



SAEC Leadership Committee Meeting

January 25, 2024, 3:00PM - 4:30pm
Zoom Meeting

Co-Chairs: Heather Keran and Jonna Schengel

Join Zoom Meeting

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Agenda

- Opening Business
 - Call to Order
 - Welcome and Introductions
- Approval of Notes
 - [11.07.23 SAEC Leadership Committee Meeting Minutes.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 2024.25 Annual Plan Draft Process–John
 - 2023.24 Reference Documents
 - [SAEC Annual Plan 2023.24 \(consortium plan\)](#)

- [Member 2023.24 Workplans and Budgets in NOVA](#)—John
- 2024.25 Annual Plan Strategies and Performance Outcome Metrics
 - Educational Needs
 - Increased Outreach and Marketing
 - Community Education
 - Service Hours and Locations
 - Digital Literacy and Technology
 - Short-term/Long-term CTE Programs of Study
 - Contextualized ESL Programs
 - COS Classes Taught on Adult School Campuses
 - Expanded OJT/WBL Opportunities
 - Employer Based Education Opportunities
 - Preapprenticeships/Apprenticeships
 - Improve Integration of Services & Transitions
 - Increased Course Offerings
 - Increased Completion Rates
 - Articulation Agreements: AE/CC
 - Articulation Agreements: CTE
 - Increased Enrollment, Completions, Transitions
 - Enhanced Career Pathways
 - Workforce Board Engagement
 - Improve Effectiveness of Services
 - Professional Development I (Community of Practice or PLC Based)
 - Improved Data Collection
 - Professional Development II (service delivery)
 - Regional Professional Development (Pan Consortium Events)
 - Strategic Planning (collective impact model)
 - AJCC Alignment
 - Learning Management Systems
- Deliverables and Updates- John Werner
 - WIOA Title II
 - CAEP
 - 23.24 Expenditure Targets
 - 23.24 Q2 Expenditure Reports
 - Governance Document (5.2.24)
- [Member Fact Sheets](#)
- Site Visits
- Metrix Learning
 - Offer library of short-term certifications and training
 - TK strategy and possibly piecing together some funding

- RISDIS (reminder)

- Upcoming Navigator Events

- TKCCC Seventh Annual Counselor Conference January 31, 2024
 - All Navigators
 - World Ag Expo (Tuesday - Thursday) February 13 - 15, 2024
 - All Navigators
 - TAS LVN Mock Interviews (Wednesday) February 21, 2024
 - All Navigators
 - 3 Levels of School Culture (Wednesday) February 28, 2024
 - All Navigators
 - Growing Health Leaders Conference (Thursday) February 29, 2024
 - All Navigators
 - Alpaugh Career Day (Wednesday) March 6, 2024
 - All Navigators
 - CAC Presentation (Thursday) March 7, 2024
 - Delgado
 - Creating a Classroom Culture (Monday) March 18, 2024
 - All Navigators
 - Career Day Event at Corcoran March 22, 2024
 - All Navigators
 - VAS & TAS LVN Job Fair (Wednesday) April 3, 2024
 - All Navigators
 - Early Childhood Education (Saturday) April 20, 2024
 - Becerra and Lopez
 - Cultivating Culture to Improve, Job Satisfaction & Morale (Tuesday) April 23, 2024
 - All Navigators
 - TCOE Support Staff Conference (Wednesday) April 24, 2024
 - All Navigators
 - Visalia HS CNA class students April 15 & 16, 2024
 - Carmen and Maribel
 - CCAE State Conference May 9 - 11, 2024
 - In Anaheim

- Professional Development

- CAEP Consortium Management Series
 - <https://register.caladulthood.org/>

- Advancing Adult Education Website
 - <https://caladulthood.org/Practice>
- 2024 COABE - Adult Education: Together In Harmony
 - Nashville, TN, March 17 - 20, 2024
 - Dallas Texas - 2025
 - Indianapolis Indiana - 2026
 - SB 447
- CCAE State Conference
 - Anaheim California, May 9 - 11, 2024
 - [Registration](#)

Reminders:

- Draft Member Effectiveness Report Schedule:
 - Draft Schedule for 2023-2024:
 - **Schedule Adjustment: Move VAS to April**
 - ~~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 – Visalia Adult, 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
- 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: 02/06/2024 @ 9:45AM - 11:45AM
 - In person at COS
 - Agenda topics:

- Next [SAEC Board Meeting](#) on 02.06.24 @ 8:00 - 9:30AM - John Werner
 - At COS

