



## SAEC Leadership Committee Meeting

August 20, 2024, 9:45AM - 11:45AM

Oaks Professional Building

4930 W Kaweah Ct, Visalia, CA 93277

Room 2B

Co-Chairs: Heather Keran and Jonna Schengel

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### Agenda

- Opening Business
  - Call to Order
  - Welcome and Introductions
    - SAEC Senior Admin Assistant LaDonna Jones Introductions
- Approval of Minutes
  - [08.06.24 SAEC Leadership Committee Meeting Minutes.docx](#)
- Action Items:
  - NA
- Information/Discussion Items (All supporting documents attached to this agenda in the order they appear on the agenda. Meeting participants will find a link to an electronic version of this agenda, which has active links to all supporting documents) here:
  - HSD Graduation Requirements
    - Existing member board policy review
  - Marketing and Outreach
    - Sinclair Broadcast next steps
  - Sierra San Joaquin Jobs (S2J2)
    - Website: [S2J2 Initiative](#)
  - 2024/25 Governance Docs
    - [Amended 2024-27 SAEC MOU](#)
      - This goes to LEA boards
    - [SAEC Report on Consortium Governance 2024/25](#)
      - This goes to LEA boards
    - 2024/25 Allocation Amendment
      - [CAEP FY24-25 Final Allocations Schedule \\* \(072524\)](#)
      - [CAEP TY24-25 Final Allocation MEMO](#)
      - [CAEP FY24-25 Final Allocations Schedule\\_r](#)
      - [CAEP -- Preliminary Allocations Memo FY 2024-25](#)
      - [FY 2024-25 CAEP Preliminary Allocations Schedule](#)

- 2024-27 Three Year Plan
  - No guidance released
  - Due soon
- [SAEC Annual Plan 2024.25](#)
  - [CAEP Fact Sheets](#)
  - In NOVA
- Deliverables and Updates- John Werner
  - WIOA Title II
    - End of 23/24 processes status check by site
    - Grant Award Notification Letters and Budgets due.
      - GANs released 8/2/24
      - Signed as a virtual copy and uploaded; wet signature version mailed in to state

- **CAEP (BOLD MEANS YOU ARE RESPONSIBLE FOR IT)**

- July 2024**

- **Jul 15: Student Data due in TOPSPro (Q4) FINAL**

- August 2024**

- Aug 15: Annual Plan for 2024-25 due in NOVA \*

- September 2024**

- **Sep 1: 22/23 and 23/24 Member Expense Report due in NOVA (Q4)**
      - Sep 1: 24/25 Certification of Allocation Amendment due in NOVA
      - Sep 30: 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q4) \*
      - **Sep 30: 24/25 Member Program Year Budget and Work Plan due in NOVA**
      - Sep 30: End of Q1

- October 2024**

- Oct 30: 24/25 Member Program Year Budget and Work Plan certified by Consortia in NOVA \*
      - **Oct 31: Student data due in TOPSPro (Q1)**
      - **Oct 31: Employment and Earnings Follow-up Survey (Do not wait until the last minute on this one...it is a process, plan ahead.)**

- December 2024**

- **Dec 1: July 1, 2023 to June 30, 2024 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium \***
      - **Dec 1: 22/23, 23/24 & 24/25 Member Expense Report Due in NOVA (Q1)**
      - Dec 31: 22/23, 23/24 & 24/25 Member Expense Report certified by Consortia in NOVA (Q1)
      - Dec 31: End of Q2

- RISDIS (reminder)

- Upcoming Navigator Events

- CVIIC Entrepreneurship Expo August 29, 2024
          - Academic & Career Coaching for Student Success Sept. 9 - 12, 2024
          - Tulare County College Night Sept. 10, 2024
          - Trades Day Sept. 26, 2024
          - Kings County Resource Fair Sept. 26, 2024
          - Innovators by Design October 7, 2024

- Professional Development
  - CAEP Consortium Management Series
    - <https://register.caladulthood.org>
  - CAEP Technical Assistance Project (TAP) Events
    - August 29, 2024
      - [Teacher Portal for Teachers](#)
      - 11:00 AM - 8/29/2024
    - September 12, 2024
      - [Overview: TOPSpro Enterprise \(TE\) - 9/2024](#)
      - 11:00 AM - 9/12/2024
    - September 20, 2024
      - [2024 PD for New Consortium Leads and Administrators](#)
      - 9:00 AM - 9/20/2024
    - September 26, 2024
      - [CAEP Consortium Directors' Event 2024](#)
      - 1:00 PM - 9/26/2024
    - September 27, 2024
      - [CAEP Consortium Directors' Event 2024](#)
      - 8:30 AM - 9/27/2024
  - Advancing Adult Education Website
    - <https://caladulthood.org/Practice>
  - Innovators by Design 2024
    - Wednesday, October 7, 2024, 8:00am - 2:00pm
  - WIOA II from Portia LaFerla, [plafferla@casas.org](mailto:plafferla@casas.org)
    - Upcoming meetings w/links

<b>August 20, 2024</b>	02:00 PM	<a href="#">California WIOA, Title II: AEFLA Network Meeting - Central Valley, Kern, and Stanislaus Regions</a>
<b>August 23, 2024</b>	09:30 AM	<a href="#">California WIOA, Title II: AEFLA Network Meeting - LA, Orange County, San Diego &amp; Imperial</a>

**Reminders:**

- Member Effectiveness Report Schedule:
  - Schedule for 2024-2025
    - October 2024 - SAEC Report: Enrollment and NIF Report by Navigators
    - November 2024 - SAEC Report Outcomes, Hanford Adult, Tulare Adult
    - February 2025 - Corcoran Adult, Lindsay Adult, Visalia Adult
    - April 2025 - College of the Sequoias, Cutler-Orosi, Farmersville

- Program Area Committee meeting dates (SAEC PD Calendar Event invites sent out. Agendas pending)- John Werner
  - Meetings will be in person.
    - Meeting locations: Tulare Connections
  - ESL
    - September 27, 2024                      1:30 - 3:00PM                      Friday
    - April 4, 2025                                1:30 - 3:00PM                      Friday
  - ABE/ASE
    - September 9, 2024                      1:30 – 3:00PM                      Monday
    - April 7, 2025                                1:30 – 3:00PM                      Monday
  - AWD
    - September 20, 2024                      1:30 – 3:00PM                      Friday
    - April 18, 2024                              1:30 – 3:00PM                      Friday
- SAEC Data Community of Practice meeting dates:
  - [Participant List \(please update\)](#)
  - [SAEC Data COP Google Drive Main Folder](#)
  - [SAEC Data COP Google Drive 2024.25 Folder](#)
  - 2024.25 Meeting Dates:
    - [Q1 10.17.24 @ 11:00AM](#)
    - [Q2 01.17.25 @ 11:00AM](#)
    - [Q3 04.18.25 @ 11:00AM](#)
    - [Q4 06.27.25 @ 11:00AM \(option 1\)](#)
    - [07.03.25 @ 11:00AM \(option 2\)](#)
- Next Leadership Committee Meeting Agenda - Heather Keran
  - [Next Meeting: 09/19/2024](#) @ 3:00PM - 4:30PM
  - Virtual
  - Agenda topics:
    - 2024.25 Member Workplan and Budget in NOVA
    - Member Effectiveness Report Discussion - Data Outcomes
    - 2023.24 Program Area Reporting in NOVA
- Next [SAEC Board Meeting on 10/01/24](#) @ 8:00 - 9:30AM - John Werner
  - Sequoias 1, COS

- Adjournment