



# Capital Adult Education Regional Consortium

## Meeting Minutes September 2, 2015

### ➤ **Members & Partners Present:**

Alejandro Ramos, Principal, Washington USD  
Alyson Collier, Program Coordinator, Center Joint USD  
Butch Wagner, Principal, Amador COE  
Charlie Linebarger, Principal, Folsom Cordova USD  
Connie Lee, CAERC Director, Sacramento COE  
David Williams, Dean of Language & Literature, Folsom Lake College  
Denyse Curtright, California Department of Developmental Services  
Gary Sutherland, Principal II, El Dorado COE  
Holly Clark, CAERC Administrative Assistant, Sacramento COE  
Jackie White, Adult School Administrator, Twin Rivers USD  
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  
Lynn Bartlett, Principal, Sunrise Tech Center, San Juan USD  
Max Villalva, Sacramento Food Bank & Family Services  
Maysua Chervunkong, Workforce Development Analyst, SETA  
Mia Funk, Director, Career Technical Education, San Juan USD  
Renee Collins, Director of CTE, Washington USD  
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  
Tony Lara, Vice Principal, Galt Joint UHSD  
Ward Allen, Highlands Community Charter & Technical Schools

- **Welcome:** Sue Lorimer, Ed.D., Vice Chancellor of Education and Technology  
John Fleischman, Assistant Superintendent of Technology Services

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

### ➤ **Approval of August 5, 2015 Meeting Minutes**

- Minutes from the August 5, 2015 Member/Partner Meeting were reviewed.
- On a motion by Charlie Linebarger and seconded by Sue Gilmore, the August minutes were approved. Motion carried unanimously.
- Approved August 5<sup>th</sup> minutes will be posted on the CAERC website at [www.capitaladulthood.org](http://www.capitaladulthood.org).

➤ **AB 86 and Legislative Updates and Information Items**

- John Fleischman gave a summary of adult education legislative and information updates.
- SB 786, which allowed JPAs to access AEBG funds if 40% of their CTE enrollment includes adults, was held in Committee on August 27, 2015.
- SB 725 was signed by Governor Brown on August 26, 2015.
- CAERC was awarded \$5,496,881 in AEBG consortium funding.
- The concept of 'braided' funding was put forward. Braided funding might include CalWORKs and Workforce Innovation and Opportunity Act (WIOA). The CalWORKs regional allocation is \$661,893. If new WIOA applications are opened up for the 15/16 year, CAERC may have the ability to apply for WIOA as a consortium. A consortium WIOA grant would assist the smaller districts since many do not have the means to apply and manage WIOA grants.

➤ **Update on CAERC Deliverables**

- Governance Plan
  - The Governance Plan is due October 31, 2015. October 7, 2015 is the expected date for CAERC to submit the Governance Plan.
  - A handout was provided that listed the summary of officially-designated members and date of expected approval. Once members are officially-designated, please send the official Board meeting minutes and agenda to Holly for archiving.
  - Other Consortia directors have requested to see CAERC's Governance Plan to be able to use it as a model. Members present agreed to allow the CAERC Governance Plan to be shared.
- Allocations
  - MOE allocations will be distributed directly to the districts.
- Consortium Plan
  - Each consortium has to complete two plans. A 3-year amended plan and an annual plan. A toolkit for plan completion will be available from the AB 86 workgroup.
- Assessments
  - The Assessment workgroup is meeting Friday, September 25, 2015. By then the toolkit should be available. Part of the toolkit should be Assessment.
- Data Collection
  - CAERC decided to keep Data Collection and Assessment together.
- Budget and Expenditure
  - As of now there is no expenditure reporting to the State for MOE. The only reporting currently expected in on consortium funds. Please keep all records in case reporting expectations change.
- Effective Measures Evaluations
  - Part of the Annual Plan will be how members measure effectiveness.
- CAERC Structural Information
  - CAERC structural information will be part of the Annual Plan.
- Marketing/Best Practices
  - Marketing and Best Practices is a state-wide effort.

➤ **Workgroup Updates**

- Member Governance Planning Workgroup
  - The Member Governance Planning Workgroup met to draft a Governance Plan. There was a lot of discussion. Some items were intentionally left unstructured and unspecified to allow for flexibility and freedom going forward. Ten of fourteen members were present

and had input. The Governance Plan was reviewed.

