



Capital Adult Education Regional Consortium

Meeting Minutes October 1, 2014

➤ **Members & Partners Present:**

Alejandro Ramos, Principal, Washington USD
Alyson Collier, Program Coordinator, Center Joint USD
Branka Marceta, Coordinator, OTAN
Brian Broadway, Business and Community Liaison, Sacramento Job Corps
Christine Thomas, Dean of Student Services and Enrollment Management, Cosumnes River College
Connie Lee, CAERC Director, Sacramento COE
David Publicover, Executive Director, El Dorado COE
Grace Sauser, Principal, Davis Joint USD
Holly Clark, CAERC Administrative Assistant, Sacramento COE
James Woods, Director, El Dorado COE
Jodie Cooper-Hoffman, Director, Natomas USD
John Fleischman, CAERC Co-Chair, Assistant Superintendent, Sacramento COE
Dr. Joyce Hinkson, Director, Outreach and Technical Assistance Network
Julia Jolly, Associate Vice President General Education, Sacramento City College
Karen Malkiewicz, Principal, Elk Grove USD
Ken Vanderford, Adult Education Administrator, Natomas USD
Lori Perez, Coordinator of College and Career Readiness and Transitions, Yolo County Office of Education
Lynn Bartlett, Principal, Sunrise Tech Center, San Juan USD
Madeleine Case, Coordinator, Building Skills Partnership
Margo Sterling, President, Sacramento ESL Program
Maria Rosado, Region Manager of Farmworker Services and Workforce Division, California Human Development
Dr. Matthew Roberts, Superintendent, Galt Joint UHSD
Maysua Chervunkong, Workforce Development Analyst, SETA
Neda Anasseri, Administrative Assistant, Folsom Cordova USD
Dr. Robert Williams, Superintendent, Black Oak Mine USD
Stephanie Allen, Literacy Coordinator, Sacramento Public Library Authority
Dr. Sue Lorimer, CAERC Co-Chair, Vice Chancellor, Education and Technology, Los Rios Community College District
Dr. Susan Lytle Gilmore, Director, Adult Education, Sacramento City USD
Sylvia Romo, Sacramento Program Coordinator, Building Skills Partnership
Dr. Tammy Montgomery, Associate Vice President of Instruction and Learning Resources, American River College

- **Welcome:** Sue Lorimer, Ed.D., Vice Chancellor of Education and Technology
John Fleischman, Assistant Superintendent of Technology Services

Members and Partners were welcomed by Sue L.

- **Approval of September 3, 2014 Meeting Minutes**

- Minutes from the September 3, 2014 Member Meeting were reviewed by members only. Once minutes are approved, it will be posted on the CAERC website, www.capitaladulthood.org, where partners can view them.
- On a motion by Sue Gilmore and seconded by Christine Thomas, the September Member minutes were approved. Motion carried unanimously.

- **AB 86 Update and Informational Items**

- The AB 86 statewide Summit is happening October 6th & 7th. They will be live streaming a lot of the events. If you are interested, please log on and watch. There will be a Legislative panel which will get into some of the funding related issues. The panel will meet Monday at 11:15 a.m. Additional State Summit information can be found on the AB 86 website <http://ab86.cccco.edu/Calendar/RegionalPlanningSummit.aspx>
- Senate Bill 173 was signed by the Governor last Thursday. This bill has four key provisions: 1) Requires CDE and the Chancellor's Office to jointly develop and issue assessment policy recommendations regarding assessments to be used with school districts and community college districts for purposes of placement into adult education courses offered as part of the consortia; 2) Requires CDE and the Chancellor's Office to coordinate and issue recommendations whether or not fees should be assessed and have a fee policy guideline; 3) Requires CDE and the Chancellor's Office to annually report on the number and types of courses being taught and the number of students being served through the consortia; 4) Annually reporting the numbers and types of non-credit courses being taught and the number of students being served.
- A letter went out last month, signed by representatives of several adult education professional associations that supports three core principles: 1) AB 86 consortia plans should drive funding, 2) continue allocation of resources for AB 86 regional collaboration, and 3) use existing resources to optimize efficiencies. Jeff Frost, an adult education lobbyist, indicated that he supports the principles but it does not address the two most important issues: how will the funds be distributed if there is not enough funds to cover the cost of implementing the plans and what type of accountable system should be used to measure growth and progress in the new regional system? Jeff believes the Governor will propose an ongoing pot of funding of up to \$500,000,000 per year.
- As discussed last month, EveryoneOn (www.everyoneon.org/adulthood) is a service supported by the U.S. Department of Education, Office of Career, Technical and Adult Education (OCTAE). OCTAE has been instrumental in reinforcing FCC requirements that major carriers of wireless services provide low-cost broadband Internet connectivity to low-income adults. An additional benefit offered through EveryoneOn is the provision of low-cost broadband for those working with adult learners. T-Mobile was recently added as a service provider. In addition to brokering high-speed wireless services, EveryoneOn is making available desktops computers for \$162, laptops for \$202, and tablets for \$143. Most providers have an initial set-up fee and monthly costs vary depending on the amount of data downloaded. One GB a month is typically free and unlimited data is about \$10 a month.

