



## Meeting Minutes December 2, 2015

### ➤ **Members & Partners Present:**

Alejandro Ramos, Principal, Washington USD  
Alyson Collier, Program Coordinator, Center Joint USD  
Butch Wagner, Principal, Amador USD  
Casandra Issaka, Library Associate, Sacramento Public Library Authority  
Charlie Linebarger, Principal, Folsom Cordova USD  
David Williams, Dean of Language & Literature, Folsom Lake College  
Gary Sutherland, Principal II, El Dorado COE  
Grace Sauser, Principal, Davis Joint USD  
Holly Clark, CAERC Administrative Assistant, Sacramento COE  
Dr. Jamey Nye, Associate Vice Chancellor of Instruction, Los Rios Community College District  
John Fleischman, CAERC Co-Chair, Assistant Superintendent, Sacramento COE  
Karen Malkiewicz, Principal, Elk Grove USD  
Lynn Bartlett, Principal, Sunrise Tech Center, San Juan USD  
Dr. Matt Perry, Assistant Superintendent, CRANE  
Maysua Chervunkong, Workforce Development Analyst, SETA  
Mia Funk, Director, Career Technical Education, San Juan USD  
Renee Collins, Director of CTE, Washington USD  
Robert Lemmon, Director, Galt Joint UHSD  
Dr. Sue Lorimer, CAERC Co-Chair, Deputy Chancellor, Los Rios Community College District  
Dr. Susan Lytle Gilmore, Director, Adult Education, Sacramento City USD  
Dr. Tammy Montgomery, Associate Vice President of Instruction and Learning Resources,  
American River College  
Wilda Benamati, California Department of Developmental Services

- **Welcome:** Sue Lorimer, Ed.D., Deputy Chancellor, Los Rios Community College District  
John Fleischman, Assistant Superintendent, Technology Services, Sacramento County Office of Education

Members and Partners introduced themselves and were welcomed by Sue Lorimer,

### ➤ **Approval of November 4, 2015 Meeting Minutes**

- Minutes from the November 4, 2015 Member/Partner Meeting were reviewed.
- On a motion by Lynn Bartlett and seconded by Alyson Collier, the November minutes were approved. Motion carried unanimously.
- Approved November 4<sup>th</sup> minutes will be posted on the CAERC website at [www.capitaladulthood.org](http://www.capitaladulthood.org).

## ➤ AEBG Updates and Deliverables

- CAERC Memorandum of Understanding (MOU) DRAFT
  - The draft MOU was reviewed. Suggested edits were received and will be incorporated into the document.
  - An electronic version will be distributed via email. Members were asked to have the MOU reviewed by the appropriate staff at their respective agencies. Feedback, where appropriate, will be incorporated into the next draft.
- AEBG: Additional Funding Counties Not Covered - ACOE
  - Selected consortia were notified approximately 6 weeks ago that there is \$700,000 available for 7 counties that do not have a community college district. Amador was eligible to apply for the funds. Last week CAERC received notification that Amador was awarded \$425,000 in one time funds.
  - The funding allocated for Amador will be spent to build infrastructure, provide student transportation, identify appropriate curriculum, develop blended learning opportunities, and provide new ESL and citizenship classes and a possible CNA class. Amador will also be working with Social Services to assist in the development of a childcare program.
- CAERC Job Posting Status
  - The CAERC Director and Coordinator positions were posted on November 30, 2015. The application window closes on December 18, 2015. The jobs can be found on EdJoin and are linked from the Personnel page of the SCOE website, [www.scoe.net](http://www.scoe.net).
  - The postings were shared with numerous agencies. Please share at member/partner agencies.
  - Kiu Chuong, Senior Financial Analyst at SCOE was hired as the CAERC Project Specialist II at .2 FTE. Kiu will join CAERC in January.
- News and Review Proof #2
  - News and Review will have a total of four proofs for review by CAERC members and partners.
  - A copy of the 2<sup>nd</sup> proof was sent out electronically but not a lot of feedback was received.
  - Members and partners spent time during the meeting reviewing the proof and submitting written feedback.
  - Feedback will be compiled, reviewed and submitted to News and Review by December 7, 2015.
- TOPSpro Enterprise Consortium Pilot
  - Jay Wright, CASAS Accountability Program Manager, will be present at the January monthly meeting. He will provide an overview on the TOPSpro Enterprise Consortium Pilot.
  - CASAS will provide trainings on January 7, 2016 and January 22, 2016 at SCOE for members and their staff.
  - Check the CAERC Calendar for the most updated schedule.
- AEBG Practices with Promise <http://aebg.cccco.edu>
  - Each consortium has a report due that lists a promising practice. This report is due the week of December 7, 2015.
  - Members and partners present agreed that CAERC will submit the Asset Map as its practice with promise.
- Course Alignment
  - College faculty are very eager to continue work with course alignment work.
  - CAERC has funds available to pay for substitutes to allow staff to be involved.
  - Fridays are optimal for scheduling meetings.
  - English, math and ESL will be the three main groups course alignment will start

- with. CTE will follow.
  - Spring would be the ideal time to start course alignment activities.
  - Folsom Lake College is willing to have teachers come take the college assessment test so they know what will be expected of the students and it will help with the curriculum alignment process.
- Concurrent Enrollment
  - The opinion of School Services is yes and no. Assembly Bill 86 requirements for the block grant funding are based upon Adult Education students age 18 and older.
  - CAERC members present felt that consortium funds should not be used on adult education programs for students enrolled in K-12 programs.
  - A policy statement on concurrent enrollment will be drafted and provided to the membership for review.
- DOL ETA TechHire Partnership Grant Program
  - TechHire Partnership is a new grant program opportunity with \$100 million available.
  - Los Rios is looking into applying for this grant.
  - CAERC does not wish to apply if Los Rios is applying.
  - CAERC will explore an opportunity to partner with Los Rios on this grant opportunity.

➤ **Other Items for Discussion or Distribution**

- Intent for the Career Technical Education Incentive Grant was due November 30, 2015. All CRANE districts should have submitted intent. The turnaround for this grant will be short. Districts must list an amount they would be willing to match (staff salaries, etc.). There are less applicants than anticipated so the awards will be larger than first thought. Louise Stymeist with CRANE will be available to assist any districts that need some help.
- The local WIOA State Plan Roadshow will be held on December 7, 2015 between 1:30 -4:30 p.m. If members are interested in providing input on the new state plan, this is the opportunity.
- CASAS is holding a summer institute in June 21-23, 2016 in San Diego. Visit [www.casas.org](http://www.casas.org) and click on Summer Institute for more information.
- USA Learns, a SCOE developed website for learning English as a second language, will soon be relaunched with a complete upgrade. A national webinar will be held Friday, December 4, 2015. Consortium members can receive training on the new site in January or February, if interested.
- The CAERC Asset Map meeting will be Friday, December 4, 2015 at SCOE.

➤ **Public Comment**

- There were no public comments.