



## SAEC Leadership Committee Meeting

August 1, 2023, 9:45-11:45AM

College of the Sequoias: Sequoia Room 1

Co-Chairs: Heather Keran and Jonna Schengel

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### Agenda

- Opening Business
  - Call to Order
  - Welcome and Introductions
  
- Approval of Minutes
  - [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
    - Momentum Broadcasting interview–John
  
  - Master Schedules, Fall 2023
  
  - Deliverables and Updates- John Werner
    - WIOA Title II
      - Deliverables for 2022-23
  
    - CAEP
      - July 2023

- RISDIS (reminder)

- Upcoming Navigator Events

- WFC - Planning Committee (Thursday) August 3, 2023
  - All Navigators
- FHCN Meeting (Thursday) August 3, 2023
  - All Navigators
- Community Resource Fair (Friday) August 4, 2023
  - Carmen and Barbara
- Culter-Orosi Back to School Health Fair (Sat.) August 5, 2023
  - All Navigators
- VUSD Convocation (Monday) August 7, 2023
  - All Navigators at GW
- Tulare-Kings Healthcare Partnership Mtg (Friday) August 11, 2023
  - Maribel
- Lindsay Adult School Open House (Thursday) August 17, 2023
  - Evette
- Lindsay Alternative Ed Back 2 School (Wed.) August 23, 2023
  - All Navigators
- TC Office of Education College Night (Tuesday) September 12, 2023
  - All Navigators
- Tulare County Job Fair (Wednesday) October 4, 2023
  - All Navigators
- Multicultural Celebration (Friday) October 6, 2023
  - All Navigators
- 2023 Innovator by Design (Wednesday) October 11, 2023
  - All Navigators
- CCAE Central Section Conference (Friday) November 3, 2023
  - All Navigators
- Farmworker Women's Conference - Booth setup November 15, 2023
  - All Navigators
- Farmworker Women's Conference (Thursday) November 16, 2023
  - All Navigators

- Navigator 2023 Tentative Fall Schedules
  - [Carmen 07.31.23 Fall \(Tentative\).pdf](#)
  - [Maribel FALL-Tentative 2023 .pdf](#)
  - [Evette Fall 2023 as of 07.25.2023.pdf](#)
  
- Professional Development
  - CAEP Consortium Management Series
    - <https://register.caladulthood.org/>
  - Registration for the CAEP Summit 2023 is Now Open
    - <https://summit.caladulthood.org/Registration/>
  - Advancing Adult Education Website
    - <https://caladulthood.org/Practice>
  - SAEC Summit (August 17 and 25)
    - Attendee Registration Link: <https://docs.google.com/forms/d/e/1FAIpQLSebGXf8hglqafNJuUgA5VOY5U88BaqxMkbe6jmiRnYvv35UGA/viewform>
    - Main folder (admin only) [https://drive.google.com/drive/u/0/folders/1pG-Lb4ReG\\_frzRo7dp99uW3pm7eFD1qa](https://drive.google.com/drive/u/0/folders/1pG-Lb4ReG_frzRo7dp99uW3pm7eFD1qa)
  - 2023 Innovators by Design
    - 11 spots are available if you want to attend, please contact Barbara Marshall
    - 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 - John Werner
  - Meetings will be in person.
    - Possible meeting locations: Tulare Connections, Tucoemas
  - 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: 08/024/2023 @ 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	<b>Opening Business</b>		
1.1	<b>Call to order</b>	<ul style="list-style-type: none"> <li>● Called to order at 3:01Pm by Heather Keran</li> </ul>	
1.2	<b>Establish Quorum</b>	<ul style="list-style-type: none"> <li>● Quorum Established – Yes</li> </ul>	
1.3	<b>Welcome and Introductions</b>		
2	<b>Approval of Minutes/Notes</b>	<ul style="list-style-type: none"> <li>● Approval of Minutes from 05/02/2023</li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to approve Minutes by Lori Morton, Tulare Adult School</li> <li>● Seconded by Jonna Schengel, College of the Sequoias</li> <li>● Abstained: None</li> <li>● Vote:               <ul style="list-style-type: none"> <li>➢ <b>Approve:</b> All</li> <li>➢ <b>Opposed:</b> None</li> <li>➢ Motion Carried</li> </ul> </li> </ul>
3	<b>Public Comment</b>	<ul style="list-style-type: none"> <li>● No Comments</li> </ul>	
4	<b>Action Items</b>	<ul style="list-style-type: none"> <li>● No Action Items</li> </ul>	
5	<b>Information Items</b>		
5.1	<b>Governance – John Werner</b>	<ul style="list-style-type: none"> <li>● COLA update               <ul style="list-style-type: none"> <li>➢ Sitting at 8.22 percent</li> <li>➢ LAO is recommending it be dropped to 5%</li> </ul> </li> </ul>	
5.2	<b>Marketing/Outreach – Tami Olson</b>	<ul style="list-style-type: none"> <li>● Tami has not heard from anyone except Lori and Larriann on the Radio marketing/outreach</li> <li>● Tami shared a sample of the radio ad with everyone</li> </ul>	

