



Meeting Minutes November 2, 2022

➤ **Members:**

Angela Rodriguez, Elk Grove USD
Brenda Avalos, Galt Joint Union HSD
Carey Buchanan, El Dorado COE
Casandra Keitges, Sacramento Public Library
David Rodriguez, Natomas USD
Grace Sauser, Davis Joint USD
Kelly Hunkins, Amador County USD
Kiu Chuong, CAERC/Sacramento COE
Matt Strinden, San Juan USD
Michelle O’Camb, SETA
Patricia Black, CAERC/Sacramento COE
Patricia Oliva, CAERC/Sacramento COE
Renee Collins, Sacramento COE
Renee John, Valley Vision
Rhonda Balmain, Folsom Cordova USD
Richard Judge, San Juan USD
Dr. Sue Gilmore, Sacramento City USD
Dr. Tammy Montgomery, Los Rios CCD
Tanya Praest, Twin Rivers USD

➤ **Welcome:** Patricia Oliva, CAERC Director

The meeting started at 1:01 pm. Patricia Oliva welcomed members and partners to the meeting. Roll call of members was taken. Ten voting members were present at time of roll call (Amador, El Dorado COE, Folsom Cordova, Galt, Los Rios, Natomas, Sacramento City, Sacramento COE, San Juan, and Twin Rivers). Davis and Elk Grove arrived after the roll call. This 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, SETA, and Valley Vision were also present for the meeting.

➤ **Approval of November 2, 2022 Meeting Agenda**

- The agenda for the November 2, 2022, meeting was reviewed.
- On a motion by Sue Gilmore and seconded by Tanya Praest the November 2, 2022, agenda was approved (15 in favor, 0 against).

➤ **Approval of October 5, 2022 Meeting Minutes**

- Minutes from the October 5, 2022, Consortium meeting were reviewed.
- On a motion by Sue Gilmore and seconded by David Rodriguez, the October 5, 2022, minutes were approved (15 in favor, 0 against).
- Approved October 5, 2022, minutes will be posted on the CAERC website at www.caerc.org

➤ **California Adult Education Program Updates and Deliverables**

- October 30, 2022 – 22/23 Member Program Year Budget and Work Plan due in NOVA (Extended for 2022)
- October 31, 2022 – Student Data Due in TOPSPro (Q1)
- October 31, 2022 – Employment and Earnings Follow-up Survey
- November 30, 2022 – 22/23 Member Program Year Budget and Work Plan Certified by Consortia in NOVA (Extended for 2022)
- December 1, 2022 – July 1, 2021 to June 30, 2022 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium
- December 1, 2022 – 20/21, 21/22, & 22/23 Member Expense Report due in NOVA (Q1)
- December 31, 2022 – 20/21, 21/22, & 22/23 Member Expense Report Certified by Consortia in NOVA (Q1)
- December 31, 2022 – End of Q2

➤ **Select Topics**

Consortium Fact Sheets

- We have updated the [CAERC fact sheet](#) design for this year. The goal was to make it easier to read and for the data to be easy to read and interpret at a glance.
- There was an increase in students served for 2021-22. We went from 5,500+ students served to 9,750. The number of high school diplomas and equivalencies earned has also slightly increased. Majority of students served are between the ages of 18 and 29 which didn't change much. Women still represent the majority of students served which is consistent with previous years.
- The 2 biggest enrollment areas continue to be English as a second language and high school diploma/equivalency. The top 3 native languages have changed slightly with Russian edging out Chinese for the 3rd spot. Short-term CTE enrollment has remained at 12%, adults with disabilities remained at 2%, and pre-apprenticeship remained at 1%. Individuals that identify as limited English has declined from 20% to only 6%. Individuals with no high school diploma and individuals living near poverty or less have both remained the same.
- Dr. Montgomery asked the group what they attribute the increase in enrollments too? David Rodriguez answered that for Natomas it was having classes back in-person and not fully online. Tanya Praest answered that it was the same for Twin Rivers and they lowered their credit requirements to 160. They've also had a huge influx of refugees. Patricia Oliva added that she thinks this has been the case for the entire region and having different teaching modalities has helped with enrollment.
- To better identify the broader audience, Dr. Montgomery suggested changing "2% Adults with Disabilities" to "2% Adults in Disability Programs".

CAEP Summit

- The CAEP Summit was held from October 25th through the 28th. It was a really great event that had a lot of breakout sessions with topics including equity, leadership, transitions, marketing, etc. CAERC staff presented on how are members and staff collaborate in workgroups to move forward with the CAEP efforts. Special thanks to Rhonda Balmain (Folsom Cordova), Nakisha Woods (San Juan Transition Navigator), Miranda Currie (Elk Grove/CAERC Temp Exempt), and Lydia Jones (Grossmont/CAERC Temp Exempt) for being part of the panel.
- Casandra Keitges co-presented with the literacy consultants on the adult new reader books. This presentation went well, and informational documents can be found on the [CAEP Summit website](#) for those interested.
- Renee Collins shared that 950 people registered to attend the event and 870 individuals signed in and participated in the event. Individuals from over 20 states participated in the Summit. Next year CAEP is planning on holding the Summit in-person with the location to be decided.

