



SAEC Leadership Committee Meeting

August 24, 2023, 3:00-4:30PM

Join Zoom Meeting

<https://us02web.zoom.us/j/83895654059?pwd=eEd6cGRRR3RpYmpNSzc3MzBPS000UT09>

Meeting ID: 838 9565 4059

Passcode: 510062

One tap mobile

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Co-Chairs: Heather Keran and Jonna Schengel

Agenda

- Opening Business
 - Call to Order
 - Welcome and Introductions
- Approval of Notes and Minutes
 - [05.25.23 SAEC Leadership Committee Meeting Minutes.docx](#)
 - [08.01.23 SAEC Leadership Committee Meeting Notes.docx](#)
- Public Comment –General public comment on any Consortium related topic may be heard at this time. The Board 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 Board. Pursuant to SAEC Policy the Board may limit individual comments to no more 3 minutes and individual topics to 20 minutes. Please begin your comments by stating your name.
- Action Items:
 - None
- 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:
 - Governance
 - SAEC 2023.24 Annual Plan Status Update–John
 - Member 2023.24 Workplans and Budgets in NOVA–John

- CAEP Promising Practices Interview Committee (Exemplary Regional Consortia)–John and Jonna
 - September 6, 2023
 - John and Jonna set up meetings/locations using supplied visit agenda
- Deliverables and Updates- John Werner
 - WIOA Title II
 - Deliverables for 2023.24
 - CAEP
- RISDIS (reminder)
 - SAEC Navigator job description and classification negotiations with VUSD HRD and CSEA status update–John and Tami
 - Currently operating under an MOU between VUSD and CSEA
 - Potential position reclassification
 - Potential job description update
 - Adult Education Navigator
 - Duties
 - Timeline
 - Upcoming Navigator Events
 - Conyer Elem. Back 2 School Night (Thursday) August 24, 2023
 - No Navigators Available
 - VUSD Family & Community Services will carry our tri-folds
 - Ivanhoe Elem. Back 2 School Night (Thursday) August 24, 2023
 - Carmen Becerra
 - Pixley Presentation (Thursday) August 24, 2023
 - Maribel Delgado
 - SAEC Daytime Summitt (Friday) August 25, 2023
 - Green Acres Middle School (Thursday) August 31, 2023
 - Evette Lopez
 - CAEP Promising Practices Committee (Wed.) September 6, 2023
 - All Navigators
 - Employment Connection Open House (Tues.) September 12, 2023
 - All Navigators
 - TC Office of Education College Night (Tuesday) September 12, 2023
 - All Navigators
 - Lindsay Healthy Start Provider Meeting (Wed.) September 13, 2023
 - Evette Lopez
 - Kings County Job Fair (Thursday) September 14, 2023
 - Carmen & Maribel

- Latin X Youth Conference (Saturday)
 - Carmen, Maribel (am))
 - CIE Foundation Trades Day (Thursday)
 - Construction Industry
 - Carmen and Evette
 - Tulare County Job Fair (Wednesday)
 - All Navigators
 - Multicultural Celebration (Friday)
 - Evette, Maribel
 - CVIIC Immigrant Entrepreneurship Network (Mon.)
 - Carmen Becerra
 - 2023 Innovator by Design (Wednesday)
 - All Navigators
 - COS - Financial Aid Workshop (Thursday)
 - All Navigators
 - Woodlake Annual Career Fair (Friday)
 - Evette, Maribel
 - CCAE Central Section Conference (Friday)
 - All Navigators
 - Farmworker Women's Conference - Booth setup
 - All Navigators
 - Farmworker Women's Conference (Thursday)
 - All Navigators
 - Visalia HS CNA class students
 - Carmen and Maribel
- 2024 - TBD
- Professional Development
 - CAEP Consortium Management Series
 - <https://register.caladulted.org/>
 - Registration for the CAEP Summit 2023 is Now Open
 - <https://summit.caladulted.org/Registration/>
 - Advancing Adult Education Website
 - <https://caladulted.org/Practice>
 - SAEC Summit (August 17 and 25)
 - Attendee Registration Link: <https://docs.google.com/forms/d/e/1FAIpQLSebGXf8hglqqfNJJuUgA5VOY5U88BaqxMkbe6imiRnYvv35UGA/viewform>
 - Main folder (admin only) https://drive.google.com/drive/u/0/folders/1pG-Lb4ReG_frzRo7dp99uW3pm7eFD1qa

