



Meeting Minutes June 7, 2023

➤ **Members:**

Angela Hatter, Sacramento City USD
Angela Rodriguez, Elk Grove USD
Brenda Avalos, Galt Joint UHSD
Carey Buchanan, El Dorado COE
Carla Slowiczek, CAERC/Sacramento COE
David Rodriguez, Natomas USD
Grace Sauser, Davis Joint USD
Dr. Jamey Nye, Los Rios CCD
Joe Schallberger, Galt Joint UHSD
Kelly Hunkins, Amador County USD
Kiu Chuong, CAERC/Sacramento COE
Michelle McIntosh, Sacramento COE
Michelle O'Camb, SETA
Patricia Black, CAERC/Sacramento COE
Patricia Oliva, CAERC/Sacramento COE
Renee Collins, Sacramento COE
Richard Judge, San Juan USD
Rhonda Balmain, Folsom Cordova USD
Shirley Skadan-Smith, Alta CA Regional Center
Dr. Sue Gilmore, Sacramento City USD

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

The meeting started at 1:05 pm. Patricia Oliva welcomed members and partners to the meeting. Roll call of members was taken. Seven voting members were present at time of roll call (El Dorado COE, Galt, Los Rios, Natomas, Sacramento City, Sacramento COE, and San Juan). Amador, Davis, Elk Grove, and Folsom Cordova arrived after the roll call and Twin Rivers was unable to attend and submitted their votes electronically. Additionally, Folsom Cordova submitted an electronic vote as they had a prior commitment and were unsure if they'd make it. This met the requirements of a quorum as stated in the Governance Plan. With a quorum established, CAERC business proceeded as usual.

Partners Alta CA Regional Center, Sacramento COE, and SETA were also present for the meeting.

➤ **Approval of June 7, 2023, Meeting Agenda**

- The agenda for the June 7, 2023, meeting was reviewed.
- On a motion by Sue Gilmore and seconded by Carey Buchanan the June 7, 2023, agenda was approved (12 in favor, 0 against). [Folsom Cordova and Twin Rivers submitted their vote electronically in favor of approving the agenda.]

➤ **Approval of May 3, 2023, Meeting Minutes**

- Minutes from the May 3, 2023, Consortium meeting were reviewed.
- On a motion by David Rodriguez and seconded by Angela Hatter, the May 3, 2023, minutes were approved (12 in favor, 0 against). [Folsom Cordova and Twin Rivers submitted their vote electronically in favor of approving the agenda.]
- Approved May 3, 2023, minutes will be posted on the CAERC website at www.caerc.org.

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

- June 1, 2023 – 21/22- and 22/23-Member Expense Report due in NOVA (Q3)
- June 30, 2023 – 21/22- and 22/23-Member Expense Report Certified by Consortia in NOVA (Q3)
- June 30, 2023 – End of Q4
- July 15, 2023 – Student Data Due in TOPSPro (Q4) FINAL

➤ **Select Topics**

Reallocating Unspent CAERC Funds

- CAERC members have opted to use the current funding formula to permanently reallocate Amador's reduced funds and Center's allocation. Amador is opting out of these funds.
- CAERC members have opted to reallocate one-time unallocated funds equally among those that opt in. Amador, Davis, Galt, and Natomas are all opting out of these funds.

2023-24 CAERC Annual Plan

- Patricia Oliva and Carla Slowiczek have been working on the 2023-24 Annual Plan. The Annual Plan is due in NOVA by August 15, 2023. This plan is a subset of the CAEP 2022-25 Three-Year Plan.

Registration for the CAEP Summit

- The CAEP Summit 2023 is an opportunity for adult education practitioners to share and discuss innovative and effective promising practices, strategies, and other resources anchored in the CAEP State Priorities. This year's Summit will be held in-person from October 24-26, 2023 in Universal City, CA. The registration cost to attend is \$450 if registering before August 25, 2023. After August 25th the price will increase to \$550. The call for proposals is currently open through June 30, 2023 and applicants will be notified by August 4, 2023.

2023-24 Business Meetings

- A survey was sent out to members in May asking what their preference was regarding monthly or bi-monthly business meetings. Most members indicated they would prefer to have bi-monthly meetings. During the 2022-23 program year members we had 9 business meetings, and we are proposing to have 6 meetings during the 2023-24

program year with the option to add additional meetings if there are matters that need to be discussed in-person. Director's meetings will still be held monthly on Friday's.

