



Meeting Minutes October 9, 2024

➤ **Members:**

Alicia Ramos, Galt Joint USD
Angela Rodriguez, Elk Grove USD
An Ta, Yolo COE
Carey Buchanan, El Dorado COE
Carla Slowiczek, CAERC/Sacramento COE
Clifton Carley, Sacramento City USD
David Rodriguez, Natomas USD
Diana Griffin, Amador County USD
Jackie White, CAERC/Sacramento COE
Dr. Jamey Nye, Los Rios CCD
Joe Schallberger, Galt Joint UHSD
Kiu Chuong, CAERC/Sacramento COE
Laurelle Mathison, Twin Rivers USD
Leah Diaz, Sacramento City College
Dr. Marla Clayton Johnson, Sacramento City USD
Michelle O’Camb, SETA
Patricia Black, CAERC/Sacramento COE
Patricia Oliva, CAERC/Sacramento COE
Richard Judge, San Juan USD
Stephanie Groat, Washington USD

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

The meeting started at 10:03 am. Patricia Oliva welcomed members and partners to the meeting. Roll call of members was taken. Nine voting members were present at the time of roll call (Amador, El Dorado COE, Elk Grove, Galt, Los Rios, Sacramento City, San Juan, Twin Rivers, and Washington). Natomas arrived after the roll call. Folsom Cordova and Sacramento COE were unable to attend the meeting and submitted their votes electronically. This met the requirements of a quorum as stated in the Governance Plan. With a quorum established, CAERC business proceeded as usual.

Partners from Sacramento City College, SETA and Yolo COE were also present at the meeting.

➤ **Approval of October 9, 2024, Meeting Agenda**

- The agenda for the October 9, 2024, meeting was reviewed.

- On a motion by Carey Buchanan and seconded by Angela Rodriguez the October 9, 2024, agenda was approved (14 in favor, 0 against). [Folsom Cordova and Sacramento COE submitted their vote electronically in favor of approving the agenda.]

➤ **Approval of August 7, 2024, Meeting Minutes**

- Minutes from the August 7, 2024, consortium meeting were reviewed.
- On a motion by Carey Buchanan and seconded by Clifton Carley the August 7, 2024, minutes were approved (14 in favor, 0 against). [Folsom Cordova and Sacramento COE submitted their vote electronically in favor of approving the agenda.]
- Approved August 7, 2024, minutes will be posted on the CAERC website at www.caerc.org.

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

- October 30, 2024 – 24/25 Member Program Year Budget and Work Plan Certified by Consortia in NOVA
- October 31, 2024 – Student Data in TOPSPro (Q1)
- October 31, 2024 – Employment and Earnings Follow-Up Survey
- December 1, 2024 – July 1, 2023 to June 30, 2024 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and Certified by Consortium
- December 1, 2024 – 22/23, 23/24, and 24/25 Member Expense Report due in NOVA

➤ **Select Topics**

Three-Year Plan

- The California Adult Education Program (CAEP) three-year planning process provides CAEP consortia and consortium members a chance to (1) collectively assess the impact of services provided over the previous period, (2) identify educational and workforce needs among adult education beneficiaries and providers in the region, and (3) define strategies to meet these needs over the coming three years. The planning process presents an opportunity to evaluate the current status of adult education and workforce services, which can promote stronger collaboration among agencies and deeper connections to students and communities.

Dual Enrollment

- Dual Enrollment presentations can be found on the [Transition Navigator Resource Hub](#).
- Spring 2025 semester starts January 18, 2025. Students can dual enroll through 2 pathways – CCAP or other open classes.
- Dr. Nye asked how does this work on the adult education side? Self-enrollment is coming up for all students. CCAP students go right into seats that are held for them. High school students need signatures from a parent and counselor, but adult education students don't need a signature.
 - Dr. Oliva responded that this is the first time it's been done electronically. Sean O'Neill opened up CCAP seats at Sacramento City through HSI. 6 students are dual enrolled, 5 are enrolled through CCAP, and 1 student enrolled on their own. Dr. Nye will follow up on non-CCAP pathway and make sure things are clear.

