



SAEC Consortium Board Meeting Agenda

October 3, 2017 8:00 AM – 10:00 AM

College of the Sequoias: Sequoia Room 1

Co-Chairs: Stan Carrizosa and Drew Sorensen

1. Opening Business
 - 1.1 Call to Order
 - 1.2 Establish Quorum
 - 1.3 Welcome and Introductions
2. Approval of Minutes – September 5, 2017
3. Public Comment – General public comment on any SAEC related topic may be heard at this time. The SAEC Board asks that any public comment on an item listed on today's agenda be addressed at the time the item comes up for discussion by the SAEC Board. Pursuant to SAEC Policy the SAEC Board may limit individual comments to no more 3 minutes and individual topics to 20 minutes. Please begin your comments by stating your name.
4. Information Items:
 - 4.1 Customer Centered Design: i3—John Gonzalez, Business Resource Specialist (Tulare WIB)
 - 4.2 2017/18 WIOA, Title II: Adult Education and Family Literacy Funding Results for all SAEC Participants—Larriann Torrez
 - 4.3 AEBG Technical Update—John Werner
 - 4.4 Velocity Tour Update—John Werner
5. Action Items:

N/A
6. Discussion Items
 - 6.1 SAEC Member Reports—John Werner
7. Adjournment

SAEC Board Meeting Schedule: 11/07/17, 12/05/17, 01/02/18*, 02/06/18, 03/06/18, 04/03/18, 05/01/18, 06/05/18*

SAEC Consortium Board Meeting
College of the Sequoias Board Room 1
Meeting 9/05/17, 8:00 - 10:00 am
Co-chairs: Stan Carrizosa & Drew Sorensen

In Attendance:

Cecilia Arellano, Farmworker Institute; John Arriola, Corcoran Joint Unified District; Stan Carrizosa, College of the Sequoias; Liset Caudillo, Proteus; Dennis Doane, Lindsay Unified School District; Maria Flores, Farmerworker Institute; Maribel Guzman, Kings County Human Services Agency; Robert Gonzales, Cutler-Orosi Joint Unified School District; John Lehn, Kings County JTO; Lori Morton, Tulare County Office of Education; Gladys Nazario, Visalia Adult School; Michael Niehoff, College of the Sequoias; Todd Oto, Visalia Unified School District; Darin Pace, Exeter Unified School District; Michelle Pengilly, Exeter Unified School District; Jennifer Reimer, Tulare County Office of Education; Tony Rodriguez, Tulare Joint Union Unified School District; Tom Rooney, Lindsay Unified School District; Thad Russell, College of the Sequoias; Paul Sevillano, Farmersville USD, Assistant Superintendent; Drew Sorensen, Woodlake Unified School District; Mary Taylor, Corcoran Joint Unified School District; Manda Timblin, Proteus-Education; Larriann Torres, Tulare Joint Unified School District; Pedro Uribe, Proteus; Yolonda Valdez, Cutler-Orosi Joint Unified School District; Chrissy Walter, SAEC Navigator; John Werner, Sequoias Adult Education Director

	Discussion Topic	Outcome	Action
1	Opening Business		
1.1	Call to Order	Stan Carrizosa called the meeting to order and welcomed all to the meeting at 8:02 am.	
1.2	Establish Quorum	Quorum Established	
1.3	Welcome and Introductions	All present introduced themselves and the school or place they represent.	
2	Review and approval of meeting minutes:	<ul style="list-style-type: none"> • Notes from July 11, 2017 SAEC Board meeting reviewed. • Minutes from August 1. 2-18 SAEC Board Meeting reviewed. 	<ul style="list-style-type: none"> • Motioned by Todd Oto, Visalia Unified School District • Seconded by Tom Rooney, Lindsay Unified School District • Vote: All approved, None opposed, Motion Carried • Record shows August 1, 2017 are notes taken at the meeting because we did not have a quorum
3	Public Comment	<ul style="list-style-type: none"> • Introduction of Christine (Chrissy) Walter our new Advance Manufacturing Navigator. <ul style="list-style-type: none"> ➤ She is a joint effort between the SAEC and VAS 	