- Angela Rodriguez clarified that meeting virtually is no longer an option due to the Brown Act. She would like to have the meetings added to her calendar at the beginning of the year vs. having them added throughout the year. This makes it easier for planning purposes.
- Dr. Nye added that he wouldn't anticipate that we would have something come up that required action and the need to come together. But if we needed to, we could come together for just that action item. He is fully supportive of having bi-monthly meetings.
- Carey Buchanan asked if we must squeeze a meeting in and it's not a meeting where a decision needs to be made, could that meeting be remote? Patricia Oliva responded that if we have items to discuss it could be done during our monthly director's meetings. If that information does not require a vote, a remote meeting could be an option.
- Joe Schallberger asked if it is possible to change the time of the business meetings to better accommodate the members that must travel to/from SCOE and fight traffic. Other members are in agreement and a suggestion was made to change the time from 1:00pm to 3:30pm to 10:00am to 12:30pm.
- Patricia Oliva asked for a vote on having bi-monthly business meetings for the 2023-24 program year. On a motion by Angela Hatter and seconded by Richard Judge the bi-monthly meetings proposal was approved (15 in favor, 0 against). [Folsom Cordova and Twin Rivers submitted their vote electronically in favor of approving the bi-monthly business meetings.]
- Patricia Oliva asked for a vote on moving the business meeting to 10:00am to 12:30pm. On a motion by Carey Buchanan and seconded by Richard Judge the business meeting time change was approved (15 in favor, 0 against). [Folsom Cordova and Twin Rivers submitted their vote electronically in favor of approving the business meeting time change.]

Member and Partner News, Updates, and Challenges

- Natomas has a new superintendent starting July 1, 2023. They had 31 graduates this year which is an increase from previous years. Their summer school programs were full and since they started early they will be wrapping up next week. Laurel Mathison, the current principal at Discovery High School, will be leaving for a position at Twin Rivers. Elaine Light, fiscal staff for Natomas, will be retiring at the end of the fiscal year.
- Los Rios summer enrollment is up roughly 11% while their fall enrollment is up 16% over last year.
- Dr. Nye asked members what their ESL enrollments are currently like and their thoughts on if Los Rios were to change their ESL classes to non-credit. Currently their ESL classes are for credit and transfer level, but don't really count for much if someone was to attend a 4-year college.
 - Carla Slowiczek stated that ESL is CAERC's largest population. As of May 2023 CAERC enrollments increased by 9% and our goal was 5%.
 - Grace Sauser is all for giving students more education, but it depends on how it rolls out. Ideally, a student would be able to dual enroll in an adult school program and a community college program. She doesn't think it would impact her program, but it could have a negative effect on some of our schools that

are really close to community colleges in terms of losing students if there wasn't an incentive to do both.

- Angela Rodriguez thinks it would be a duplication of services. She thinks the lower level stuff should be at the adult school and then the transition into higher level/credit courses at the community college. The better route to go would be to build that pathway through to community college.
- Carla Slowiczek stated that our programs mainly offer integrated skills and not a variety of classes such as discourse, conversation, and academic listening. A few of our schools do offer dedicated grammar and conversation. CAERC attempted a dual enrollment with ARC enrolling student from CAERC into the Los Rios ESL center and while small we did get a lot of interest. It was very enticing and not necessarily competing with our programs because they were supplement and reinforcing.
- Dr. Nye anticipated that any changes would be the same program, just in a different cost format. Students are currently being saddled with financial aid eligibility issues, losing credits in ESL, and they're paying out of pocket. The curriculum would probably be very similar, it would just be non-credit and more open access. He does not know if ESL will be having that conversation, but there is a lot of talk about non-credit statewide.
- Patricia Oliva agreed with what's been stated and doesn't necessarily think it's a bad idea but would really like to create that pathway for students.
- Patricia Oliva asked Dr. Nye for an update on the effort to move dual enrollment forward between CAERC and Los Rios. Dr. Nye responded that the first focus was to get MOUs with every major partner, and they've hired a dual enrollment director. They haven't really focused on adult education yet, but he thinks the timing would be good now. The only issue they have is that Sacramento City is tough to get an MOU with. The MOUs need to be with the districts, but once it's in place adult education can have course agreements.

➤ Upcoming Meetings and Events

- [CASAS Summer Institute](#), In-Person, June 12-15, 2023, Garden Grove
- [CAEP Summit](#), In-Person, October 24-26, 2023, Universal City
- [CAEP TAP Webinars](#):
 - [Part II: Program Evaluation PLCS](#), June 8, 2023, 12:00pm - 1:00pm
 - [CAEP Consortium Management 101](#), August 9, 2023, 12:00pm - 1:30pm
 - [Budget and Work Plan and Quarterly Expenditure Reports for 2023-24](#), August 18, 2023, 12:00pm - 1:30pm

➤ Upcoming CAERC Meetings

- WestEd: A Gateway to College and Living Wage Employment, Friday, June 9, 2023, 9:00am – 2:00pm, Charles A. Jones
- CAERC Data & Accountability Meeting, Thursday, June 22, 2023, 1:00pm – 3:00pm, Online – Open Office Hours
- CAERC Business Meeting, Wednesday, August 2, 2023, 1:00pm – 2:00pm, SCOE, Board Room
- CAERC Working Meeting, Wednesday, August 2, 2023, 2:00pm – 3:00pm, SCOE, Board Room

- CAERC Budget Meeting and Director's Workgroup, Friday, August 11, 2023, 9:00am – 11:00am, 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 Grace Sauser, the June 7, 2023, consortium meeting adjourned at 1:57 p.m. (14 in favor, 0 against).