



SAEC Leadership Committee Meeting - **DRAFT**

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

ZOOM MEETING

Co-Chairs: Heather Keran and Jonna Schengel

Join Zoom Meeting

<https://us02web.zoom.us/j/85745628529?pwd=As4z4dJdSlYu8Ft8lknCbIYTzIFtaC.1>

Meeting ID: 857 4562 8529

Passcode: 030908

One tap mobile

+16699009128,,85745628529#,,,*030908#

Dial by your location

• +1 669 900 9128

Agenda

- Opening Business
 - Call to Order
 - Welcome and Introductions
- Approval of Minutes
 - [08.20.24 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 Member Progress Update
 - Existing member board policy review
 - SAEC Attendance Accounting Policy, Practice, Protocol...or something else?
 - Competency-based attendance hour accrual (non-seat time and not asynchronous)
 - 2024/25 Governance Docs Return to SAEC Office
 - Member Status
 - Hanford completed, pending LEA minutes
 - All others pending
 - [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](#)

- [SAEC Annual Plan 2024.25](#)
 - [CAEP Fact Sheet](#)
 - [Member Workplans and Budgets](#)
 - In NOVA

- SAEC “State of the Consortium” Report 2023/24 (Oct Board Meeting)
 - [Previous Report Slides](#)
 - Sections
 - Fiscal
 - Performance Outcome Data
 - Enrollments
 - Program Hours
 - Services
 - Immigrant Integration
 - EFL Gains
 - Best Practices
 - Individual Sites Share
 - SAEC Objectives
 - Educational Needs
 - Improve Integration of Service & Transitions
 - Improve Effectiveness of Services

 - Challenges
 - Strengths
 - Changes/What’s Coming
 - RISDS Report (“Navigator’s Report”)

- 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**)

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
- RISDS (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.caladulted.org>
 - CAEP Technical Assistance Project (TAP) Events
 - September 20, 2024
 - [2024 PD for New Consortium Leads and Administrators](#)
 - 9:00 AM - 9/20/2024
 - September 24, 2024
 - Application Deadline: Online Integrated Education and Training (IET) Implementation Clinic (Fall 24)
 - 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
 - October 1, 2024
 - California Rural Agencies - Make Your Technology Goals a Reality!
 -
 - Advancing Adult Education Website
 - <https://caladulted.org/Practice>
 - Innovators by Design 2024
 - Wednesday, October 7, 2024, 8:00am - 2:00pm
 - WIOA II from Portia LaFerla, plafferla@casas.org
 - Upcoming meetings w/links

Reminders:

- Member Effectiveness Report Schedule:
 - Schedule for 2024-2025
 - October 2024 - SAEC Report and NIF Report by Navigators
 - November 2024 - Hanford Adult, Visalia Adult

- February 2025 - Corcoran Adult, Lindsay Adult, Tulare 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: 10/1/2024 @ 9:45AM - 11:45AM](#)
- In-Person @ COS

- Next [SAEC Board Meeting on 10/01/24 @ 8:00 - 9:30AM](#) - John Werner

- Sequoias 1, COS

- Adjournment