

SAEC Leadership Committee Meeting Minutes

November 29, 2022

3:00PM – 4:30PM

Zoom (Virtual On-Line Meeting)

Co-Chairs: Heather Keran and Jonna Schengel

In Attendance: Brian Brazier, Corcoran Adult School; Victor Guzman, Cutler-Orosi Adult School; Heather Keran, Hanford Adult School; Barbara Marshall, SAEC; Lori Morton, Tulare Adult School; Tami Olson, Visalia Adult School; Larriann Torrez, Porterville Adult School; Jonna Schengel, COS; 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 3:02 pm 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 11/01/2022 	<ul style="list-style-type: none"> ● Motioned to approve minutes by Victor Guzman, Cutler-Orosi Adult School ● Seconded by Tami Olson, Visalia Adult School ● Abstained: None ● 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 December 6, 2022 – John Werner	<ul style="list-style-type: none"> ● Motion to approve Virtual meeting for the December 6, 2022 	<ul style="list-style-type: none"> ● Motioned to approve virtual meeting on 12/06/2022 by Lori Morton, Tulare Adult School ● Seconded by Victor Guzman, Cutler-Orosi Adult School ● Abstained: None ● Vote: <ul style="list-style-type: none"> ➢ Approve: All ➢ Opposed: None ➢ Motion Carried

5	Information Items		
5.1	Debrief Member Effectiveness Presentations from Board Meeting – John Werner	<ul style="list-style-type: none"> ● No Debrief today ● Visalia and Corcoran will be presenting at the December’s SAEC Board meeting 	
5.2	Governance – John Werner	<ul style="list-style-type: none"> ● SAEC Member Budget and Workplan NOVA process <ul style="list-style-type: none"> ➢ How-To Video ➢ Link to status sheet ➢ John has email folks letting them know where they are at ➢ John has been editing the workplans if it is needed <ul style="list-style-type: none"> ▪ If you have a question about something he changed feel free to get hold of him ➢ John needs to have everyone certified by December 1, 2022 <ul style="list-style-type: none"> ▪ Have your superintendent click submit on these 	
5.3	Board Leadership Committee Meetings Calendar – John Werner	<ul style="list-style-type: none"> ● Revised calendars and 2023-2024 calendars will go before the SAEC Board in February <ul style="list-style-type: none"> ➢ Will need to combine member effectiveness reports since meeting will be a little longer but not every month ➢ When SAEC Board approves their calendar they will approve Leadership calendar at the same time. ● Leadership look at drafts and will go over them again at the next Leadership meeting <ul style="list-style-type: none"> ▪ May want to cancel the June 23rd meeting ▪ Need to confirm dates that we will have in person vs virtual meetings 	
5.4	Deliverables and Updates – Heather Keran	<ul style="list-style-type: none"> ● WIOA Title II <ul style="list-style-type: none"> ➢ Consideration drafts <ul style="list-style-type: none"> ▪ Mitch has given each school everything to the degree he knew to do <ul style="list-style-type: none"> ○ Has not given deliverables yet – pending contract ▪ John will go over everyone’s workplan to be sure they are clean ▪ Schools can start putting work plans in their WIOA portals ➢ Required RFA attachment <ul style="list-style-type: none"> ▪ Federal Funding transparency <ul style="list-style-type: none"> ○ HAS shared that there is something new on the form that was not there before 	

5.5	CAEP Program Hours and Expenditures Report – John Werner	<ul style="list-style-type: none"> ● John needs to certify this by December 1, 2022 <ul style="list-style-type: none"> ➢ John Werner went over the program hours an expenditure report in NOVA ● CIP <ul style="list-style-type: none"> ➢ Per Barbara Lehman there will be no CIP plans this year 	
5.6	RISDIS – John Werner	<ul style="list-style-type: none"> ● Navigator’s default schedules are available if anyone wants to look at them <ul style="list-style-type: none"> ➢ If schedules are not right for the school feel free to shoot John an email or talk with your Navigator ● Navigator information <ul style="list-style-type: none"> ➢ Evette Lopez is on board and has been training with the Navigators ➢ Carmen gave a report on a Civic Conference she attended <ul style="list-style-type: none"> ▪ Will put information together in an email for everyone so you can communicate the changes ➢ Need fliers for the spring semester so they can start handing them out during winter break ● Vacations <ul style="list-style-type: none"> ➢ Maribel will be out December 23 – January 3 ➢ Barbara will be out December 19 – January 3 ➢ Carmen is still working on her schedule ➢ Evette will be working ➢ John Werner will be out all three weeks ● Adult Schools during winter break <ul style="list-style-type: none"> ➢ Visalia will close on December 20 – January 3 ➢ Tulare will close December 22 – January 3 	
5.7	Professional Development– John Werner	<ul style="list-style-type: none"> ● SAEC Leadership Retreat 2022.23 <ul style="list-style-type: none"> ➢ Plan on doing it the first weekend of February during the CAEAA State Conference – February 3, 2023 <ul style="list-style-type: none"> ▪ Since the CAEAA is virtual ▪ Will do activities on either side of it and wrap up by noon on Saturday ➢ John will send out a doodle poll or spread sheet asking everyone what will work for them 	

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	SAEC Navigator Outreach and Recruiting Events - John Werner	<ul style="list-style-type: none"> ● Events <ul style="list-style-type: none"> ➤ Friday, December 1, 2022 - Exeter HS CTE program setup ➤ Tuesday, January 31, 2023 - TKCC 6th Annual Counselor Conference ➤ Tuesday, February 14 - 6 - World Ag Expo ➤ Thursday, April 13 -15, 2023 - CCAE State Conference ➤ Friday, April 14, 2023 - College & Career Expo 	
5.10	Program Area Governance Committees	<ul style="list-style-type: none"> ● 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 ▪ November 7, 2022 — 1:00PM - 3:00PM ▪ February 27, 2023 1:00PM - 3:00PM ▪ April 24, 2023 1:00PM - 3:00PM ➤ AWD– TBD <ul style="list-style-type: none"> ▪ September 30, 2022 — 1:00PM-3:00PM ▪ February 10, 2023 1:00PM-3:00PM ▪ April 21, 2023 1:00PM-3:00PM 	
5.11	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 	

5.12	Next Leadership Committee Meeting Agenda – John Werner	<ul style="list-style-type: none"> ● December 6, 2022 at 9:15am <ul style="list-style-type: none"> ➢ Will get information from Mitch Rosin 	
5.13	Next SAEC Board Meeting	<ul style="list-style-type: none"> ● Next meeting December 6, 2022 at 8:00am <ul style="list-style-type: none"> ➢ Virtual Meeting ➢ Will recognize people who received awards from CCAE Central Section conference ● John has a video “Street Outlaws” talking about how important adult education is <ul style="list-style-type: none"> ➢ Needs help with video editing ➢ Tami told him to reach out to Miley because El Diamante is doing things for their website and may be able to help 	
6	Adjournment	<ul style="list-style-type: none"> ● Meeting adjourned at 4:25m 	<ul style="list-style-type: none"> ● Motioned to adjourn by Tami Olson, Visalia Adult School ● Seconded by Victor Guzman, Cutler-Orosi Adult School ● Vote: <ul style="list-style-type: none"> ➢ Approve: All ➢ Opposed: None ➢ Motion Carried