



SAEC Leadership Committee Meeting

May 7, 2024, 9:45PM - 11:45pm
COS, President's Conference Room

Co-Chairs: Heather Keran and Jonna Schengel

Agenda

- Opening Business
 - Call to Order
 - Welcome and Introductions

- Approval of Minutes
 - [04.02.24 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:
 - NA

- 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:
 - HSD Graduation Requirements
 - Existing member board policy review

 - CAEP Model Program Nominations Open
 - <https://caladulthood.org/Practice/Nomination>

 - Marketing and Outreach
 - KMPH

 - PD Calendar
 - List of secretaries who will receive deadline information

 - 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
 - WIOA Adult Education Personnel Information (07.15.24)
 - WIOA end-of-Year Data, TOPSpro Enterprise (07.15.24)
 - WIOA II Employment and Earnings Follow-up Survey (07.15.24)
 - WIOA II End-of-Year Certification Letter (07.15.24)
 - WIOA II End-of-Year Data Integrity Report (07.15.24)
 - WIOA II Payment Points Summary Report (07.15.24)
 - CAEP
 - Governance Document (5.02.24)
 - CFAD 2024-25 (05.02.24)
 - AEP 21/23 and 23/24 Member Expense Report due in NOVA (Q3) (06.01.24)
 - AEP 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q3) (06.30.24)
 - AEP End of Q4 (06.30.24)
 - Student Date due in TOPSPro (Q4) (07.15.24)

- CAEP Funding Model Reimagined

- Adult Schools
 - Administration Coverage at ESL evening classes
 - Students working on computers and not speaking or practicing English

- RISDIS (reminder)
 - Discussion
 - Backpack Giveaway August 10, 2024
 - Saturday from 6:00am - 11:00pm
 - Event from 7:00am - 10:00am
 - All Navigators

 - Upcoming Navigator Events
 - CCAE State Conference May 9 - 11, 2024
 - Carmen
 - Annual EOC Spring Luncheon May 22, 2024
 - All Navigators 12:00 - 1:30
 - Service Provider Meeting June 5, 2024
 - Evette
 - PACT Meeting June 6, 2024
 - Carmen

- Professional Development
 - CAEP Consortium Management Series
 - <https://register.caladulted.org/>

 - Advancing Adult Education Website
 - <https://caladulted.org/Practice>

 - CCAE State Conference
 - Anaheim California, May 9 - 11, 2024
 - [Registration](#)

 - CASAS Summer Institute
 - May 17-29, 2024
 - Anaheim
 - Registration is still open. Overflow hotel only now

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~~ — Corcoran Adult, Lindsay
 - ~~April 2024~~ — College of the Sequoias, Cutler-Orosi,
 - ~~May~~ — Visalia Adult, Farmersville

- October 2024 - SAEC Report: Enrollment and NIF Report by Navigators
 - November 2024 - SAEC Report Outcomes, Hanford Adult, Tulare Adult
 - February 2025 - Corcoran Adult, Lindsay Adult, Visalia Adult
 - April 2025 - College of the Sequoias, Cutler-Orosi, Farmersville
- Program Area Committee meeting dates (SAEC PD Calendar Event invites sent out. Agendas pending)- John Werner
 - Meeting locations: Tulare Connections
 - Location for next fiscal year (Sites, Tulare Connections?)
 - Do we want to have any evening Program Committee Meeting
 - September 27, 2024 1:30 - 3:00PM Friday
 - April 4, 2025 1:30 - 3:00PM Friday
 - September 9, 2024 1:30 – 3:00PM Monday
 - April 7, 2025 1:30 – 3:00PM Monday
 - September 20, 2024 1:30 – 3:00PM Friday
 - April 18, 2024 1:00PM-3:00PM Friday
- SAEC Data Community of Practice 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
- Next Leadership Committee Meeting Agenda - Heather Keran
 - Next Meeting: 05/23/2024 @ 3:00PM - 4:30PM
 - Virtual
 - Agenda topics:
- Next [SAEC Board Meeting](#) on 08.20.24 @ 8:00 - 9:30AM - John Werner
 - At COS

- Adjournment

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 SchoolSeconded by Tami Olson, Visalia Adult SchoolVote:<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 AugustFeather 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