- 2023 Innovators by Design
 - If you want to attend, please contact Barbara Marshall
 - John leading a panel. Carmen leading a panel.
 - This conference will be held on Wednesday, October 11, 2023, at the Visalia Convention Center from 7:30 - 2:00 pm. Each ticket includes breakfast and lunch.
 - Visalia Convention Center - 303 E Acequia, Visalia
- CCAE Central Section Conference
 - November 3, 2023
- 2024 COABE - Adult Education: Together In Harmony
 - Nashville, TN, March 17 - 20, 2024
 - Dallas Texas - 2025
 - Indianapolis Indiana - 2026
 - SB 447

Reminders:

- Draft Member Effectiveness Report Schedule:
 - Draft Schedule for 2023-2024:
 - October 2023 – SAEC Report: Enrollment and NIF Report by Navigators
 - November 2023 – SAEC Report: Outcomes, Hanford Adult, Tulare Adult
 - February 2024 – Visalia Adult, Corcoran Adult, Lindsay
 - April 2024 – 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 25, 2023	1:00 - 3:00PM	Monday
● April 5, 2024	1:00 - 3:00PM	Friday
 - ABE/ASE

● September 11, 2023	1:00 – 3:00PM	Monday
● April 8, 2024	1:00 – 3:00PM	Monday
 - AWD

● September 19, 2023	1:00PM-3:00PM	Tuesday
● April 19, 2024	1:00PM-3:00PM	Friday
- Back to School meeting for instructors as a consortium
 - See the PD section of the agenda.
- SAEC Data Community of Practice meeting dates:
 - 2022.23 Meeting Dates:
 - Q1 10.20.23 @ 11:00AM
 - Q2 01.19.24 @ 11:00AM
 - Q3 04.19.24 @ 11:00AM

- Q4 06.28.24 @ 11:00AM and/or
07.05.24 @ 11:00AM
- Next Leadership Committee Meeting Agenda - Heather Keran
 - Next Meeting: 09/21/2023 @ 3:00 – 4:30PM
 - Virtual
 - Agenda topics:
- Next [SAEC Board Meeting](#) on 10.03.23 @ 8:00 - 9:30AM - John Werner
 - At COS
- Adjournment

SAEC Leadership Committee Meeting Minutes

May 25, 2023

3:00PM – 4:30 PM

Virtual Meeting

Co-Chairs: Heather Keran and Jonna Schengel

In Attendance: Brian Brazier, Corcoran Adult School; Victoria Guzman, Cutler-Orosi Adult School; Heather Keran, Hanford Adult School; Lindsay Adult School; Barbara Marshall, SAEC; Lori Morton, Tulare Adult School; Tami Olson, Visalia Adult School; Jonna Schengel, College of the Sequoias; Larriann Torrez, Porterville Adult School; Arturo Villarreal, Farmersville Adult School;

	Discussion Topic	Outcome	Action
1	Opening Business		
1.1	Call to order	<ul style="list-style-type: none">Called to order at 3:01Pm 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 05/02/2023	<ul style="list-style-type: none">Motioned to approve Minutes by Lori Morton, Tulare Adult SchoolSeconded by Jonna Schengel, College of the SequoiasAbstained: NoneVote:<ul style="list-style-type: none">➤ Approve: All➤ Opposed: None➤ Motion Carried
3	Public Comment	<ul style="list-style-type: none">No Comments	
4	Action Items	<ul style="list-style-type: none">No Action Items	
5	Information Items		
5.1	Governance – John Werner	<ul style="list-style-type: none">COLA update<ul style="list-style-type: none">➤ Sitting at 8.22 percent➤ LAO is recommending it be dropped to 5%	
5.2	Marketing/Outreach – Tami Olson	<ul style="list-style-type: none">Tami has not heard from anyone except Lori and Larriann on the Radio marketing/outreachTami shared a sample of the radio ad with everyone	

