



SEQUOIAS
ADULT EDUCATION CONSORTIUM
SAEC Leadership Committee Meeting
August 4, 2020 9:15AM-10:15AM
ZOOM

Agenda and Minutes: <https://drive.google.com/drive/u/0/folders/1J3QmFBDof8ha4-kQmtBTw9tvo7xWLgn8>

Join Zoom Meeting

<https://us02web.zoom.us/j/85011935762?pwd=eVVwQIRHsk5IU0NKSERleEVOZE9uUT09>

Meeting ID: 850 1193 5762

Passcode: 246424

One tap mobile

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Dial by your location

+1 669 900 9128

Meeting ID: 850 1193 5762

Passcode: 246424

Co-Chairs: Heather Keran and Vacant

- Opening Business
 - Call to Order
 - Welcome and Introductions
- Approval of Minutes - Minutes from 05/21/2020, Review Notes from: 7.23.20
- Public Comment – General public comment on any Consortium related topic may be heard at this time. The Leadership Committee 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 Leadership Committee. Please post any public comment using the chat function. Please begin your comments by posting your full name. Public comment will be read into the record by the Committee Chair in the order they are entered into the chat window. Public comment shall be limited to 3 minutes per comment and 20 minutes for all comments.
- Information/Discussion Items:
 - COVID-19
 - Resources
 - CAEP/CALPRO/Otan/CASAS one-stop shop resource site:
<https://otan.us/resources/covid-19-field-support/>

- Fall semester with governor's 7/17/20 policy for K12 schools in mind
 - Site Availability
 - Modifications to sites (What will your site look like when students and staff come on campus?)
 - Enrollment Process
 - Programs and Master Schedules
 - Policy Updates (Do you need to update site policy documents (i.e. staff handbook, student handbook, student enrollment forms, safe school plan, etc.)
 - Remote CASAS Testing Update--John Werner
 - Virtual Navigator (RISDS)
 - Navigator job description aligned to virtual service provision options:
 - https://docs.google.com/document/d/1NJ4IOPWfUHsMdl_FTJILZGd5ZM0vRXKoTlbA2nAR3DI/edit
 - Navigator questions for Leadership Committee: <https://docs.google.com/document/d/10DyaUi1tOCHmt0bxVltM8BqSf87NhWxaBtvjv-ObNIE/edit>
 - Program Evaluation Data Chats – Heather
 - 2019/20 cumulative performance data
 - Bring:
 - Program enrollment (up or down, trends)
 - Completers
 - Federal Tables 4, 4b, 5
 - CAEP DIR report
 - NRS DIR Report
 - What were your 2019/20 goals? Did you meet them? Why or Why not?
 - 2020/21 Annual Plan/Three Plan/MOU
 - All plans in Drive: <https://drive.google.com/drive/folders/0B7anuMDOnc2NDIUemJ1LTkwZVU>
 - 2020/21 Annual Plan Due 8/15/20
 - Drives member annual plans and budgets
 - Board action on 8/4/20
 - MOU Process
 - Three Year Plan does not need update
 - Due Dates--John Werner
<https://caladulthood.org/DueDates>
 - PD Day 8.11.20
 - SAEC Leadership Committee 2020/21 meeting dates
 - Via Zoom
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- Action Items
N/A
 - Adjournment
 - Reminder to confirm WIOA II agency contacts:
CAADULTEDREPORTING.ORG > agency contacts.