	Discussion Topic	Outcome	Action
4	Information Items		
4.1	Visalia Adult School and Tulare County Sheriff's Department Jail Education Career Technical Education Program Update – Joh Werner	<ul style="list-style-type: none"> • This is a relationship between VAS and Tulare County Sheriff Department and Tulare County Probation and Workforce Investment Board <ul style="list-style-type: none"> ➢ Career Technical Education in the Tulare County Jail (AC/DC Systems) with Basic Skills as needed ➢ Job Readiness Preparation Inclusive ➢ Wrap Services begin pre-release and extend post release ➢ Students will be in class 3 hours a day 2 days a week for 4 months ➢ 96 students per year 	<ul style="list-style-type: none"> • Job description and technical pieces still need to be put into place.
4.2	Workforce Investment Board of Kings County Phase II Memorandum of Understanding – John Werner	<ul style="list-style-type: none"> • Phase 1 Due: June 30, 2016 <ul style="list-style-type: none"> ➢ Core partners entered into an MOU re: AJCC shared services and customers—a vision for the system • Phase 2 Due: December 21, 2017 <ul style="list-style-type: none"> ➢ Determines how to best support job center system delivery via sharing of resources and costs • SAEC Role <ul style="list-style-type: none"> ➢ Community Partner ➢ Non-mandated under federal law 	
4.3	College of the Sequoias Successor Superintendent/President Update – Stan Carrizosa	<ul style="list-style-type: none"> • Update on the recruitment process for the College of the Sequoias new Superintendent/President <ul style="list-style-type: none"> ➢ Fall semester will be the advertising period <ul style="list-style-type: none"> ▪ Nationally advertised ▪ Consultant is Dr. Tom Harris ➢ Public Forums scheduled for staff and public ➢ Position will close in November after input gathering <ul style="list-style-type: none"> ▪ Stake holder panel interviews candidates ▪ Technical panel will do the second part of the interview process ▪ COS Board interviews finalists • AEBG/adult education experience will be an important consideration 	<ul style="list-style-type: none"> • First Round - January 2018 • Finalist - end of January 2018 • Announcement - February 2018
5	Action Items		

	Discussion Topic	Outcome	Action
5.1	Affirmation of SAEC 2017-18 Annual Plan – John Werner	<ul style="list-style-type: none"> • We did not have quorum to take a vote on the annual plan last month <ul style="list-style-type: none"> ➢ We had the meeting then an email went out to voting members for a vote so annual plan could be turned in by due date • Formatting changes between the released template and the AEBG Annual Plan Portal. Number of text fields in each section fixed in portal. • Fiscal Management Section: The released template asked for an accounting of AEBG 00215/16 Allocation funds (\$1.8 million) only. The portal asked for an accounting of all 2015/16 AEBG funds (\$9.1 million) • No Content Change • Board action to affirm plan as submitted 	<ul style="list-style-type: none"> • Content stays the same even with the changes <p>Motion to approve</p> <ul style="list-style-type: none"> • Motioned by Tom Rooney, Lindsay Unified School District • Seconded Todd Oto, Visalia Unified School District • Vote: All approved, None opposed, Motion Carried.
5.2	Workforce Investment Board of Tulare County Phase II Memorandum of Understanding – John Werner	<ul style="list-style-type: none"> • Tulare WIB submitted Phase II to the state workforce development board pending SAEC Board action <ul style="list-style-type: none"> ➢ Confirms we are a community partner ➢ Demonstrates type of services by type, provider, and cost sharing amounts between mandated and core WIB partners ➢ No fiscal impact to SAEC ➢ SAEC enjoined as a community partner • Page 13 of WIB MOU Amended and noted in meeting 	<p>Motion to approve</p> <ul style="list-style-type: none"> • Motioned by Tom Rooney, Lindsay Unified School District • Seconded by Yolanda Valdez, Cutler-Orosi Joint Unified School District • Vote: All approved, None opposed, Motion Carried.
6	Discussion Items	<ul style="list-style-type: none"> • It was suggested that we have the various adult education programs share their successes. • The Board stated they would like to hear more about the Velocity Summer Tour 	
7	Adjournment	<ul style="list-style-type: none"> • Next meeting will be Tuesday, October 3, 2017 at 8:00 a.m. at COS, Board Room 1. • Meeting adjourned at 8:56 a.m. 	