		<ul style="list-style-type: none"> • Ad will be for GED, HSD and ESL <ul style="list-style-type: none"> ➤ Spanish stations will be 100% in Spanish ➤ Would like to do an interview on air each Sunday featuring a non-profit <ul style="list-style-type: none"> ▪ Suggested that John Werner would be good for this ➤ There will be 84, 30 second commercials per week, 4 weeks per month ➤ It will run through next May • Have not heard on pricing yet <ul style="list-style-type: none"> ➤ If everyone participates it will be less than \$3,000 a school ➤ SAEC office is willing to help off set if anyone has a hard time paying for it • Tami Olson will send out more information in an email as she learns it <ul style="list-style-type: none"> ➤ Let Tami know if you can participate and how much you can afford to spend 	
5.3	Deliverables and Updates – Heather Keran	<ul style="list-style-type: none"> • WIOA Title II <ul style="list-style-type: none"> ➤ Looking to get healthy WIOA for everyone ➤ Still waiting on the GAN <ul style="list-style-type: none"> ▪ Should come out in mid July • CAEP <ul style="list-style-type: none"> ➤ June 2023 <ul style="list-style-type: none"> ▪ Jun 1: 21/22 and 22/23 Member Expense Report due in NOVA (Q3) ▪ Jun 30: 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q3) * ▪ Jun 30: End of Q4 	
5.5	RISDIS – John Werner	<ul style="list-style-type: none"> • Upcoming Navigator Events <ul style="list-style-type: none"> ➤ May 25 Royal Oaks Career Day ➤ June 9 Tulare-Kings Healthcare Meeting ➤ June 14 Lindsay Healthy Start • Navigators will be asking schools about site availability <ul style="list-style-type: none"> ➤ If sites can't handle them let John know ➤ Tulare will go to 4 - 10 hour days in the last week of June with Mondays off ➤ Visalia will go to 4 - 10 hour days in July 	

5.6	Professional Development– John Werner	<ul style="list-style-type: none"> ● CASAS Summer Institute 2023, June 12- 15, Hyatt Regency Orange County <ul style="list-style-type: none"> ➤ In-person Registration - \$680 ➤ Virtual Registration - \$500 ➤ Coming up quickly 	
5.7	Member Effectiveness Reports	<ul style="list-style-type: none"> ● Draft Member Effectiveness Report Schedule for 2023-2024: <ul style="list-style-type: none"> ➤ October 2023 – SAEC Report: Enrollment and NIF report by Navigators ➤ November 2023 – SAEC Report: Outcomes, Hanford Adult, Tulare Adult ➤ February 2024 – Visalia Adult, Corcoran Adult, Lindsay Adult ➤ April 2024 – College of the Sequoias, Cutler-Orosi 	
5.8	Program Area Governance Committees	<ul style="list-style-type: none"> ● Program Area Committee meeting dates <ul style="list-style-type: none"> ➤ ESL <ul style="list-style-type: none"> ▪ September 25, 2023 ▪ April 5, 2024 ➤ ABE/ASE <ul style="list-style-type: none"> ▪ TBD ➤ AWD– TBD <ul style="list-style-type: none"> ▪ September 19, 2023 1:00PM-3:00PM ▪ April 19, 2024 1:00PM-3:00PM ● Name change to Program Area Committees <ul style="list-style-type: none"> ➤ Would like to keep teachers as Chairs and Co-chairs ➤ We can do training with Navigators to help them lead committees if we do not have teachers available ● Will get ABE/ASE meeting dates from Beth <ul style="list-style-type: none"> ➤ John will email out dates when he gets them ● Will do meetings in the Fall and Spring <ul style="list-style-type: none"> ➤ Just need a thumbs up from the Leadership Committee 	