- Adjournment

SAEC Leadership Committee Meeting Minutes

November 7, 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; Amalia Lopez, Lindsay Adult School; Barbara Marshall, SAEC; Lori Morton, Tulare Adult School; Tami Olson, Visalia Adult School; Art Villarreal, Farmersville Adult School; 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 9:50 am	
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">Minutes from 10/07/2023	<ul style="list-style-type: none">Motioned to approve Minutes by Brian Brazier, Corcoran Adult SchoolSeconded by Art Villarreal, Farmersville Adult SchoolAbstained: NoneVote:<ul style="list-style-type: none">➤ Approve: All➤ Opposed: None➤ Abstain: Heather Keran, Lori Morton, Tami Olson, and Amalia Lopez➤ Motion Carried
3	Public Comment	<ul style="list-style-type: none">Radio Broadcasting Ads<ul style="list-style-type: none">➤ Has worked out really well➤ Has given everyone a lot for their moneyBy May bring to the SAEC Board information on approving policy language<ul style="list-style-type: none">➤ Hours for students<ul style="list-style-type: none">▪ Different ways of earning it and a new way to do it▪ Will impact each schools district policy	<ul style="list-style-type: none">John will do some homework on this

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"> Work Plan and Budget <ul style="list-style-type: none"> John will share a spreadsheet that will help everyone on their workplans Deadline extended to November 17, 2023 <ul style="list-style-type: none"> John will need to certify on the 17th so information needs to be in there before that 2023.24 Annual Plan Strategies and Performance Outcome Metrics <ul style="list-style-type: none"> Strategies in everyone's Annual Plan are built around <ul style="list-style-type: none"> Educational Needs Improve Integration of Services & Transitions Improve Effectiveness of Services State would like to see CTE courses approved through our SAEC Board <ul style="list-style-type: none"> Have done it under our Annual Plans but state wants to see individual approvals 	
5.2	Deliverables and Updates – Heather Keran	<ul style="list-style-type: none"> CAEP Program Hours and Expenditures Report <ul style="list-style-type: none"> Need to start working on these reports Due in December but not sure of actual due date John will be putting together a CBO meeting <ul style="list-style-type: none"> Need to explain how Goal Codes need to be set up for all programs Discussion on CAEP money being used for buildings <ul style="list-style-type: none"> Districts cannot take buildings back without reimbursement Good discussion to have at a Consortium level 	
5.3	Member Fact Sheets – John Werner	<ul style="list-style-type: none"> Reaching out to local legislators <ul style="list-style-type: none"> Want to advocate with them Fact sheets will help to get information out to them Want legislators to come out to the schools in the Spring 	
5.4	Site Visits – John Werner	<ul style="list-style-type: none"> Before the semester is over John Werner would like to come out and visit everyone. 	

5.5	RISDIS – John Werner	<ul style="list-style-type: none"> Upcoming Navigator Events <ul style="list-style-type: none"> ➤ Carmen Becerra is out for the month of November <ul style="list-style-type: none"> ▪ It was decided that Navigators do not need to shift their schedules to cover for Carmen ➤ VAS does not need Navigators at the Fall COS Giant Trails event 	
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/ Advancing Adult Education Website <ul style="list-style-type: none"> ➤ https://caladulted.org/Practice 2024 COABE – Adult Education: Together in Harmony <ul style="list-style-type: none"> ➤ Will be in Nashville, TN, March 17 – 20, 2024 <ul style="list-style-type: none"> ▪ Travel ban to Tennessee is gone ➤ 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 <ul style="list-style-type: none"> ▪ September 19, 2023 1:00PM-3:00PM ▪ April 19, 2024 1:00PM-3:00PM ➤ Meeting locations will be at Tulare Connections <ul style="list-style-type: none"> ▪ 3249 W. Noble 	

		<ul style="list-style-type: none"> • Attendance is very low <ul style="list-style-type: none"> ➤ Leadership need to help push the meetings ➤ Visalia Adult sends a representative because they cannot shut down classes 	
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"> • November 16, 2023 @ 3:00pm – 4:30pm <ul style="list-style-type: none"> ➤ Cancelled • Next meeting will be December 14, 2023 @ 3:00pm – 4:30pm 	
5.8	Next SAEC Board Meeting	<ul style="list-style-type: none"> • Next meeting February 6, 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 	<ul style="list-style-type: none"> • Motioned to adjourn meeting by Heather Keran, Hanford Adult School • Seconded by Lori Morton, Tulare Adult School • Abstained: None • Vote: <ul style="list-style-type: none"> ➤ Approve: All ➤ Opposed: None ➤ Motion Carried