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.1

Board Meeting Date of October 3, 2017

TO: Sequoias Adult Education Board
FROM: John Werner, Director
PREPARED BY: John Gonzalez, Business Resource Specialist (Tulare WIB)
APPROVED BY: John Werner, Director
PRESENTED BY: John Gonzalez, Business Resource Specialist (Tulare WIB)
AGENDA TITLE: **Customer Centered Design: i3**

AGENDA SECTION:

- Public Recognition/Proclamations
- Public Comment/Public Interest Announcements/Status Reports
- General Agenda: Review/Public Hearing/Public Comment/Board Discussion/Action

BACKGROUND/SUMMARY:

The Internal Immersive Internship Program, i3, is a collaborative initiative where employees participate in an internal 'job shadow' like opportunity, working with a supervisor within the organization/business. The initiative was created in response to the Customer Centered Design Challenge funded by the U.S. Department of Labor. An initial prototype of the initiative was completed at Jo-Ann Craft & Fabric Stores Distribution Center in Visalia, California.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

NA

FINANCIAL IMPACT:

N/A.

ALIGNS TO SAEC IMPLEMENTATION PLAN:

SAEC Regional Comprehensive Plan: Objective 7, Leverage Regional Resources

**[i3] internal
immersive
internship program**
Customer Centered Design

**Customer Centered
Design**

A generative process that starts with people and ends with surprising answers tailor-made to put our customers' needs at the center of service delivery, processes and customer flow

Project Challenge

HOW MIGHT WE PUT BUSINESSES AT THE CENTER OF CAREER PATHWAYS?

FINDINGS

definitions
 We found there are/as inconsistent definitions of apprentices in the community.
 Negative perceptions of apprentices.
 Need for common measures and tools.

needs
 Supervising skills.
 Existing needs are not currently being met (not a personnel problem, but a training problem).
 Growth potential.


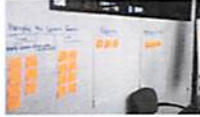
structure
 Compensation/process or procedure.
 Clear expectations.
 Distinct apprentices or IAT could lead to exclusion.



FINDINGS

environment
 Payment is important for the quality of the relationship.
 A poor environment = a high turnover rate.
 One-on-one mentorship is essential.

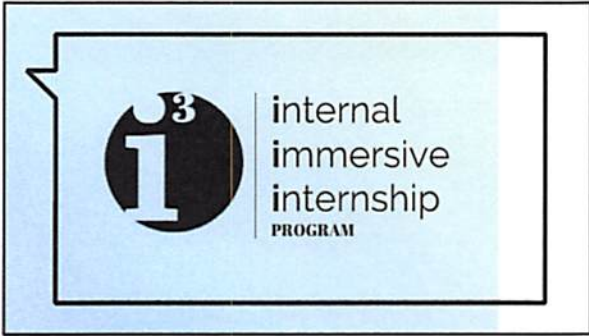
jobseeker perceptions
 Job seekers are willing to participate in an apprenticeship if it will lead to a higher paying job.

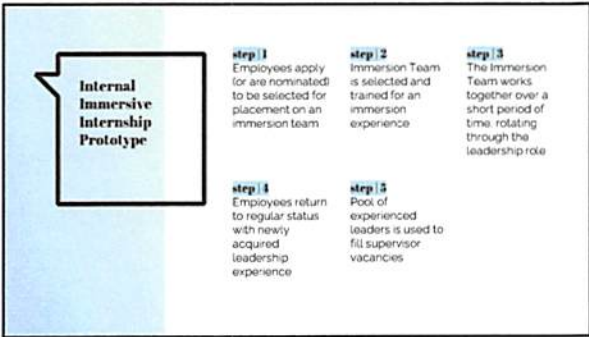



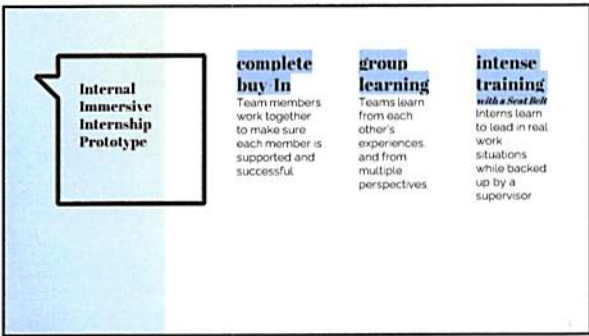
Project Challenge

HMW Q: HOW MIGHT WE HELP BUSINESSES IDENTIFY + TRAIN SUPERVISORS?

HMW Q: HOW MIGHT WE HELP BUSINESSES COMMUNICATE VALUE + APPRECIATION TO EMPLOYEES?