Member and Partner News, Updates, and Challenges

- Kelly Hunkins shared that Amador's WASC plan is ready to go. They started working with a marketing firm and are targeting their ESL population. They also reduced their graduation requirements to 140 credits and are seeing an uptick in graduates.
- Dr. Montgomery shared that the Los Rios colleges just completed their accreditation process. All 4 colleges came back fully reaffirmed.
- Galt has had 2 more graduates. They recently participated in a local trunk or treat event and handed out roughly 450 treat bags with their QR code for enrollment. So far they have received about 100 new enrollments from the event. They advertised the CAERC infographics at their table and a lot of people took pictures and asked questions about the programs. Brenda Avalos asked if it's possible to get information on enrollment dates in order to better answer future questions. Patricia Oliva answered that this has been brought up in the Transition Navigator meetings and they are working on a solution.
- Patricia Oliva let the group know that Mia Reed would love to share information about recent graduates on our social media pages. If anyone has any recent graduates they would like to highlight, please let Patricia Oliva or Mia Reed know.
- Tanya Praest will be losing a teacher at Twin Rivers in two weeks. One of her academic advisors is currently on leave until January. They are still sifting through 450 registrations from September which is delaying them reopening enrollment.
- Carey Buchanan shared that El Dorado COE was finally able to find two ESL teachers to teach in the evening and on Saturday's. They just received final approval to start a medical assistant training program in collaboration with Marshall Medical. Western Pacific Truck Driving School is looking to expand their footprint. Unfortunately, El Dorado COE does not have the space to offer this, but if anyone does, they are looking for partners. Michelle O'Camb has experience with them through SETA if anyone has any questions she could answer.
- Sue Gilmore shared that McClaskey has two more months where they can deliver alternative services. After that they will only be funded for full time. They have to stretch their rooms and figure out who can come 6 hours a day 5 days a week and still keep 6 feet apart.
- Angela Rodriguez shared that Elk Grove is moving forward with their ESL and high school diploma classes. They will be doing interviews this Friday and are looking for some part-time night teachers. The night classes are fully in person and seem to be

really popular. They've been trying to get out into the community and share their information and have been at a few different events so far.

- Folsom Cordova classes are full for the most part, but they still have some spaces left in high school diploma or equivalency. They're noticing that a lot of their incoming students for high school diploma/equivalency are very low-skilled. Rhonda Balmain's team has been discussing how best to help these students reach their goals. They've also been busy with many different community events. A big portion of their advanced ESL students work these events as translators. They will be hiring a transition specialist after the 1st of the year if anyone knows someone that would be interested.
- Everything is going well at Natomas and so far they have had four early graduates.
- San Juan is working on a dual enrollment pilot with ARC. They are planning on doing a presentation with the students who have shown interest next week and having an on-site application day after Thanksgiving break. Their CBEST class started last week and only had two people that didn't show up.
- Grace Sauser shared that Davis' Nursing Assistant program will be restarting at the end of November. Their ESL registration is very robust, but not entirely translating to enrollment due to students testing too high, scheduling conflicts, etc. They are currently trying to figure out an alternative. Their ASE classes have high registration numbers, but low numbers for attending the orientation. They are participating in Work Ready Certificate conversations with Yolo County.
- Renee John shared some [upcoming events](#) that Valley Vision will be hosting including information technology, health and life sciences, and early childhood education. She also shared the [Early Childhood Education Workforce Needs Assessment](#) with those that are interested in the information.
- SETA is working on local and regional strategic workforce development plan updates and they will be holding two public hearings to gather input from all stakeholders and partners.
- The Sacramento Public Library branches are starting more in-person programs. These include story times, teen space events, health and fitness classes, etc. A full list of events can be found on their [calendar](#).
- Grace Sauser also shared that CASAS is delaying implementation of the new test, ESL – STEPS, by one more year and it will be implemented in 2024-25.

➤ **Upcoming Meetings and Events**

- [ACSA Leadership Summit](#), In-Person, November 3-5, 2022, San Diego
- [CAEP Accountability for 2022-23](#), In-Person, November 10, 2022, SCOE
- [CAEAA Conference](#), Virtual, February 3, 2023
- [OTAN's TDLS](#), In-Person and Virtual, March 3-4, 2023, Chula Vista
- [COABE Conference](#), In-Person, April 2-5, 2023, Atlanta, GA
- [CCAEE State Conference](#), In-Person, April 13-15, 2023, Oakland
- [CASAS Summer Institute](#), In-Person, June 12-15, 2023, Garden Grove

➤ **Upcoming CAERC Meetings**

- WIOA Network Meeting and Director's Workgroup, Friday, November 18, 2022, 9:00am – 11:00am, Online
- CAERC Data & Accountability Meeting, Thursday, November 17, 2022, 1:00pm – 3:00pm, Online

- CAERC Network of Transition Navigators Meeting, Friday, December 2, 2022, 9:30am – 11:30am, Twin Rivers Adult School
- CAERC Business Meeting, Wednesday, December 7, 2022, 1:00pm – 2:00pm, Online
- CAERC Working Meeting, Wednesday, December 7, 2022, 2:00pm – 3:30pm, Online

➤ **Other Items for Discussion or Distribution**

- There were no items for discussion or distribution.

➤ **Public Comments**

- There were no public comments.

➤ **Adjournment**

- On a motion by Sue Gilmore and seconded by Angela Rodriguez, the November 2, 2022, consortium meeting adjourned at 2:00 p.m. (13 in favor, 0 against).