



Capital Adult Education Regional Consortium

Meeting Minutes

November 4, 2016

➤ **Members & Partners Present:**

Alejandro Ramos, Washington USD
Alyson Collier, Center USD
Andrew Codd, Yolo COE
Bethany Ely, CAERC
Brett Wolfe, San Juan USD
Butch Wagner, Amador USD
Casandra Issaka, Sacramento Public Library Authority
Charlie Linebarger, Folsom Cordova USD
Cindy Le, Alta California Regional Center
Connie Lee, CAERC
Danise Egan, Twin Rivers USD
Darrell Parsons, CRANE/SCOE
Gary Sutherland, El Dorado COE
Grace Sauser, Davis Joint USD
Greg McInturf, Galt Joint UHSD
Holly Clark, CAERC
Dr. Jamey Nye, Los Rios Community College District
John Dunn, American River College
Karen Malkiewicz, Elk Grove USD
Keven McDonald, Natomas USD
Kiu Chuong, CAERC
Lisa Pettis, Galt Joint UHSD
Lynn Bartlett, San Juan USD
Max Villalva, Sacramento Food Bank & Family Services
Melissa Kaye, Sacramento Job Corps
Michelle O'Camb, SETA
Renee Collins, Washington USD
Dr. Sue Lytle Gilmore, Sacramento City USD
Sue Stickel, Sacramento COE
Trish Kelly, Valley Vision
Will Sanford, Futures Explored
William Walker, SETA

➤ **Welcome:** Sue Stickel, Deputy Superintendent, Sacramento County Office of Education

Members and Partners introduced themselves and were welcomed by Sue Stickel.

Roll call of members was taken. 10 members were present at time of roll call (Amador, Center, El Dorado COE, Elk Grove, Folsom Cordova, Galt, Los Rios, Sacramento City, San Juan, and Washington) which met the requirements of a quorum as stated in the Governance Plan. With a quorum

established, CAERC business proceeded as usual. The officially-designated voting members from Natomas, SCOE, and Twin Rivers were absent and submitted their votes via email prior to the meeting. Davis was in attendance, but arrived after voting occurred.

➤ **Approval of October 5, 2016 Meeting Minutes**

- Minutes from the October 5, 2016 Consortium Meeting were reviewed.
- On a motion by Sue Gilmore and seconded by Charlie Linebarger, the October 5, 2016 minutes were approved. (15 votes yes, 1 abstained, 0 voted no)
- Approved October 5th minutes will be posted on the CAERC website at www.caerc.org.

➤ **AEBG Updates and Deliverables**

- 2016-17 AEBG Allocations
 - On October 7th, the Budget Workgroup collaborated to refine CAERC's Annual Plan Amendments for Fund B (2016-17 allocation) and to allocate reserves/unassigned funds. Proposed Amendments were reviewed for consideration
 - On a motion by Sue Gilmore and seconded by Charlie Linebarger, the CAERC Annual Plan Amendments were approved. Motion carried unanimously. (16 yeas, 0 neas)
 - The Consortium budget for Fund B was reviewed.
- Data and Accountability
 - The system is not ready for submissions at this time.
 - The workplan and budget is due to AEBG on December 20, 2016.
 - CAERC will review and vote on the workplan and budget at the December consortium meeting, which will include the Data & Accountability MOU Addendum. Once approved, members will need to secure signatures on the Data and Accountability MOU Addendum. Board approval for an MOU Addendum will not be required. The projected release of Data & Accountability funds is January, 2017.
 - Data & Accountability expenditure reports are due July 2017 and January 2018.
- Fund A and Fund B Expenditure and Progress Report
 - The Expenditure Progress Report for Fund A and Fund B is due January 13, 2017.
 - CAERC has created a new email address for report submissions. The email address is caercsubmit@scoe.net
 - A summary list of CAERC Reporting Dates for all funding sources was distributed to members.

➤ **Workgroups and Subcommittees**

- Policy and Budget Workgroups
 - On October 7th, the Policy Workgroup collaborated to develop CAERC's Reallocation of Unspent Funds Policy to support CAERC's Shared Fiscal and Budget Agreement to spend consortium funds within the fiscal year. The Budget Workgroup members have reviewed and are in favor of the recommendations.
 - A summary of the CAERC Reallocation of Unspent Funds Policy was reviewed by members and partners.
 - Members that return funds to the Consortium are held harmless. It will not affect their allocation amount for the following year.
 - Consortia that return funds to the state at the end of the fiscal year may risk having their overall allocation reduced by the amount that was returned unspent.
 - For the best interest of the Consortium, members who cannot spend their entire allocation this year should return unused monies to CAERC and allow other members access to it so that no money is returned to the state.
 - On a motion by Charlie Linebarger and seconded by Butch Wagner, the CAERC Reallocation of Unspent Funds Policy was approved. Motion carried unanimously. (16 yeas, 0 neas)

- Data & Accountability Workgroup
 - The workgroup met October 20th and shared revised intake processes used at various sites.
 - The November 16th meeting will focus on completing update records. Workgroup members will share current processes, identify best practices and revise current processes.
- Asset Map Workgroup
 - A presentation outlining the plans for the pathways functionality of the Asset & Pathways Map web site was sent to members and partners for their review on October 27th. Members and partners were asked to review the presentation and send Bethany input, thoughts, etc. by November 14th.
- Professional Development Subcommittee
 - \$100,000 was originally budgeted from Fund B for consortium-level professional development (not to be confused with member-level PD plans). Monies are to be spent from December 2016 - June 30, 2017.
 - Consortium staff proposed a plan to reduce the amount of travel logistics managed at the consortium level. The plan provides a “menu” of events and conferences (approved by PD Workgroup) for selection by each K-12 member, Los Rios community college, and partner.
 - For K-12 Members, funds would be allocated and each member would handle registration/logistics.
 - For Los Rios CCD, CAERC will reimburse LRCCD for PD expenditures and LRCCD will handle registration/logistics.
 - For Partners, CAERC will handle registration and payment for partners to attend approved events.
 - Due to concerns expressed, it was proposed to table the discussion to explore options.

➤ **AEBG State Summit**

- The annual AEBG State Summit was held November 1-2, 2016. A Google folder was created with all summit materials. It can be found at goo.gl/ZhAavx
- Grace Sauser discussed the 21st Century Skills Curriculum presentation she attended. A flyer was distributed to those present.
- The 21st Century Skills curriculum is free and available to anyone interested in using it in adult education. It is currently being piloted at ARC and FLC. It focuses on the “Top 10” 21st Century Skills. Modules are set up to allow usage as a whole or by individual module. It is very flexible.. The website has the Director’s email. If you are interested, you can email the director and get a password to log in. If students use the curriculum online, they will get a digital badge upon completion.

➤ **Center of Excellence & Valley Vision**

- Trish Kelly from Valley Vision presented on the Next Economy Cluster Research: Key Findings.
- Jamey Nye provided an update on the Strong Workforce Initiative.

➤ **American River College: Advance Manufacturing**

- John Dunn presented on Advanced Manufacturing and models for pre-apprenticeship and apprenticeship.

➤ **Other Items for Discussion or Distribution**

- There were no other items for discussion or distribution.

➤ **Public Comments**

- There were no public comments.