

## SAEC Leadership Committee Meeting Minutes

September 19, 2024, 3:00 - 4:30 PM

ZOOM MEETING

Co-Chairs: Heather Keran and Jonna Schengel

Join Zoom Meeting

<https://us02web.zoom.us/j/85745628529?pwd=As4z4dJdSlYu8Ft8lknclYTzIFtaC.1>

**In Attendance:** Heather Keran, Hanford Adult School; Amalia Lopez, Lindsay Adult School; LaDonna Jones, SAEC; Tami Olson, Visalia Adult School; John Werner, SAEC; Grace Florez, Lemoore College; Larriann Torrez, Porterville Adult School

	Discussion Topic	Outcome	Action
1	<b>Opening Business</b>		
1.1	<b>Call to order- Heather Keran</b>	<ul style="list-style-type: none"> <li>Called to order at 3:05 PM</li> </ul>	
1.3	<b>Welcome and Introductions</b>	<ul style="list-style-type: none"> <li>SAEC Senior Admin Assistant, LaDonna Jones</li> <li>Grace Torrez, Lemoore College</li> </ul>	
2	<b>Approval of Minutes/Notes</b>	<ul style="list-style-type: none"> <li>Minutes from 8.20.24</li> </ul>	<ul style="list-style-type: none"> <li>Consensus to Approve the Meeting Minutes</li> </ul>
3	<b>Public Comment</b>	<ul style="list-style-type: none"> <li>None</li> </ul>	
4	<b>Action Items</b>	<ul style="list-style-type: none"> <li>No Action Items</li> </ul>	
5	<b>Information Items</b>		
5.1	<b>HSD Graduation Requirements – John Werner</b>	<ul style="list-style-type: none"> <li>Progress updates were given from Districts in attendance</li> </ul>	
5.2	<b>SAEC Attendance Accounting Policy, Practice, Protocol</b>	<ul style="list-style-type: none"> <li>Competency-based attendance hour accrual (non-seat time and not asynchronous)</li> </ul>	<ul style="list-style-type: none"> <li>Amalia will develop a draft SOP for SAEC Diploma Course Mastery Learning and Attendance Hours</li> </ul>
5.3	<b>2024/2025 Governance Docs- John Werner</b>	<ul style="list-style-type: none"> <li><a href="#">Amended 2024-27 SAEC MOU</a> <ul style="list-style-type: none"> <li>This goes to LEA Board</li> </ul> </li> <li><a href="#">SAEC Report on Consortium Governance 2024/25</a> <ul style="list-style-type: none"> <li>This goes to LEA board</li> </ul> </li> <li>2024/25 Allocation Amendment                             <ul style="list-style-type: none"> <li><a href="#">CAEP FY24-25 Final Allocations Schedule * (072524)</a></li> <li><a href="#">CAEP TY24-25 Final Allocation MEMO</a></li> <li><a href="#">CAEP FY24-25 Final Allocations Schedule_r</a></li> <li><a href="#">CAEP -- Preliminary Allocations Memo FY 2024-25</a></li> <li><a href="#">FY 2024-25 CAEP Preliminary Allocations Schedule</a></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>LaDonna will include principals in future emails regarding MOUs and Governance Docs.</li> <li>All documents are returned to LaDonna at the SAEC office <a href="mailto:Ljones01@vusd.org">Ljones01@vusd.org</a></li> </ul>

