



Meeting Minutes
March 2, 2016

➤ **Members & Partners Present:**

Alyson Collier, Program Coordinator, Center Joint USD
Charlie Linebarger, Principal, Folsom Cordova USD
Connie Lee, CAERC Director, Sacramento COE
David French, Principal, Center Joint USD
Gary Sutherland, Principal II, El Dorado COE
Grace Sauser, Principal, Davis Joint USD
Holly Clark, CAERC Administrative Assistant, Sacramento COE
Ioanna Iatridis, Yolo COE
John Fleischman, CAERC Co-Chair, Assistant Superintendent, Sacramento COE
Dr. Joyce Hinkson, Director, Sacramento County Office of Education
Julia Jolly, Associate Vice President General Education, Sacramento City College
Karen Malkiewicz, Principal, Elk Grove USD
Kiu Chuong, CAERC Project Specialist II, Sacramento COE
Lynn Bartlett, Principal, Sunrise Tech Center, San Juan USD
Max Villalva, Sacramento Food Bank & Family Services
Maysua Chervunkong, Workforce Development Analyst, SETA
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
Vasseliki Vervilos, Twin Rivers USD

➤ **Guests Present:**

Andrea Willis, Director, Internet and Media Services
Jan Hake, North Central Adult Education Consortium
Jason Iverson, Internet and Media Services

➤ **Welcome:** Sue Lorimer, Ed.D., Deputy Chancellor, Los Rios Community College District

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

Roll call of members was taken. Eleven members (Center, Davis, El Dorado COE, Elk Grove, Folsom Cordova, Galt, Los Rios, Sacramento City, Sacramento COE, San Juan, and Washington) were present which met the requirements of a quorum as stated in the Governance Plan. With a quorum established, CAERC business proceeded as usual.

➤ **Approval of February 3, 2016 Meeting Minutes**

- Minutes from the February 3, 2016 Member/Partner Meeting were reviewed.
- On a motion by Charlie Linebarger and seconded by Grace Sauser, the February minutes were approved. Motion carried unanimously.
- Approved February 3rd minutes will be posted on the CAERC website at www.capitaladulthood.org.

➤ **AEBG Updates and Deliverables**

- CAERC Staffing
 - Connie Lee was offered and accepted the CAERC director position. Connie will be 100% CAERC effective March 1, 2016.
 - The hiring process for the CAERC coordinator has begun. There were 17 applicants and four candidates are moving forward for oral interviews on March 4, 2016. Sue Gilmore volunteered to be the CAERC representative at the oral interview.
- Governor's Budget 2016-2017
 - The following statement in the new Trailer Bill was reviewed: "The consortium has considered input provided by pupils, teachers employed by local educational agencies, community college faculty, principals, administrators, classified staff, and the local bargaining units of the school districts and community college districts before it makes a decision." After reviewing this statement, the following recommendations were made:
 - All members post the monthly meeting agenda at a campus location. Partners will be encouraged to post the agenda.
 - CAERC staff can create a quarterly newsletter for members and partners to share with stakeholders. Distribution would be digital via email. The first newsletter can be informational on who CAERC is and contact information staff, members and partners.
 - Los Rios can send a formal letter about CAERC and where to find information to all constituency group leaders including unions and academic and classified senates.
 - Members can invite a non-voting guest (teacher, classified, union representative, Board member) from their agencies to the meetings to ensure involvement.
 - Grace Sauser motioned to approve the expenses for CAERC staff to create a draft template for a quarterly newsletter to share with members at the April meeting with the first edition being ready by the May monthly meeting. Lynn Bartlett seconded the motion. Motion carried unanimously.
 - Grace Sauser motioned that all members post and partners be encouraged to post the monthly meeting agendas in a conspicuous place for their community. Agendas will be posted no less than one week prior to the scheduled meeting. Lynn Bartlett seconded the motion. Motion carried unanimously.
 - Charlie Linebarger suggested members send CAERC the email addresses of their staff that will be in charge of posting the agenda. CAERC can then create a listserv and email the agenda directly to the staff in charge of posting it.
 - The approved recommendations will be added to the Governance Plan.

