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> > Agenda

Co-Chairs: Heather Keran and Jonna Schengel

- Opening Business
 - Call to Order
 - Welcome and Introductions
- Approval of Minutes
 - o 05.25.23 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
 - COLA Update
 - Marketing/Outreach Tami Olson

- Deliverables and Updates- John Werner
 - WIOA Title II
 - Deliverables for 2022-23
 - CAEP
 - July 2023

• RISDIS (reminder)

Upcoming Navigator Events

Training Webinar - Record cleaning	July 18, 2023
 All Navigators 	
 PY 23-24 Kick-Off & Talent Pool Launch Event 	July 20, 2023
 Becerra & Lopez 	
 Back to School Backpack Give Away-Cutler 	August 5, 2023
 All Navigators 	
 VUSD Convocation 	August 7, 2023
 All Navigators 	
 Lindsay Alternative Ed Back 2 School Night 	August 23, 2023
○ Lopez	
 Tulare County Office of Education College Night 	September 12, 2023
 All Navigators 	
 Tulare County Job Fair 	October 4, 2023
 All Navigators 	
 Farmworker Women's HealthConf. 	November 16, 2023
 All Navigators 	

- Professional Development
 - CAEP Consortium Management Series
 <u>https://register.caladulted.org/</u>
 - Registration for the CAEP Summit 2023 is Now Open
 https://summit.caladulted.org/Registration/
 - Advancing Adult Education Website
 - https://caladulted.org/Practice
 - SAEC Summit
 - Attendee Registration Link: <u>https://docs.google.com/forms/d/e/1FAIpQLSebGXf8hglqqfNJuUgA5VOY</u> <u>5U88BaqxMkbe6jmjRnYvv35UGA/viewform</u>
 - Main folder (admin only) <u>https://drive.google.com/drive/u/0/folders/1pG-Lb4ReG_frzRo7dp99uW3pm7eFD1qa</u>

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 Governance Committee meeting dates John Werner
 - ESL 1:00 - 3:00PM • September 25, 2023
 - April 5, 2024 1:00 - 3:00PM
 - ABE/ASE
 - September 11, 2023 1:00 – 3:00PM • April 8, 2024 1:00 – 3:00PM
 - AWD
 - September 19, 2023
 April 10, 2024 1:00PM-3:00PM
 - April 19, 2024 1:00PM-3:00PM
- Back to School meeting for instructors as a consortium
- 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: 08/01/2023 @ 9:45 11:00AM
 - At COS
 - Agenda topics:
- Next <u>SAEC Board Meeting</u> on 08.01.23 @ 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	Called to order at 3:01Pm by Heather Keran	
1.2	Establish Quorum	Quorum Established – Yes	
1.3	Welcome and Introductions		
2	Approval of Minutes/Notes	 Approval of Minutes from 05/02/2023 	 Motioned to approve Minutes by Lori Morton, Tulare Adult School Seconded by Jonna Schengel, College of the Sequoias Abstained: None Vote: Approve: All Opposed: None Motion Carried
3	Public Comment	No Comments	
4	Action Items	No Action Items	
5	Information Items		
5.1	Governance – John Werner	 COLA update > Sitting at 8.22 percent > LAO is recommending it be dropped to 5% 	
5.2	Marketing/Outreach – Tami Olson	 Tami has not heard from anyone except Lori and Larriann on the Radio marketing/outreach Tami shared a sample of the radio ad with everyone 	

		Ad will be for GED, HSD and ESL
		Spanish stations will be 100% in Spanish
		Would like to do an interview on air each Sunday featuring a non-profit
		 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
		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
		Let Tami know if you can participate and how much you can afford to spend
5.3	Deliverables and	WIOA Title II
	Updates – Heather	Looking to get healthy WIOA for everyone
	Keran	Still waiting on the GAN
		Should come out in mid July
		• CAEP
		> June 2023
		 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	Upcoming Navigator Events
	Werner	➢ 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
		➢ 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	 CASAS Summer Institute 2023, June 12- 15, Hyatt Regency Orange County In-person Registration - \$680 Virtual Registration - \$500 Coming up quickly
5.7	Member Effectiveness Reports	 Draft Member Effectiveness Report 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 Adult April 2024 – College of the Sequoias, Cutler-Orosi
5.8	Program Area Governance Committees	 Program Area Committee meeting dates ESL September 25, 2023 April 5, 2024 > ABE/ASE TBD > AWD- TBD September 19, 2023 1:00PM-3:00PM April 19, 2024 1:00PM-3:00PM Name change to Program Area Committees 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 John will email out dates when he gets them Will do meetings in the Fall and Spring Just need a thumbs up from the Leadership Committee

5.9	Back to School Meeting	 Do we want to have a Back to School meeting with instructors again this year? 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 Can be a hybrid meeting for schools that can't attend in person 	
5.10	SAEC Data Community of Practice	 SAEC Data Community of Practice meeting dates: 2022.23 Meeting Dates: 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	 July 20, 2023 @ 3:00pm – 4:30pm > Virtual Meeting > Barbara will add future Leadership meetings to PD calendar 	
5.12	Next SAEC Board Meeting	 Next meeting August 1, 2023 at 8:00am – 9:30am > In person meeting at COS 	
6	Adjournment	Meeting adjourned at 3:48pm	 Motioned to adjourn the meeting by Brian Brazier, Corcoran Adult School Seconded by Arturo Villarreal, Farmersville Adult School Abstained: None Vote: Approve: All Opposed: None Motion Carried