Internal Immersive Internship Prototype

improved
Employee morale

Identified
Leadership skills

increased
Understanding of supervisory roles



"This model gives team members a real world look into what it takes to be a leader...and they seemed to care a lot more about their job."
-Gil Gonzalez,
Jo-Ann Fabric & Craft Stores DC

1³ | Next Steps



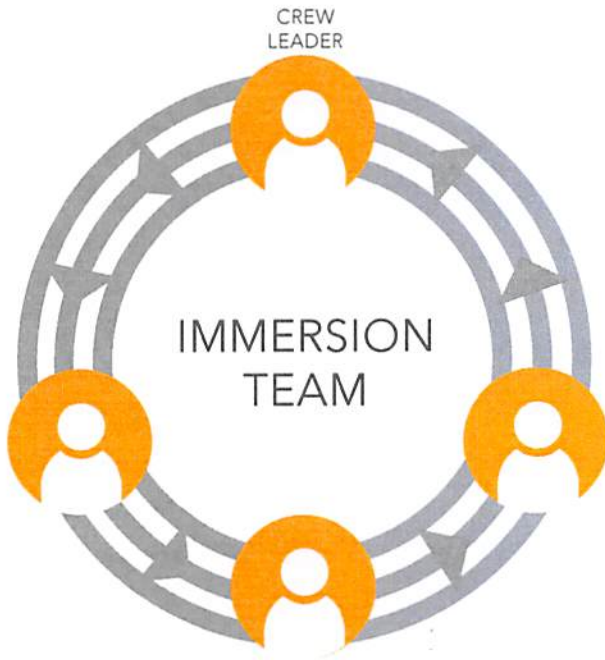
INTERNAL IMMERSIVE INTERNSHIP PROTOTYPE

Tulare County industrial businesses face the challenge of identifying suitable candidates for supervisor positions.

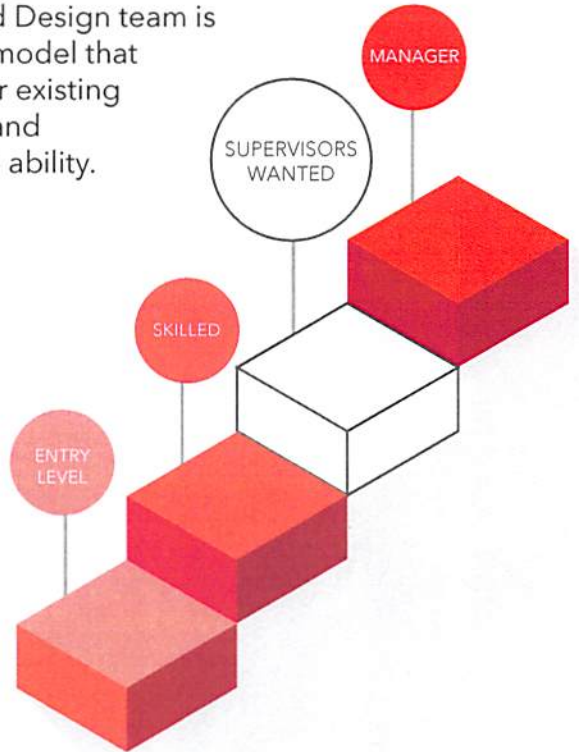
Our Customer Centered Design team is developing a program model that provides opportunity for existing employees to develop and demonstrate leadership ability.

HOW DOES IT WORK?

- 1 Employees apply (or are nominated) to be selected on an immersion team
- 2 Immersion Team is selected and trained for an cooperative learning experience
- 3 The Immersion Team works together over a short period of time, rotating through the leadership role



- 4 Employees return to regular status with newly acquired leadership experience
- 5 Pool of experienced leaders is used to fill supervisor vacancies



KEY CONCEPTS

Complete BUY-IN Team members work together to make sure each member is supported and successful

Group Learning Teams learn from each other's experiences, and from multiple perspectives

Intense Training with a Seat Belt Interns learn to lead in real work situations while backed up by a supervisor

FIND OUT MORE

Complete the form below and submit through your supervisor

YES! I want to find out more about i3

Name _____

Phone Number _____

Shift _____ Supervisor _____

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.2

Board Meeting Date of October 3, 2017

TO: Sequoias Adult Education Board
FROM: John Werner, Director
PREPARED BY: John Werner, Director
APPROVED BY: John Werner, Director
PRESENTED BY: Larriann Torrez, Director Tulare Adult School
AGENDA TITLE: **2017/18 WIOA, Title II: Adult Education and Family Literacy Funding Results for all SAEC Participants**

