



Capital Adult Education Regional Consortium

Meeting Minutes December 3, 2014

➤ **Members & Partners Present:**

Alejandro Ramos, Principal, Washington USD
Alyson Collier, Program Coordinator, Center Joint USD
Brian Broadway, Business and Community Liaison, Sacramento Job Corps
Charlie Linebarger, Principal, Folsom Cordova USD
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
John Fleischman, CAERC Co-Chair, Assistant Superintendent, Sacramento COE
Jose Rodrigo, Mexican Consulate
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
Lynn Bartlett, Principal, Sunrise Tech Center, San Juan USD
Dr. Matt Perry, Assistant Superintendent, CRANE
Maysua Chervunkong, Workforce Development Analyst, SETA
Paul Castro, Program Director, California Human Development
Selene Barcelo, Mexican Consulate
Sheryl Gessford, Interim Dean, Folsom Lake College
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
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., Vice Chancellor of Education and Technology
John Fleischman, Assistant Superintendent of Technology Services

Members and Partners were introduced and welcomed by Sue L.

➤ **Approval of November 5, 2014 Meeting Minutes**

- Minutes from the November 5, 2014 Member Meeting were reviewed. Once minutes are approved, they will be posted on the CAERC website, www.capitaladulthood.org,
- On a motion by Sue Gilmore and seconded by Charlie Linebarger, the November Member minutes were approved.

➤ **AB 86 Update and Informational Items**

- In January, 2015 the Governor's budget will be released. That will help inform the AB 86 process.
- The AB 86 webinar that was held on November 21, 2014 focused on WIA and the new Workforce Innovation and Opportunity Act (WIOA) legislation.
 - Some highlights of WIOA are:
 - Aligns federal investments to support job seekers and employers
 - Strengthens the governing bodies that establish state, regional, and local workforce investment priorities
 - Helps employers find workers with the necessary skills
 - Aligns goals and increases accountability and information for job seekers and the public
 - Fosters regional collaboration to meet the needs of regional economies
 - Targets workforce services to better serve job seekers
 - Improves services to individuals with disabilities
 - Supports access to services
 - The four key areas that have changes from WIA to WIOA are:
 - Applies one set of accountability metrics
 - Increases the ability to use on-the-job training, customized training, and incumbent worker training
 - Emphasizes implementing industry partnerships & career pathway strategies
 - Sets higher employment expectations for individuals with disabilities
 - In terms of the adult education section of WIOA, it:
 - Strengthens the connection between adult education, postsecondary education, and the workforce
 - Improves services to English language learners
 - Requires evaluations and additional research on adult education activities
- SB 173 – Liu was approved by the Governor on September 25, 2014. It requires joint coordination and recommendations from CDE and the Chancellors Office (Community Colleges) and requires a report to the Legislature by March 1, 2015. SB 173 requires CDE and the Chancellor's Office to:
 - Jointly develop and issue assessment policy recommendations regarding assessments to be used by school districts and community college districts for the purposes of placement in adult education courses.
 - Jointly develop and issue policy recommendations to the Legislature regarding a comprehensive accountability system.
 - Develop recommendations for all adult education-funded providers for assessment, evaluation, and data collection to document participation outcomes and placement, and other measures they deem appropriate.
 - Coordinate and issue recommendations, including recommendations as to whether or not fees should be assessed and issue fee policy guidelines to be used by school districts and community colleges.
- The Chancellor's Office is required to:
 - Annually report on the number and types of courses being taught and the number of students being served with funding provided to the consortia.