- Los Rios wants to help students accelerate in their path to HSD, but also still get college credit where applicable. Los Rios has CCAP agreements with all our CAERC members except Sacramento City.
- Amador has an agreement with their K12 through Columbia College due to their location. They've had dual enrollment for a while. 3 students are currently enrolled, 2 students are enrolling for the spring semester. They would like to be able to partner with Los Rios since they offer a broader course catalog.

Member and Partner News, Updates, and Challenges

- Sacramento City has hired a new director, Dr. Marla Clayton Johnson. She has an adult education background. Their COE and WASC visit will be October 28th to 30th. They've also backfilled a supervisor position.
- Twin Rivers has filled some empty positions with 3 new staff members. They are looking for another ESL teacher and for someone to work in the evenings in the office. WASC and FPM will both be at the end of the year.
- Natomas has had a great start to the year. They have a waitlist for their diploma program and are looking to hire a new teacher to help. Bus driving certification is being worked on through the district.
- SETA has a new executive director and new branding. Their WIOA is up for reauthorization. During the first quarter they saw 40,000 people coming into the job centers. The refugee program fiscal year ended at the end of September and the numbers look like they'll be increasing.
- Washington has two new teachers. One instructor for ESL and one for NCCT.
- Leah Diaz shared that the Los Rios Community College application for 25/26 will open in February 2025.
- Los Rios is exploring non-credit classes and figuring out what that process might look like. It won't be a quick process.
 - Angela Rodriguez asked how the college views non-credit as far as not duplicating what adult education offers (ex: ESL).
 - Those conversations have not happened yet, but Dr. Nye is happy to have a conversation if they go down that path.
- Yolo COE is hosting a free Transition Age Youth Summit on November 2nd. They have been awarded an education pathways grant as well as a social work and human services grant. They will be starting a program called the National External Diploma Program which is a hands-on learning program that assesses the high school level skills of adults and out-of-school youth. They hope to have their first students within the next month.
- Amador has been going to community meetings and doing outreach. Their next orientation will be held after their fall break.
- San Juan's enrollments are high, and they have waitlists for some classes. They hosted a job fair at Encina High School with SETA and EDD this past Friday with about 400 people attending. Their new 4-week job readiness class starts this week and currently has 5 or 6 students so far. Next week a Microsoft Office Application class will be starting.
- Galt has a cap on their GED classes. They've been hosting a combined ESL and GED class. In the spring they hope to offer a Spanish class for English speakers that want to learn Spanish.
- Elk Grove's HSD, GED, and ESL classes are pretty full, and enrollment is down to once a month. Every spot on campus is being affected by their construction project.

Construction is supposed to wrap at the end of October, and they will have a brand-new GED testing center, a computer classroom, and a couple regular classrooms. Their job center has been extremely busy and will be expanded as well. The jail programs are expanding with technology, and they will be piloting NROC at the jail programs. They are looking to expand some of their healthcare pathways with the ELL pathways grant.

➤ **Upcoming Meetings and Events**

- [Meeting of the Minds](#), September 3-5, 2024 – Monterey
- [CAEP Consortium Director's Event](#), September 26-27, 2024 - Sacramento
- [CCCAOE Fall Conference](#), October 23-25, 2024 – Palm Springs
- [CAEP Summit](#), October 28-30, 2024 - Oakland
- [CAEP TAP Webinars](#)
 - September 20, 2024 - [2024 PD for New Consortium Leads and Administrators](#)

➤ **Upcoming CAERC Meetings**

- Budget and Director's Workgroup, Friday, August 16, 2024, 9:00am – 11:00am, Online
- Director's Workgroup, Friday, September 13, 2024, 9:00am – 11:00am, SCOE, Room B
- CAERC Data & Accountability Meeting, Thursday, September 19, 2024, 1:00pm – 3:00pm, Online
- CAERC Network of Transition Navigators Meeting, Friday, September 20, 2024, 9:30am – 11:30am, Elk Grove Adult and Community Education
- CAERC October Business and Working Meeting, Wednesday, October 9, 2024, 10:00am – 12:30pm, SCOE, Board Room

➤ **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 Carey Buchanan and seconded by David Rodriguez, the October 9, 2024, consortium meeting adjourned at 11:08 am. (13 in favor, 0 against)