5.4	<b>SAEC Annual Plan 2024.25 - John Werner</b>	<ul style="list-style-type: none"> <li>● <a href="#">SAEC Annual Plan 2024.25</a> <ul style="list-style-type: none"> <li>➢ <a href="#">CAEP Fact Sheets</a></li> <li>➢ <a href="#">Member Workplans and Budgets</a></li> </ul> </li> <li>● 2024-25 was just approved.</li> </ul>	
5.5	<b>SAEC “State of the Consortium”- John Werner</b>	<ul style="list-style-type: none"> <li>● <a href="#">Previous Report Slides</a> Oct 2023/24 Board Meeting</li> <li>● Sections <ul style="list-style-type: none"> <li>➢ Fiscal</li> <li>➢ Performance Outcome Data <ul style="list-style-type: none"> <li>▪ Enrollments</li> <li>▪ Program Hours</li> <li>▪ Services</li> <li>▪ Immigrant Integration</li> <li>▪ EFL Gains</li> </ul> </li> <li>➢ Best Practices <ul style="list-style-type: none"> <li>▪ Individual Sites Share</li> </ul> </li> <li>➢ SAEC Objectives <ul style="list-style-type: none"> <li>▪ Educational Needs</li> <li>▪ Improve Integration of Service &amp; Transitions</li> <li>▪ Improve Effectiveness of Services</li> </ul> </li> <li>➢ Challenges <ul style="list-style-type: none"> <li>▪ John talked through with members and updated the next board meeting slides.</li> </ul> </li> <li>➢ Strengths <ul style="list-style-type: none"> <li>▪ John talked through with members and updated the next board meeting slides.</li> </ul> </li> <li>➢ Changes/What’s Coming <ul style="list-style-type: none"> <li>▪ John talked through with members and updated the next board meeting slides.</li> </ul> </li> <li>➢ RISDS Report (“Navigator’s Report”)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● John asked members to submit EFL Gains to him so he can share at the next board meeting.</li> <li>● Tami will do slides and share Best Practices at the next board meeting.</li> </ul>
5.6	<b>Deliverables and Updates –John Werner</b>	<ul style="list-style-type: none"> <li>● WIOA Title II <ul style="list-style-type: none"> <li>➢ End of 23/24 process status check by site</li> <li>➢ Grant Award Notification Letters and Budgets due <ul style="list-style-type: none"> <li>▪ GANS released 8/2/24</li> <li>▪ Signed as a virtual copy and uploaded; wet signature</li> </ul> </li> </ul> </li> </ul>	