- Legislation is clear that members are “not to receive less than what they received in 15-16.” This amount includes MOE and consortium allocation combined. The consortium can re-allocate funds but must follow due process if all members agree.
- Yolo COE has the option to join CAERC in 2016-17 as a member and would be eligible for a consortium allocation.
- SCOE and Los Rios opted out for an allocation with Strategy 1 for 2015-16.
- In 2016-17 and 2017-18, SCOE and Los Rios are eligible for an allocation with Strategy 1 if the organizations decide to expand programs and services.
- CAERC’s 2016-17 Spending Plan is due April 2016.
- Fiscal Allocation Workgroup
 - The CAERC 2015-16 proposed budget revisions were reviewed.
 - \$516,852 will be carried over to 2016-17 to support the consortium work on alignment, pathways, marketing and outreach and professional development.
 - The Consortium would like to continue with the TE Pilot for 2016-17 in the absence of a statewide system.
 - Sue Gilmore motioned to amend the fiscal allocation to add \$12,000 into Strategy 11 for the fiscal year 16/17. Alyson Collier seconded the motion. Motion carried unanimously.
 - Sue Gilmore motioned to approve the 15/16 revised budget. Karen Malkiewicz seconded the motion. Motion carried unanimously.
 - Sue Gilmore motioned to approve the proposed 16/17 budget. Lynn Bartlett seconded the motion. Motion carried unanimously.
 - The Annual Plan 2015-16 Amendments were reviewed and revised.
 - Sue Gilmore motioned to approve the revised Annual Plan Amendments for 2015/16. Karen Malkiewicz seconded the motion. Motion carried unanimously.
- News and Review Marketing and Outreach Publication
 - At the February meeting, it was decided that www.capitaladulthood.org would become the student learner site for the community. www.caerc.org will be the consortium site. The websites will be ready by the N&R distribution date of March 31, 2016.
 - 80,000 copies of the publication will be inserted into the N&R publication. The remaining 57,000 copies will be delivered to member/partner locations as close to the insertion date as possible.
 - Members and Partners will receive a small quantity of the publication printed on glossy paper. Charlie Linebarger motioned to approve the \$1,069.25 expenditure for printing of the publication. Sue Gilmore seconded the motion. Motion carried unanimously.
- TOPSpro Enterprise Consortium Pilot
 - TE is now AEBG ready.
 - TE has been purchased for non-WIOA funded K-12/COE members.
 - Sue Gilmore motioned to approve the \$2,820.0 expenditure to purchase testing materials for non-WIOA funded members. Charlie Linebarger seconded the motion. Motion carried unanimously.
- Consortium Role in State-Level Advocacy
 - Members and partners discussed possible participation in state-level advocacy. It was agreed that members/partners can advocate as a district/agency representative but not as a CAERC representative. CAERC’s role is to inform, not advocate.
 - Charlie Linebarger motioned that CAERC be an information organization, not an

advocacy organization in terms of adult education in California. Sue Gilmore seconded the motion. Motion carried unanimously. This item will be drafted into the CAERC Policy Workgroup.

- Regional Asset and Pathways Website Presentation
 - Andrea Willis, Director of IMS, gave a presentation on the Regional Asset Map and Pathways website to update the consortium on the project's progress.
- Planning of Alignment Workgroups
 - Funds have been allocated for Strategy 3: Align courses and streamline pathways. The first Alignment Workgroup meeting date will be on April 15, 2016. There will be a week-long alignment workgroup work period in June 2016.
 - Colleges will send one representative from each college for each program/content area. K-12 members will send one representative for each program/content area. Members recommended half day sessions to accommodate limited AE instructors.
 - Representatives will be hired as Temporary Exempt employees of SCOE and will be paid for their time.
 - Most of the colleges separate English into reading, writing and other specific categories. If they do, they will send a representative from each English category. The colleges see the largest gaps in writing and math.
 - Writing and math will be the first content areas for the Alignment Workgroup. ESL teachers will be invited to participate also because the program areas overlap.
 - There will be two content leads for each content area: one from K-12 and one from Los Rios.

➤ **Funding Grant Opportunities**

- The Educational Opportunity Centers (EOC) Grant is due April 4, 2016. The EOC grant aligns to CAERC's 3 Year plan with the Transition Specialist strategy. All members and partners are eligible.
- The grant is for financial and academic counseling.
- The maximum award amount is \$236,000 with a minimum of 1,000 participants. Participants must reside in your geographic location.
- Small agencies can collaborate with other agencies or members to apply.
- The USCIS grant from CDE on U.S. Citizenship and Immigration Services was released. \$10,000,000 is available and the grant application is due April 22, 2016. (grants.gov)

➤ **Upcoming Meetings and Events**

- OTAN is hosting the annual Technology and Distance Learning Symposium (TDLS) March 11-12, 2016. The cost is \$25. It is being held at Fresno Adult School with meals provided by the Culinary Arts students. Please go to www.otan.us to register.
- An updated CAERC calendar was distributed.

➤ **Public Comment**

- There were no public comments.