➤ **Meeting Dates/Locations**

- An updated handout of the CAERC Meeting schedule was distributed. Please note that the meeting dates are the same, but some locations have changed. The list will be updated on the website.

➤ **CAERC Summit I Evaluation**

- Some of the Summit I evaluations requested sharing the contact list of Summit attendees with everyone registered. The group has agreed to allow CAERC staff to compile attendee name, organization, and email address to share via email with Summit participants. This information will not be placed on the CAERC Web site.
- The evaluations overwhelmingly showed the Summit was a great success. A few concerns such as lunch and room temperature were expressed. Steps have been taken to fix the lunch issue and bringing a sweater will be suggested for the next summit. Folsom Cordova provided CAERC a beautiful facility that was convenient for everyone and made the Summit a huge success.
- One popular request on the evaluations was to extend the Summit hours. Everyone wanted a little more time to collaborate. The next Summit will run 9 a.m. – 3 p.m. to accommodate that request.

➤ **CAERC Program-Area Subcommittee Recruitment**

- A handout was passed out regarding the CAERC Subcommittees. Friday, September 26, 2014 was the due date for the LAST set of reports that will be asked for from each individual member/partner. The next level of work is subcommittee work. CAERC would like representation from member and partner organizations to contribute in smaller group settings in order to fine tune the remaining objectives.
- Subcommittees are divided into program areas (1-5), Objective 6, and Objective 7.
- Subcommittees will be working as a consortium to develop the consortium plan, no individual member/partner plans.
- Each subcommittee will have a copy of all submitted tables to ensure every member/partner submission is represented even if someone is not able to attend from the organization.
- Work sessions will be from 9 a.m. – 3 p.m. with an extended lunch break. Lunch is “on your own.”
- Expenses of attending Subcommittee meetings are to be covered by the member contracts and partner stipends.
- Each subcommittee will have multiple meeting dates.
- Please try to join at least one program-area subcommittee.

➤ **Invoicing and Expenditure Report**

- An instruction sheet for processing member invoices to Los Rios CCD was distributed to members.
- The first step in the process is for members to read and get the appropriate signature on the Agreement between the district and Los Rios CCD.
- Please send the signed original hard copy to Irina at Los Rios CCD.
- Once received, Irina will send back a copy of the agreement with Sue Lorimer’s signature, a purchase order for \$18,000, and a planning grant invoice form for your school district to submit to Los Rios as you need payment. When returning the contract please specify who’s

attention the purchase order should be mailed to.

- Individual school districts are responsible for submitting invoices that provide a brief written description of the activities requiring payment and the amount needed to cover the cost.
- Districts do not need to provide back-up documentation to justify the amount requested. However, districts do need to keep documentation because if an audit occurs, Los Rios will be requesting your back-up documentation.
- All invoices must be received by June 30, 2015.
- Please work directly with Irina to expedite the process.
- Los Rios CCD will submit the required quarterly grant fiscal reports to the state. School districts do not need to submit any separate reports.

➤ **Summit II Planning**

- Summit II will be Friday, October 24th from 9 a.m. – 3 p.m.
- Location will be Folsom Cordova Unified School District Office.
- The goals for Summit II will be Objectives 3 and 5.
- Please bring a laptop/mobile device and copies of your district/agency September report (Table 3.1 and Table 5.1).
- Each person should have a copy of the tables, not just one set per district/agency.
- Registration will open October 3rd and close October 17th.

➤ **Work Session: Finalize Tables 4.1 in designated program areas**

- Members and partners split into workgroups and worked on Table 4.1 for the remainder of the meeting.

Meeting adjourned at 3:30 p.m.

➤ **Items to work on before next meeting**

- Register for Summit II
- Join a subcommittee