- Annually report on the number and types of noncredit courses being taught and the number of students being served with funding provided to the community colleges for noncredit.
- Identify any deficits in course offerings based upon levels, types, and needs for adult education programs.
- Key pieces of SB 173 are:
 - The accountability system that requires annually submitting demographics and other student-level outcome information.
 - Fees should be equivalent so there should be a parity between community colleges and K-12.
 - Student Identifier – the CDE and Chancellors Office must issue recommendations and policy guidelines regarding the use of a single student identifier to be used by school districts and community college districts for purposes of developing comprehensive accountability systems.
- An association of adult education state directors, National Adult Education Professional Development Consortium (NAEPDC), recently held a meeting in San Francisco regarding the new WIOA requirements. Transition to the new WIOA federal program will be completed by July 1, 2016. NAEPDC identified the following core areas of focus:
 - Aligning programs
 - Promoting transitions
 - Funding
 - Adding new required activities under state leadership, including requiring all states to include professional development and technical assistance

➤ **Invoicing and Expenditure Report**

- There is money in the AB 86 grant to help member institutions and also money in the grant to help partner agencies. Members can receive up to \$18,000 per district/college. If there are institutions that will not be spending all of the \$18,000, that money can go back in the pool and be applied to other things.
- A paper was distributed to all members present asking them to check whether they would use all of the funds, some of the funds, or none of the funds. Forms were completed and returned to Sue L.
- Billing does not need to happen immediately.
- Partner stipends are being processed by SCOE's Financial Services Department.
- Colleges are able to spend the money as they see fit, as long as it's for activities supporting CAERC. Los Rios District will not be directing how that is spent at each college.

➤ **December Report Update**

- Review of the submissions for the updated December report from the subcommittees identified three categories of regional strategies:
 - Pathways and Alignment
 - Student Support Services – outreach, media asset maps, counseling support, tutoring support, etc.
 - Data and Accountability System – longitudinal tracking to measure progress, etc.
- Objectives 3, 4, 5, and 6 have all been refined.
- The work on Objective 7 has begun. The subcommittee decided not to do a survey. Instead, a general email will be sent to all members and partners with Table 7.1 for review of services/contributions each member/partner can offer. Please check the contributions and let the CAERC team know if any changes are needed.

- All tasks/activities and timeline on Table 7.1 are being left TBD.
- David Publicover stated that making the phraseology as uniform as possible would be a help. Possibly add a disclaimer at the top that the contribution could be free, fee-based, etc. and then have a simple checklist survey. He believes that would allow CAERC to get more responses.

➤ **Development of Proposal for Funding Allocation**

- Part I – Finance Subcommittee: CAERC would like to start a Finance Subcommittee in January, 2015. The subcommittee is for members only, unless there is a special circumstance such as a COE that provides services for the members in a county within the consortium.
 - The subcommittee will have two co-leads; one from Los Rios and one from K-12.
 - The work of the subcommittee will be driven, in part, by decisions made by the Governor, Legislature, CCC, and CDE.
 - The responsibilities will be to develop and propose revenue sharing options if CAERC is given a degree of latitude over fund distribution. Information provided via member survey will inform the process. The meeting dates are TBD.
 - Interested members please email Connie Lee, clee@scoe.net and cc Holly Clark, hclark@scoe.net
- Part II (a) - Identify regional program expansion
 - A draft member survey was presented to the members for review. Some suggested edits were given by the group. The survey will be updated and emailed out to members. The survey will be due January 30, 2015.
 - Survey will be online and results will inform and guide the work of the Finance Subcommittee.
- Part II (b) - Review and analyze survey results
 - There will be a members meeting February 4, 2015 from 9 am – 12 pm. Primary and/or secondary members, staff from member agencies who are responsible for program finance and those who are in charge of scheduling should plan on attending. Please let Connie know if you are unable to make the meeting.
 - The regular monthly meeting with members and partners will be in the afternoon of February 4, 2015.
- Part III: Prioritize regional strategies
 - There will be a member meeting February 6 & 7, 2015.
 - The goal of this meeting will be to prioritize strategies recommended in the December report to outline implementation plan based on funding and regional need.
 - CAERC primary and/or secondary members, teachers and faculty are recommended to attend.
 - Prioritize each subcommittee's priorities across objectives prior to February 6th & 7th meeting.