5.9	Back to School Meeting	<ul style="list-style-type: none"> Do we want to have a Back to School meeting with instructors again this year? <ul style="list-style-type: none"> ➤ John will send out a survey to everyone to go over ➤ Can plan this by email It was suggested that presenters do not have to all be in person <ul style="list-style-type: none"> ➤ Can be a hybrid meeting for schools that can't attend in person 	
5.10	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 	
5.11	Next Leadership Committee Meeting Agenda – John Werner	<ul style="list-style-type: none"> July 20, 2023 @ 3:00pm – 4:30pm <ul style="list-style-type: none"> ➤ Virtual Meeting ➤ Barbara will add future Leadership meetings to PD calendar 	
5.12	Next SAEC Board Meeting	<ul style="list-style-type: none"> Next meeting August 1, 2023 at 8:00am – 9:30am <ul style="list-style-type: none"> ➤ In person meeting at COS 	
6	Adjournment	<ul style="list-style-type: none"> Meeting adjourned at 3:48pm 	<ul style="list-style-type: none"> Motioned to adjourn the meeting by Brian Brazier, Corcoran Adult School Seconded by Arturo Villarreal, Farmersville Adult School Abstained: None Vote: <ul style="list-style-type: none"> ➤ Approve: All ➤ Opposed: None ➤ Motion Carried

SAEC Leadership Committee Meeting Notes

August 1, 2023

3:00PM – 4:30 PM

Virtual Meeting

Co-Chairs: Heather Keran and Jonna Schengel

In Attendance: Victoria Guzman, Cutler-Orosi Adult School; Barbara Marshall, SAEC; Lori Morton, Tulare Adult School; Tami Olson, Visalia Adult School; Jonna Schengel, College of the Sequoias; John Werner, SAEC

	Discussion Topic	Outcome	Action
1	Opening Business		
1.1	Call to order	<ul style="list-style-type: none">Called to order at 8:42 am by Jonna Schengel	
1.2	Establish Quorum	<ul style="list-style-type: none">Quorum Established – No	
1.3	Welcome and Introductions		
2	Approval of Minutes/Notes	<ul style="list-style-type: none">Minutes from 05/02/2023 to be voted on at August 24, 2023 meeting	<ul style="list-style-type: none">No Action Taken
3	Public Comment	<ul style="list-style-type: none">No Comments	
4	Action Items	<ul style="list-style-type: none">No Action Items	
5	Information Items		
5.1	Governance – John Werner	<ul style="list-style-type: none">COLA update<ul style="list-style-type: none">➤ 8.22 percentAnnual plan is due August 15, 2023<ul style="list-style-type: none">➤ NOVA will send a reminder to approve it➤ Leadership need to look at it and make sure it is in alignment with what they are doingGovernance Document and MOU<ul style="list-style-type: none">➤ John and Barbara will send out an email with the documents and explanation taking it to your local Boards and what needs to be doneThis year we will concentrate on what we are doing with the 20% cap<ul style="list-style-type: none">➤ 20% will be locked in for this year➤ Will need to present something to the SAEC Board	

		<ul style="list-style-type: none"> • COS has some Strong Workforce money <ul style="list-style-type: none"> ➢ Would like to help out CTE programs ➢ Looking at running some DACA based training 	
5.2	Marketing/Outreach – Tami Olson	<ul style="list-style-type: none"> • Radio marketing/outreach <ul style="list-style-type: none"> ➢ Visalia Adult sent out emails on who needs to pay ➢ John Werner and Carmen Becerra did their podcast interviews 	
5.3	Deliverables and Updates – Heather Keran	<ul style="list-style-type: none"> • WIOA Title II <ul style="list-style-type: none"> ➢ End of year payment point certification letter came yesterday <ul style="list-style-type: none"> ▪ Make sure everything is correct and submit it today ▪ Everyone that gets WIOA needs to do this • CAEP <ul style="list-style-type: none"> ➢ July 2023 	
5.5	RISDIS – John Werner	<ul style="list-style-type: none"> • Master Schedules <ul style="list-style-type: none"> ➢ Reminded everyone the to let Navigators know what they need to report • Upcoming Navigator Events <ul style="list-style-type: none"> ➢ Reminder to look at agenda for the events that the Navigators will be involved with ➢ Agenda shows that the Navigators are all out in the community doing work for the schools <ul style="list-style-type: none"> ▪ Events are about connecting students to your school • Navigator 2023 tentative Fall schedules <ul style="list-style-type: none"> ➢ Reminded everyone to look at it <ul style="list-style-type: none"> ▪ Talk with your Navigator if you want to work something else out differently 	
5.6	Professional Development– John Werner	<ul style="list-style-type: none"> • CAEP Consortium Management Series <ul style="list-style-type: none"> ➢ https://register.caladulted.org/ • Registration for the CAEP Summit 2023 is open <ul style="list-style-type: none"> ➢ https://summit.caladulted.org/Registration/ • Advancing Adult Education Website <ul style="list-style-type: none"> ➢ https://caladulted.org/Practice • SAEC Summit (August 17th and 25th) <ul style="list-style-type: none"> ➢ Attendee registration link is up and running ➢ Waiting for conformation from presenters 	