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

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

5.9	<b>Back to School Meeting</b>	<ul style="list-style-type: none"> <li>● Do we want to have a Back to School meeting with instructors again this year? <ul style="list-style-type: none"> <li>➤ John will send out a survey to everyone to go over</li> <li>➤ Can plan this by email</li> </ul> </li> <li>● It was suggested that presenters do not have to all be in person <ul style="list-style-type: none"> <li>➤ Can be a hybrid meeting for schools that can't attend in person</li> </ul> </li> </ul>	
5.10	<b>SAEC Data Community of Practice</b>	<ul style="list-style-type: none"> <li>● SAEC Data Community of Practice meeting dates: <ul style="list-style-type: none"> <li>➤ 2022.23 Meeting Dates: <ul style="list-style-type: none"> <li>▪ <del>Q1 10.21.22 @ 2:15PM</del></li> <li>▪ <del>Q2 01.20.23 @ 11:00AM</del></li> <li>▪ <del>Q3 04.21.23 @ 11:00AM</del></li> <li>▪ Q4 06.29.23 @ 11:00AM and/or 07.06.23 @ 11:00AM</li> </ul> </li> </ul> </li> </ul>	
5.11	<b>Next Leadership Committee Meeting Agenda – John Werner</b>	<ul style="list-style-type: none"> <li>● July 20, 2023 @ 3:00pm – 4:30pm <ul style="list-style-type: none"> <li>➤ Virtual Meeting</li> <li>➤ Barbara will add future Leadership meetings to PD calendar</li> </ul> </li> </ul>	
5.12	<b>Next SAEC Board Meeting</b>	<ul style="list-style-type: none"> <li>● Next meeting August 1, 2023 at 8:00am – 9:30am <ul style="list-style-type: none"> <li>➤ In person meeting at COS</li> </ul> </li> </ul>	
6	<b>Adjournment</b>	<ul style="list-style-type: none"> <li>● Meeting adjourned at 3:48pm</li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to adjourn the meeting by Brian Brazier, Corcoran Adult School</li> <li>● Seconded by Arturo Villarreal, Farmersville Adult School</li> <li>● Abstained: None</li> <li>● Vote: <ul style="list-style-type: none"> <li>➤ <b>Approve:</b> All</li> <li>➤ <b>Opposed:</b> None</li> <li>➤ Motion Carried</li> </ul> </li> </ul>



## SAEC Adult Ed Navigator Carmen Becerra Site Schedule Fall 2023

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:00					
8:00	VISALIA ADULT	VISALIA ADULT	VISALIA ADULT		Jail Ed Hi Set Testing Bob Wiley or South County
9:00					
10:00			Drive to TC Conn.		
11:00			TC Connections ESL Class		
12:00	LUNCH	LUNCH	LUNCH		
1:00	VISALIA ADULT		Drive to VAS		
2:00	SAEC Staff Meeting	VISALIA ADULT	VISALIA ADULT	TC Connections	
3:00					
4:00			LUNCH		
5:00			VISALIA ADULT		
6:00					
7:00					

8.5 hours

8.5 hours

10.5 hours  
when evening has  
started

4 hours

8.5 hours  
if no testing @  
VAS

## CARMEN BECERRA DEFAULT SCHEDULE

Hours will vary depending on scheduled meeting such as PACT & Farworker Womens Conference monthly meetings.

Will add Proteus classes on rotation for monthly visits

When schedule permits I will be at VAS in the evenings once a week

TC Connections class is M/W 10-12

Proteus Class ESL & Cit (Beg low M-F 8-10/Multi M-F 10-12/Cit M-Th 1-3)

# SAEC-Navigator Maribel Delgado Default-Site Fall 2023

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:00					
8:00	VLC  Data Entry Follow up	EMPLOYMENT CONNECTION	TULARE ADULT	TULARE ADULT	TULARE ADULT  Data Entry Follow up
9:00					
10:00					
11:00					
12:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1:00	CORCORAN	EMPLOYMENT CONNECTION	CORCORAN ADULT	TULARE ADULT	Flex Time Off 3.5
2:00	SAEC Staff Meeting				
3:00	CORCORAN				
4:00					
5:00			*Alt. Sch. PM Class	*Alt. Sch. PM Class	
6:00					
7:00					

**Sites:** \*Alt. Sch to work evenings vs mornings at these sites - Depends on need

**Tulare-**(including Pixley/Earlimart)

**Corcoran-**Navigator to communicate with B. Brazier when flexing

**Employment Connection-** Visalia- Helps with enrollments and assist clients with resume/resources with A.Ed.

## SAEC Navigator Evette Lopez Site Schedule Fall 2023

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
7:00						
8:00		CUTLER OROSI ADULT	CUTLER OROSI ADULT	CUTLER OROSI ADULT	WOODLAKE FRC	
9:00	VLC DATA ENTRY					
10:00					LUNCH	
11:00	Drive Time	Drive Time	Drive Time	TC CONNECTIONS		
12:00					LUNCH	LUNCH
1:00	VLC SAEC Staff Meeting	LINDSAY ADULT	FARMERSVILLE ADULT	FARMERSVILLE ADULT		
2:00					Drive Time	WOODLAKE ADULT
3:00						
4:00						
5:00						
6:00						
7:00						

**Sites:** Cutler-Orosi, Lindsay, Farmersville, Woodlake