



Capital Adult Education Regional Consortium

Meeting Minutes February 13, 2019

➤ **Members & Partners Present:**

Dr. Al Rogers, CAERC/Sacramento COE
Andy Parsons, Washington USD
Bethany Ely, CAERC/Sacramento COE
Branka Marceta, CAERC/Sacramento COE
Casandra Issaka, Sacramento Public Library Authority
David French, Center Joint USD
Grace Sauser, Davis Joint USD
Karen Malkiewicz, Elk Grove USD
Kiu Chuong, CAERC/Sacramento COE
Lali Martinez, CA Human Development
Lynn Bartlett, San Juan USD
Michelle O'Camb, SETA
Patricia Black, CAERC/Sacramento COE
Renee Collins, Washington USD
Rhonda Koff Balmain, Folsom Cordova USD
Dr. Susan Lytle Gilmore, Sacramento City USD
Dr. Tammy Montgomery, Los Rios CCD
Tanya Praest, Twin Rivers USD

➤ **Welcome:** Branka Marceta, CAERC Director

The meeting started at 1:01 pm. Branka Marceta welcomed members and partners to the meeting. Roll call of members was taken. Seven voting members were present at time of roll call (Center, Elk Grove, Folsom Cordova, Sacramento City, San Juan, Twin Rivers, and Washington). Davis arrived after the roll call, and four voting members who were unable to attend submitted their votes electronically (El Dorado COE, Los Rios, Natomas, Sacramento COE), which met the requirements of a quorum as stated in the Governance Plan. With a quorum established, CAERC business proceeded as usual.

Partners Sacramento Public Library Authority, SETA, and CA Human Development were also present for the meeting.

➤ **Approval of February 13, 2019 Meeting Agenda**

- The agenda for the February 13, 2019 meeting was reviewed.
- On a motion by Lynn Bartlett and seconded by Sue Gilmore, the February 13, 2019 agenda was approved (14 in favor, 0 against). [El Dorado COE, Los Rios, Natomas, and Sacramento COE submitted their vote electronically in favor of approving the agenda.]

- **Approval of January 9, 2019 Meeting Minutes**
 - Minutes from the January 9, 2019 Consortium meeting were reviewed.
 - On a motion by Sue Gilmore and seconded by Tanya Praest, the amended December 5, 2018 minutes were approved (14 in favor, 0 against). [El Dorado COE, Los Rios, Natomas, and Sacramento COE submitted their vote electronically in favor of approving the agenda.]
 - Approved January 9, 2019 minutes will be posted on the CAERC website at www.caerc.org

- **Adult Education Program Updates and Deliverables**
 - The Adult Education Program (AEP) is now the California Adult Education Program (CAEP)

Consortium-Level Deadline: Member Expense Reports

 - The member expense reports for quarter 2 were due February 1, 2019.
 - The 2018-19 funds (Fund D) were released by CDE and checks have been sent to the members. The first check contains 6 installments. The remaining installments will be released on a monthly basis.
 - Members have spent their entire fund C allocations and there will be no re-distribution.

2017-18 Program and Expenditure Data by Program Area

 - 2017-18 program and expenditure data by program area is due in NOVA on February 15, 2019.
 - CASAS has released a software update to fix the duplication issue under Workforce Re/Entry category.

Consortium Fiscal Allocation Declaration for 2019-20

 - The CFAD is due May 2, 2019.
 - According to the January Budget Proposal, the California Adult Education Program (CAEP) will receive a 3.46% cost-of-living adjustment.

3-Year Strategic Plan and Evaluation Report

 - The 3-year plan and evaluation report is due June 7, 2019.
 - CAERC staff has conducted 3 out of 14 member interviews: Sacramento City, Galt and Los Rios.
 - A partner engagement event is being planned for Friday, May 10, 2019 and it will be hosted by Los Rios.

- **Workgroup/ Subcommittee Updates**

Marketing & Outreach Subcommittee

 - The third Marketing & Outreach Subcommittee meeting will be held on Friday, February 22, 2019. John Fleischman will be providing the draft of the ESL video that was filmed in December.
 - Please continue to survey your agencies' incoming students about how they've learned about your offerings. So far the top 3 results are: through family, friends, and Google.

Director's Workgroup

 - The Director's Workgroup will take place on Friday, February 15, 2019. Members will continue working on the 3-year plan.
 - All members are required to participate in business meetings and Director's Workgroup meetings as a condition of receiving funds from the California Adult Education Program (CAEP).

Transition Specialists Workgroup

 - Transition Specialists were invited to attend the North Far North Strong Workforce Regional Consortium event held in January. Center and Sacramento City both sent representatives.
 - The workshop focused on 3 main topics: how will the region's CTE programs serve those affected by the wildfires; what systems community colleges have in place when responding to natural disasters and other emergencies; analyzing data in the LaunchBoard Community College Pipeline.

- Cosumnes River College Career Education is hosting a tour of their 9 career education programs on February 22, 2019. Transition Specialists have been invited to attend.

Data & Accountability Workgroup

- CAERC Data Summary for Quarter 2 was reviewed with members. Student enrollment at the end of quarter 2 is down compared to this time last year at 9 K-12 districts/COEs and up at 4 K-12 districts/COEs.
- K-12 districts/COEs are successfully collecting and reporting student demographics; the rate of post-testing is below the target percentage for 9 K-12 districts/COEs.
- The CAERC Data Summary for Quarter 2 will be discussed during the February 14, 2019 Data & Accountability Workgroup meeting; members will share their post-testing processes and practices.

➤ **Upcoming Meetings and Events**

- OTAN's Technology and Distance Learning Symposium, March 2, 2019, Hacienda La Puente Adult Education
- Coalition on Adult Basic Education [COABE] Conference, March 31-April 3, 2019, New Orleans, LA
- California Community College Association for Occupational Education [CCCAOE] Spring Conference, April 3-5, 2019, Sacramento
- California Council for Adult Education [CCAEE] Conference, April 25-27, 2019, San Diego
- Comprehensive Adult Student Assessment Systems [CASAS] Summer Institute, June 11-13, 2019, Anaheim
- AEBG TAP Webinars:
 - Closing Out 16-17 Adult Education Funds in NOV, Friday, February 15, 2019, 12pm – 1pm
 - Using Assessment Results to Form Instruction, Tuesday, February 19, 2019, 12pm – 1:30pm
 - Low Hanging Fruit: How to Improve Student Performance of Those Already in the System, Wednesday, February 20, 2019, 12pm – 1:30pm

➤ **Other Items for Discussion or Distribution**

- There were no items for distribution.

➤ **Public Comments**

- There were no public comments.

➤ **Adjournment**

- On a motion by Sue Gilmore and seconded by Karen Malkiewicz, the February 13, 2019 consortium meeting adjourned at 2:00 p.m. (8 in favor, 0 against).