		<p>version mailed in to state.</p> <ul style="list-style-type: none"> <li>➤ FPM <ul style="list-style-type: none"> <li>▪ Three year cycle</li> <li>▪ <a href="#">Adult Education Instrument</a></li> </ul> </li> <li>● CAEP (<b>BOLD means Leadership is responsible for it.</b>) <ul style="list-style-type: none"> <li>➤ <b>October 2024</b> <ul style="list-style-type: none"> <li>▪ Oct 30: 24/25 Member Program Year Budget and Work Plan certified by Consortia in NOVA*</li> <li>▪ <b>October 31: Student data due in TOPSPro(Q1)</b></li> <li>▪ <b>October 31: Employment and Earnings Follow-up Survey (Do not wait until the last minute on this one...it is a process, plan ahead.)</b></li> </ul> </li> <li>➤ <b>December 2024</b> <ul style="list-style-type: none"> <li>▪ <b>Dec. 1: July, 2023 to June 30, 2024 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium*</b> <ul style="list-style-type: none"> <li>○ <b><i>In TE: Reports&gt;State&gt;California&gt;CAEP Program Hours</i></b></li> </ul> </li> <li>▪ <b>Dec. 1: 22/23, 23/24 &amp; 24/25 Member Expense Report Due in NOVA (Q1)</b></li> <li>▪ Dec. 31: 22/23, 23/24 &amp; 24/25 Member Expense Report certified by Consortia in NOVA (Q1)</li> <li>▪ Dec. 31: End of Q2</li> </ul> </li> </ul> </li> </ul>	
5.7	<b>RISDIS – John Werner</b>	<ul style="list-style-type: none"> <li>● Upcoming Navigator Events <ul style="list-style-type: none"> <li>➤ CVIIC Entrepreneurship Expo - August 29</li> <li>➤ Academic &amp; Career Coaching for Student Success Sept. 9-12</li> <li>➤ Tulare County College Night - Sept. 10</li> <li>➤ Trades Day - Sept 26</li> <li>➤ Kings County Resource Fair - Sep 26</li> <li>➤ Innovators by Design - Oct 7 <ul style="list-style-type: none"> <li>▪ Leadership is invited. There are great breakout sessions.</li> <li>▪ Innovators by Design - Oct 9</li> </ul> </li> </ul> </li> </ul>	
5.8	<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.caladulthood.org/">https://register.caladulthood.org/</a></li> </ul> </li> <li>● CAEP Technical Assistance Project (TAP) Events <ul style="list-style-type: none"> <li>➤ September 20, 2024 <ul style="list-style-type: none"> <li>▪ <a href="#">2024 PD for New Consortium Leads and Administrators</a></li> <li>▪ 9:00 AM - 9/20/2024</li> </ul> </li> <li>➤ September 26, 2024</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>▪ <a href="#">CAEP Consortium Directors' Event 2024</a></li> <li>▪ 1:00 PM - 9/26/2024</li> <li>➤ September 27, 2024 <ul style="list-style-type: none"> <li>▪ <a href="#">CAEP Consortium Directors' Event 2024</a></li> <li>▪ 8:30 AM - 9/27/2024</li> </ul> </li> <li>➤ October 1, 2024 <ul style="list-style-type: none"> <li>▪ California Rural Agencies - Make Your Technology Goals a Reality!</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>● Advancing Adult Education Website <ul style="list-style-type: none"> <li>➤ <a href="https://caladulthood.org/Practice">https://caladulthood.org/Practice</a></li> </ul> </li> <li>● Innovators by Design 2024 <ul style="list-style-type: none"> <li>➤ Wednesday, October 9, 2024, 8:00am - 2:00pm</li> </ul> </li> <li>● WIOA II from Portia LaFerla, <a href="mailto:plaferla@casas.org">plaferla@casas.org</a> <ul style="list-style-type: none"> <li>➤ Upcoming meetings w/links</li> </ul> </li> </ul>	
5.9	<b>Reminder: Member Effectiveness Reports -John Werner</b>	<ul style="list-style-type: none"> <li>● Schedule for 2024-2025 <ul style="list-style-type: none"> <li>➤ October 2024 - SAEC Report and NIF Report by Navigators</li> <li>➤ November 2024 - Hanford Adult, Visalia Adult School</li> <li>➤ February 2025 - Corcoran Adult, Lindsay Adult, Tulare Adult</li> <li>➤ April 2025 - College of the Sequoias, Cutler-Orosi, Farmersville</li> </ul> </li> </ul>	
5.10	<b>Reminder: Program Area Governance Committees -John Werner</b>	<ul style="list-style-type: none"> <li>● Program Area Committee meeting dates (SAEC PD Calendar Event invites sent out. Agendas pending) - John Werner <ul style="list-style-type: none"> <li>➤ Meetings will be in person @ Tulare Connections</li> <li>➤ ESL <ul style="list-style-type: none"> <li>▪ September 27, 2024                      1:30 - 3:00PM</li> <li>▪ April 4, 2025                                1:30 - 3:00PM</li> </ul> </li> <li>➤ ABE/ASE <ul style="list-style-type: none"> <li>▪ September 9, 2024                      1:30 – 3:00PM <ul style="list-style-type: none"> <li>○ Navigators will facilitate as John is out of office</li> </ul> </li> <li>▪ April 7, 2025                                1:30 – 3:00PM</li> </ul> </li> <li>➤ AWD <ul style="list-style-type: none"> <li>▪ September 20, 2024                      1:30 – 3:00PM</li> <li>▪ April 18, 2024                                1:30 – 3:00PM</li> </ul> </li> </ul> </li> </ul>	
5.11	<b>Reminder: SAEC Data Community of Practice</b>	<ul style="list-style-type: none"> <li>● SAEC Data Community of Practice meeting dates (Virtual): <ul style="list-style-type: none"> <li>➤ 2023.24 Meeting Dates: <ul style="list-style-type: none"> <li>➤ Q1 10/17/24 @ 11:00AM</li> <li>➤ Q2 01/17/25 @ 11:00AM</li> </ul> </li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>➤ Q3 04.18.25 @ 11:00AM</li> <li>➤ Q4 06/27/25 @ 11:00AM (Option 1)</li> <li>➤ Q4 07.03.25 @ 11:00AM (Option 2)</li> </ul>	
5.12	<b>Next Leadership Committee Meeting Agenda - Heather Keran</b>	<ul style="list-style-type: none"> <li>● October 1, 2024, 9:45-11:45AM <ul style="list-style-type: none"> <li>➤ In person meeting at COS, Sequoias, Room 1</li> </ul> </li> </ul>	
5.13	<b>Next SAEC Board Meeting - John Werner</b>	<ul style="list-style-type: none"> <li>● October 1, 2024 at 8:00AM – 9:45AM <ul style="list-style-type: none"> <li>➤ In person meeting at COS, Sequoias Room 1</li> </ul> </li> </ul>	
5.14	<b>Closing Question- John Werner</b>	<ul style="list-style-type: none"> <li>● John asked if it would be beneficial for the consortium to engage support services from a consultant to work with individual sites? <ul style="list-style-type: none"> <li>➤ The attendees asked to discuss again when more members are in attendance.</li> </ul> </li> </ul>	
6	<b>Adjournment</b>	<ul style="list-style-type: none"> <li>● Meeting adjourned at 4:39PM.</li> </ul>	