

SAEC Leadership Committee Meeting Minutes

April 2, 2024

9:45 AM – 11:30 AM

COS, Sequoias Room 1

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; 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 9:55 am 	
1.2	Establish Quorum	<ul style="list-style-type: none"> ● Quorum Established 	
1.3	Welcome and Introductions		
2	Approval of Minutes/Notes	<ul style="list-style-type: none"> ● Minutes from 02/06/2024 	<ul style="list-style-type: none"> ● Motioned to approve Minutes by Victoria Guzman, Cutler-Orosi Adult School ● Seconded by Tami Olson, Visalia Adult School ● Vote: <ul style="list-style-type: none"> ➢ Approve: All ➢ Opposed: None ➢ Abstain: Heather Keran, Jonna Schengel ➢ Motion Carried
3	Public Comment	<ul style="list-style-type: none"> ● None 	
4	Action Items	<ul style="list-style-type: none"> ● 2024-2025 SAEC Leadership Committee Meeting Calendar <ul style="list-style-type: none"> ➢ Changing August 6, 2024 date to August 20, 2024 ➢ There will not be any other meeting in August ● Feather Flag for SAEC <ul style="list-style-type: none"> ➢ Flag F was approved by the Leadership Committee 	
5	Information Items		

5.1	AEP Model Program Nominations Open – John Werner	<ul style="list-style-type: none"> ● By nominating a model Program, you have the invaluable opportunity to highlight innovative and emerging practices with the field of adult education 	
5.2	Governance – John Werner	<ul style="list-style-type: none"> ● 2024.25 Annual Plan Draft <ul style="list-style-type: none"> ➢ Reminder, if their adult schools are doing something different than is on the plan let John Werner know ➢ Need to start drafting strategy language to see what it will look like for the Consortium in NOVA for 2024-2025 	
5.3	Deliverables and Updates – Heather Keran	<ul style="list-style-type: none"> ● WIOA Title II <ul style="list-style-type: none"> ➢ Continuous Improvement Plan (04.30.24) ➢ COAAP selections (04.30.24) ➢ Q3 Data Integrity Report (04.30.24) ➢ Q3 Expenditure Claim Report (04.30.24) ➢ Integrated English Literacy & Civics Education Report (04.30.24) ● CAEP <ul style="list-style-type: none"> ➢ Employment & Earnings Follow-up Survey (04.30.24) ➢ Student Data - Q3 (04.30.24) ➢ Recertification for Citizenship Interview Test (04.30.24) ➢ Governance Document (5.02.24) ➢ CFAD 2024-25 (05.02.24) 	
5.4	CAEP Funding Model Reimagined – John Werner	<ul style="list-style-type: none"> ● CCAE met with ACE and some big concerns came out <ul style="list-style-type: none"> ➢ Community Colleges not included in calculator because it was created with adult education information ➢ State needs to understand that no one is willing to go backwards in funding ➢ New funding models should be affecting new money coming in 	
5.5	RISDIS – John Werner	<ul style="list-style-type: none"> ● Update on Evette Lopez <ul style="list-style-type: none"> ➢ Waiting to hear from HRD ● Discussion regarding Navigators activities <ul style="list-style-type: none"> ➢ Visalia Adult and Cutler-Orosi are doing incoming surveys with students to see what brought them there ➢ Need to focus on transition and completions instead of events <ul style="list-style-type: none"> ▪ Help with enrollment in the Fall ➢ Schools could do the outreach for new students <ul style="list-style-type: none"> ▪ COS is pulling back from doing a lot of events ➢ Events 	

		<ul style="list-style-type: none"> ▪ Do all the Navigators need to go to same events ▪ Are we getting a return on the events when other schools are not being serviced? ▪ Priority is the current student 	
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 ● CCAE State Conference <ul style="list-style-type: none"> ➤ Anaheim California, May 9 – 11, 2024 ➤ Registration 	
5.7	Member Effectiveness Reports	<ul style="list-style-type: none"> ● Member Effectiveness Report Schedule for 2023-2024: <ul style="list-style-type: none"> ➤ May – Visalia Adult School, Farmersville 	
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"> ▪ April 5, 2024 1:00PM-3:00PM ➤ ABE/ASE <ul style="list-style-type: none"> ▪ April 8, 2024 1:00PM-3:00PM ➤ AWD <ul style="list-style-type: none"> ▪ April 19, 2024 1:00PM-3:00PM ➤ Meeting locations will be at Tulare Connections <ul style="list-style-type: none"> ▪ 3249 W. Noble 	
5.9	SAEC Data Community of Practice	<ul style="list-style-type: none"> ● SAEC Data Community of Practice meeting dates (Virtual): <ul style="list-style-type: none"> ➤ 2023.24 Meeting Dates: <ul style="list-style-type: none"> ▪ Q3 04.19.24 @ 11:00AM ▪ Q4 06.28.24 @ 11:00AM and/or 07.05.24 @ 11:00AM ● Next year will do the October meeting in person so they can get to know each other 	

5.10	Next Leadership Committee Meeting Agenda – John Werner	<ul style="list-style-type: none"> ● April 25, 2024 @ 3:00pm – 4:30pm <ul style="list-style-type: none"> ➤ Virtual 	
5.11	Next SAEC Board Meeting	<ul style="list-style-type: none"> ● Next meeting May 7, 2024 at 8:00am – 9:30am <ul style="list-style-type: none"> ➤ In person meeting at COS ● Graduation requirements <ul style="list-style-type: none"> ➤ Adult schools want to go to the State requirements of 135 credits ➤ Most students come in with waivers anyway ➤ Will sunrise this at the May SAEC Board meeting to add it to the annual plan to do next year 	<ul style="list-style-type: none"> ● John will send something out to the SAEC Board members, presenting it and stating why and letting them know it will be on the May agenda
6	Adjournment	<ul style="list-style-type: none"> ● Meeting adjourned at 11:41am 	<ul style="list-style-type: none"> ● Motioned to adjourn meeting by Tami Olson, Visalia Adult School ● Seconded by Brian Brazier, Corcoran Adult School ● Abstained: None ● Vote: <ul style="list-style-type: none"> ➤ Approve: All ➤ Opposed: None ➤ Motion Carried