- The Governance Plan no longer requires approval from each member's Board. The members that were designated by each of the LEA's will have the authorization from their respective Boards to approve the Governance Plan.
- A change was proposed: #7, last bullet reads "CAERC Co-Chairs, Project Director, and Partners serve in an advisory capacity." As this is written, Sue Lorimer will not be able to cast Los Rios' four votes. Suggested edit is to remove "CAERC Co-Chairs." The proposed change will now read; #7, last bullet "Project Director and Partners serve in an advisory capacity."
- Sue G. made a motion to vote on the draft Governance Plan.
- Grace Sauser and Cosumnes River College were not able to be present for the vote. Both members cast their vote prior to the meeting as a 'Yes' to the proposed draft.
- Grace was sent a text message detailing the proposed change. She voted Yes via text message to approve the plan with the new amendment.
- A vote was held and the Governance Plan passed with 16-0 vote approving the plan with the one suggested edit.

### ➤ **CAERC Regional Plan**

- The original CAERC plan was a 2-year plan. Consortiums now need to submit a 3-year amended plan.
- The State is developing a toolkit to develop the two new plans. The toolkit is not available at this point.
- Pages 1-49 of the plan will need to be updated.
- The state has set aside \$25 million to create a data system, which is at least a year away. CAERC will need a local data system until the state system is available. Possibly a commercial system - ASAP or CASAS.
- Considerations for CAERC
  - Funding allocation percentages may need to be modified. What does it look like for Year 3?
  - Two new program areas (Older adults and parent ed/tutoring)
  - Pre-apprenticeship; revisit this section to determine if the existing plan language matches new language in Bill?
  - Accountability and data percentages of allocation
  - Shifting from a 2 year plan to a 3 year plan
  - Fiscal workgroup should look at percentages. Will that really accomplish some of the tasks outlined in the plan? May need to change some of the percentages.

### ➤ **CAERC Extension Funds and Plans**

- The State is allowing the planning funds to be extended through December. The extension will allow CAERC to continue work until the new funding becomes available.
- CAERC extension funds will pay for the following:
  - Connie Lee – 60%
  - John Fleischman – 20%
  - Holly Clark – 82%
  - A small percentage of an Executive Assistant to handle some fiscal matters
  - Mileage
  - A 12-page publication from Sacramento News & Review: includes 80,000 copies
  - Asset Map planning through SCOE's Internet and Media Services

➤ **Upcoming Meetings**

- An updated meeting schedule was distributed.
- The first Fiscal Allocation meeting will be September 11, 2015 from 1:30 – 4 pm. Please attend the meetings when you are able. If you are unable to attend a meeting but have an item you would like addressed, please send an email to Connie and cc Holly with the topic you would like addressed.
- The Friday meetings that are scheduled with 90 minutes in between meetings is done so to allow the CAERC team to watch the Friday webinars. An LCD projector will be provided in the meeting room and everyone is welcome to stay and watch the webinar.
- A description of the workgroups will be added to the meeting date handout.
- September 24 & 25, 2015 will be the state summit. CAERC's representatives at the summit are: Torence Powell, Associate Vice President of Instruction and Student Learning, Cosumnes River College; Brian Robinson, English Professor, Folsom Lake College; Sue Gilmore; Grace Saucer; Charlie Linebarger; and Connie Lee.
- In light of the deliverables all being due on October 31, 2015, the CAERC Regional Summit is being postponed to a later date which is to be determined.
- The first Assessment Workgroup meeting will be September 25, 2015.
- AB 86 is hosting two AEBG Technical Workshops; September 29, 2015 at Folsom Cordova Adult School and November 3, 2015 at SCOE. Please register for one if you are not attending the State Summit. Registration information can be found at <http://aebg.cccco.edu/Events/AEBG-Implementation-Workshops>
- The CAERC monthly meeting for October 7, 2015 is being held from 10 am – 12 pm at SCOE in the Mather Room. Please note the time change.
- Please check the CAERC website for the most current meeting information.

➤ **Other Items for Discussion or Distribution**

- Sue Gilmore and Karen Malkiewicz distributed membership applications and an invitation to a California Council of Adult Education Mixer. CCAE was extremely involved in the AEBG advocacy.

**Public Comment**

- There were no public comments.