		<ul style="list-style-type: none"> ➤ Aztec and Burlington are good to go ● Innovators by Design <ul style="list-style-type: none"> ➤ We have 2 tables with open seats available for anyone that is interested in going ● CCAE Central Section Conference <ul style="list-style-type: none"> ➤ November 3, 2023 ➤ There is no way to register for this yet ● 2024 COABE – Adult Education: Together in Harmony <ul style="list-style-type: none"> ➤ Will be in Nashville, TN, March 17 – 20, 2024 ➤ Other future locations <ul style="list-style-type: none"> ▪ Dallas Texas – 2025 ▪ Indianapolis Indiana - 2026 	
5.7	Member Effectiveness Reports	<ul style="list-style-type: none"> ● Draft Member Effectiveness Report Schedule for 2023-2024: <ul style="list-style-type: none"> ➤ October 2023 – SAEC Report: Enrollment and NIF report by Navigators ➤ November 2023 – SAEC Report: Outcomes, Hanford Adult, Tulare Adult ➤ February 2024 – Visalia Adult, Corcoran Adult, Lindsay Adult ➤ April 2024 – College of the Sequoias, Cutler-Orosi 	
5.8	Program Area Governance Committees	<ul style="list-style-type: none"> ● Program Area Committee meeting dates <ul style="list-style-type: none"> ➤ ESL <ul style="list-style-type: none"> ▪ September 25, 2023 1:00PM-3:00PM ▪ April 5, 2024 1:00PM-3:00PM ➤ ABE/ASE <ul style="list-style-type: none"> ▪ September 11, 2023 1:00PM-3:00PM ▪ April 8, 2024 1:00PM-3:00PM ➤ AWD– TBD <ul style="list-style-type: none"> ▪ September 19, 2023 1:00PM-3:00PM ▪ April 19, 2024 1:00PM-3:00PM ➤ Possible meeting locations will be at Tulare Connections or Tucoemas 	

5.10	SAEC Data Community of Practice	<ul style="list-style-type: none"> SAEC Data Community of Practice meeting dates: <ul style="list-style-type: none"> ➤ 2023.24 Meeting Dates: <ul style="list-style-type: none"> ▪ Q1 10.20.23 @ 11:00AM ▪ Q2 01.19.24 @ 11:00AM ▪ Q3 04.19.24 @ 11:00AM ▪ Q4 06.28.24 @ 11:00AM and/or 07.05.24 @ 11:00AM 	
5.11	Next Leadership Committee Meeting Agenda – John Werner	<ul style="list-style-type: none"> August 24, 2023 @ 3:00pm – 4:30pm <ul style="list-style-type: none"> ➤ Virtual Meeting ➤ Agenda topics Call from Renatta DeFever from CATS Study <ul style="list-style-type: none"> ➤ Recommended they do a big data harvest pull <ul style="list-style-type: none"> ▪ Simple procedure out of TE ▪ They are getting instructions put together to send out to sites ▪ Should be done within the next 2 weeks Payment to COS for using Mitch as a consultant on WIOA <ul style="list-style-type: none"> ➤ \$9,000.00 more than SAEC Board voted on in the beginning ➤ Need to do as an action item with SAEC Board <ul style="list-style-type: none"> ▪ Will do an electronic vote 	<ul style="list-style-type: none"> Electronic vote was done on August 3, 2023 <ul style="list-style-type: none"> ➤ Approve: All ➤ Opposed: None ➤ Abstained: None ➤ Motion Carried
5.12	Next SAEC Board Meeting	<ul style="list-style-type: none"> Next meeting October 3, 2023 at 8:00am – 9:30am <ul style="list-style-type: none"> ➤ In person meeting at COS 	
6	Adjournment	<ul style="list-style-type: none"> Meeting adjourned at 10:00am 	<ul style="list-style-type: none"> No Action Taken