➤ **Process Check In**

- A year from now, how do you envision your agency/organization's role in supporting adult education in our region?
 - Paul Castro - California Human Development - Envisions being able to effectively integrate adult basic education and vocational training and would also like to combine their Department of Labor funding with the Department of Education funding to become an educational agency and provide services to rural areas and/or areas of high need.
 - David Publicover - El Dorado COE - Continue to offer the classes they currently offer, expand tutorial testing times, and expand another testing center.

- Julia Jolly - Sacramento City College - Would like to see a center on the college campus so that there is a direct conduit between adult ed. staff and faculty.
- Charlie Linebarger - Folsom Cordova USD - would like to do better for more students, more quickly in a more collaborative manner.
- Stephanie Allen - Sacramento Public Library Authority – Identify some method or vehicle by which the Sacramento Library system can take the model of delivering basic adult literacy and expand it to the region so that it others can be trained and partners can use what the library has already developed.
- Sue Gilmore – Sacramento City USD – to offer at least what is being offered now but lower the prices.
- Joyce Hinkson – OTAN – OTAN will put more effort into training that involves CTE, vocational education, and Workforce Investment Boards. They will follow the federal guidelines for WIOA; and also put more resources online that are free and open source
- Lynn Bartlett – San Juan USD – To grow as the northeast corner of the county regional education center. San Juan has been working to rebrand adult education as a place someone can come if they want to find a job or if they want to go to college they can be given skills and education to assist them. The desire is to continue that.
- Brian Broadway – Sacramento Job Corps – Continue to be a community partner and provide training to young adults, 16 to 24. Continue services to the community.
- Maysua Chervunkong – SETA – SETA transitioned from a career center to a training center. The goal is to continue to partner with the 9 providers and provide services to the region.
- Grace Sauser – Davis Joint USD – Strengthen the HS Diploma program and expand the CTE offerings.
- Wilda Benamati - California Department of Developmental Services – Continue being a partner and support the system so people with disabilities have opportunities to continue their education and get jobs/employment.
- Matt Perry – CRANE – Leverage the work being done with Career Pathways Trust, CRANE Consortium, and also the CAP Consortia with Elk Grove and Sacramento City Unified. Within a year have a map that’s easy to use that essentially links the K-12 program with adult schools with community colleges to show all options and access points.
- Alejandro Ramos - Washington USD - Hiring a full-time teacher devoted to ESL.
- Alyson Collier - Center Joint USD - Benefiting from the CAERC collaboration so that Center is filling the need in their section of the county and at the same time be able to link their students with other partners and members who can take them to the next step. Would like to link their CTE programs into an adult programs that will offer the certification for the CTE work they’ve done.
- Tammy Montgomery - American River College – Would like to have a pathway established with San Juan Adult School (SJAS). Some faculty members would like to enter into research studies with SJAS teachers and examine the gap to see what it is and understand it better. They would then like to partner with SJAS to create the bridge into higher ed., CTE, etc. and do that collaboratively.
- Karen Malkiewicz – Elk Grove USD – Many things that others stated and to begin embedding College and Career Readiness Standards into all course outlines so that regardless of the pathway the students know what their options are as soon as they finish what they came to the school to complete.
- Sheryl Gessford – Folsom Lake College – Having more clear pathways between the feeder school districts and having it be a clear pathway so that the objectives met at one level pass on and prepare students for the next level.
- Ken Vanderford – Natomas USD – Would like to see the program at Natomas expand to

eliminate waiting lists. Would like to have some basic education courses to keep from having to turn students away. Establishing pathways so there is a place to send the students rather than just send them away.

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

- a. Review December report (available Dec. 19, 2014)
- b. Review Governor's budget (available Jan. 9, 2015)
- c. Attend CAERC Member and Partner meeting on January 14, 2015 (new date!)
- d. Attend ongoing subcommittee meetings

Meeting adjourned at 3:33 p.m.