AGENDA SECTION:

- Public Recognition/Proclamations
 Public Comment/Public Interest Announcements/Status Reports
 General Agenda: Review/Public Hearing/Public Comment/Board Discussion/Action

BACKGROUND/SUMMARY:

The 2017-2018 Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act Preliminary Allocations to Funded Agencies were recently release. This information item will provide an overview of member current funding levels and implications.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

\$792,082.00

ALIGNS TO SAEC IMPLEMENTATION PLAN:

SAEC Regional Comprehensive Plan: Objective 7, Leverage Regional Resources.

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.3

Board Meeting Date of October 3, 2017

TO: Sequoias Adult Education Board
FROM: John Werner, Director
PREPARED BY: John Werner, Director
APPROVED BY: John Werner, Director
PRESENTED BY: John Werner, Director
AGENDA TITLE: **AEBG Technical Update**

AGENDA SECTION:

- Public Recognition/Proclamations
- Public Comment/Public Interest Announcements/Status Reports
- General Agenda: Review/Public Hearing/Information/Board Discussion/Action

BACKGROUND/SUMMARY:

Periodic technical updates provide the SAEC Board and Partners with information regarding overall AEBG program compliance and news. This update includes summary technical program information on AEBG 2017/18 policy changes, program guidance, fiscal guidance, student data reporting, data matching, Launchboard, 18/19 changes, 3 year plans, a new AEBG fiscal system, and upcoming events. Detailed information can be accessed via the AEBG website at <http://aebg.cccco.edu/>, or contacting the SAEC Office by phone at 559.730.7347, or by contacting the SAEC Director, John Werner directly at sequoiasadulthooddirector@gmail.com.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

N/A

ALIGNS TO SAEC IMPLEMENTATION PLAN:

Periodic technical updates provide the SAEC Board information for successful management and implementation of the SAEC Annual Plan 2017/18 and SAEC Regional Comprehensive Plan, 2015.

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.4

Board Meeting Date of October 3, 2017

TO: Sequoias Adult Education Board
FROM: John Werner, Director
PREPARED BY: John Werner, Director
APPROVED BY: John Werner, Director
PRESENTED BY: John Werner, Director
AGENDA TITLE: SAEC Summer Velocity Tour '17 Update

AGENDA SECTION:

- Public Recognition/Proclamations
 Public Comment/Public Interest Announcements/Status Reports
 General Agenda: Review/Public Hearing/Public Comment/Board Discussion/Action

BACKGROUND/SUMMARY:

The SAEC Summer Velocity Tour '17 was a community awareness campaign to provide information to potential adult school and college students on courses, programs, and services available to them through members and partners of SAEC. The tour began July 31st and ended on August 8th. SAEC staff visited 14 cities with a mobile computer lab and information for students. This awareness campaign supported community awareness about services and student recruitment to programs. This informational item will provide an update on the Tour.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

N/A

ALIGNS TO SAEC IMPLEMENTATION PLAN:

SAEC will employ approaches to accelerate a student's progress toward his or her academic goal. SAEC will leverage existing regional structures.

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 6.1

Board Meeting Date of October 3, 2017

TO: Sequoias Adult Education Board
FROM: John Werner, Director
PREPARED BY: John Werner, Director
APPROVED BY: John Werner, Director
PRESENTED BY: John Werner, Director
AGENDA TITLE: SAEC Member Reports

AGENDA SECTION:

- Public Recognition/Proclamations
 Public Comment/Public Interest Announcements/Status Reports
 General Agenda: Review/Public Hearing/Information/Board Discussion/Action

BACKGROUND/SUMMARY:

SAEC submitted a 2017/18 Annual Plan to the California Community College Chancellor's Office. That plan included a proposed SAEC budget for the 2017/18 performance year. SAEC member districts receiving AEBG funds have implemented plan strategies as they relate to the member. As part of this ongoing monitoring and program evaluation, members will present the SAEC Board with an update detailing implementation. This Board discussion will serve to determine the goals of member reporting.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

N/A

ALIGNS TO SAEC IMPLEMENTATION PLAN:

Individual member reports provide a status update on implementation of current SAEC 3 Year Comprehensive Plan and Annual Plan strategies.