ AWD– TBD</p> <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 <ul style="list-style-type: none"> ● Pushed ESL to October 31st <ul style="list-style-type: none"> ● Visalia Adult has the Harvest Festival that day and wants to know if it can be changed ● John will talk to the Navigator 	<ul style="list-style-type: none"> ● Talk to Navigator
5.8	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 	
5.9	Next Leadership Committee Meeting Agenda – John Werner	<ul style="list-style-type: none"> ● October 27, 2022 at 3:00pm <ul style="list-style-type: none"> ➤ Virtual meeting 	
5.9	Next SAEC Board Meeting	<ul style="list-style-type: none"> ● Next meeting November 1, 2022 at 8:00am <ul style="list-style-type: none"> ➤ Virtual Meeting 	
6	Adjournment	<ul style="list-style-type: none"> ● Meeting adjourned at 10:52am 	<ul style="list-style-type: none"> ● Motioned to adjourn by Tami Olson, Visalia Adult School ● Seconded by ● Vote: Brian Brazier, Corcoran Adult School <ul style="list-style-type: none"> ➤ Approve: All ➤ Opposed: None ➤ Motion Carried