

SAEC Leadership Committee Meeting Minutes

November 7, 2023

3:00PM – 4:30 PM

Virtual Meeting

Co-Chairs: Heather Keran and Jonna Schengel

In Attendance: Brian Brazier, Corcoran Adult School; Victoria Guzman, Cutler-Orosi Adult School; Heather Keran, Hanford Adult School; Amalia Lopez, Lindsay Adult School; Barbara Marshall, SAEC; Lori Morton, Tulare Adult School; Tami Olson, Visalia Adult School; 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">• Called to order at 9:50 am	
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">• Minutes from 10/07/2023	<ul style="list-style-type: none">• Motioned to approve Minutes by Brian Brazier, Corcoran Adult School• Seconded by Art Villarreal, Farmersville Adult School• Abstained: None• Vote:<ul style="list-style-type: none">➢ Approve: All➢ Opposed: None➢ Abstain: Heather Keran, Lori Morton, Tami Olson, and Amalia Lopez➢ Motion Carried
3	Public Comment	<ul style="list-style-type: none">• Radio Broadcasting Ads<ul style="list-style-type: none">➢ Has worked out really well➢ Has given everyone a lot for their money• By May bring to the SAEC Board information on approving policy language<ul style="list-style-type: none">➢ Hours for students<ul style="list-style-type: none">▪ Different ways of earning it and a new way to do it▪ Will impact each schools district policy	<ul style="list-style-type: none">• John will do some homework on this

4	Action Items	<ul style="list-style-type: none"> No Action Items 	
5	Information Items		
5.1	Governance – John Werner	<ul style="list-style-type: none"> Work Plan and Budget <ul style="list-style-type: none"> John will share a spreadsheet that will help everyone on their workplans Deadline extended to November 17, 2023 <ul style="list-style-type: none"> John will need to certify on the 17th so information needs to be in there before that 2023.24 Annual Plan Strategies and Performance Outcome Metrics <ul style="list-style-type: none"> Strategies in everyone's Annual Plan are built around <ul style="list-style-type: none"> Educational Needs Improve Integration of Services & Transitions Improve Effectiveness of Services State would like to see CTE courses approved through our SAEC Board <ul style="list-style-type: none"> Have done it under our Annual Plans but state wants to see individual approvals 	
5.2	Deliverables and Updates – Heather Keran	<ul style="list-style-type: none"> CAEP Program Hours and Expenditures Report <ul style="list-style-type: none"> Need to start working on these reports Due in December but not sure of actual due date John will be putting together a CBO meeting <ul style="list-style-type: none"> Need to explain how Goal Codes need to be set up for all programs Discussion on CAEP money being used for buildings <ul style="list-style-type: none"> Districts cannot take buildings back without reimbursement Good discussion to have at a Consortium level 	
5.3	Member Fact Sheets – John Werner	<ul style="list-style-type: none"> Reaching out to local legislators <ul style="list-style-type: none"> Want to advocate with them Fact sheets will help to get information out to them Want legislators to come out to the schools in the Spring 	
5.4	Site Visits – John Werner	<ul style="list-style-type: none"> Before the semester is over John Werner would like to come out and visit everyone. 	

5.5	RISDIS – John Werner	<ul style="list-style-type: none"> Upcoming Navigator Events <ul style="list-style-type: none"> ➤ Carmen Becerra is out for the month of November <ul style="list-style-type: none"> ▪ It was decided that Navigators do not need to shift their schedules to cover for Carmen ➤ VAS does not need Navigators at the Fall COS Giant Trails event 	
5.6	Professional Development– John Werner	<ul style="list-style-type: none"> CAEP Consortium Management Series <ul style="list-style-type: none"> ➤ https://register.caladulted.org/ Advancing Adult Education Website <ul style="list-style-type: none"> ➤ https://caladulted.org/Practice 2024 COABE – Adult Education: Together in Harmony <ul style="list-style-type: none"> ➤ Will be in Nashville, TN, March 17 – 20, 2024 <ul style="list-style-type: none"> ▪ Travel ban to Tennessee is gone ➤ Other future locations <ul style="list-style-type: none"> ▪ Dallas Texas – 2025 ▪ Indianapolis Indiana - 2026 	
5.7	Member Effectiveness Reports	<ul style="list-style-type: none"> Draft Member Effectiveness Report Schedule for 2023-2024: <ul style="list-style-type: none"> ➤ October 2023 – SAEC Report: Enrollment and NIF report by Navigators ➤ November 2023 – SAEC Report: Outcomes, Hanford Adult, Tulare Adult ➤ February 2024 – Visalia Adult, Corcoran Adult, Lindsay Adult ➤ April 2024 – College of the Sequoias, Cutler-Orosi 	
5.8	Program Area Governance Committees	<ul style="list-style-type: none"> Program Area Committee meeting dates <ul style="list-style-type: none"> ➤ ESL <ul style="list-style-type: none"> ▪ September 25, 2023 1:00PM-3:00PM ▪ April 5, 2024 1:00PM-3:00PM ➤ ABE/ASE <ul style="list-style-type: none"> ▪ September 11, 2023 1:00PM-3:00PM ▪ April 8, 2024 1:00PM-3:00PM ➤ AWD <ul style="list-style-type: none"> ▪ September 19, 2023 1:00PM-3:00PM ▪ April 19, 2024 1:00PM-3:00PM ➤ Meeting locations will be at Tulare Connections <ul style="list-style-type: none"> ▪ 3249 W. Noble 	

		<ul style="list-style-type: none"> Attendance is very low <ul style="list-style-type: none"> ➤ Leadership need to help push the meetings ➤ Visalia Adult sends a representative because they cannot shut down classes 	
5.10	SAEC Data Community of Practice	<ul style="list-style-type: none"> SAEC Data Community of Practice meeting dates: <ul style="list-style-type: none"> ➤ 2023.24 Meeting Dates: <ul style="list-style-type: none"> ▪ Q1 10.20.23 @ 11:00AM ▪ Q2 01.19.24 @ 11:00AM ▪ Q3 04.19.24 @ 11:00AM ▪ Q4 06.28.24 @ 11:00AM and/or 07.05.24 @ 11:00AM 	
5.11	Next Leadership Committee Meeting Agenda – John Werner	<ul style="list-style-type: none"> November 16, 2023 @ 3:00pm – 4:30pm <ul style="list-style-type: none"> ➤ Cancelled Next meeting will be December 14, 2023 @ 3:00pm – 4:30pm 	
5.8	Next SAEC Board Meeting	<ul style="list-style-type: none"> Next meeting February 6, 2023 at 8:00am – 9:30am <ul style="list-style-type: none"> ➤ In person meeting at COS 	
6	Adjournment	<ul style="list-style-type: none"> Meeting adjourned 	<ul style="list-style-type: none"> Motioned to adjourn meeting by Heather Keran, Hanford Adult School Seconded by Lori Morton, Tulare Adult School Abstained: None Vote: <ul style="list-style-type: none"> ➤ Approve: All ➤ Opposed: None ➤ Motion Carried