



Meeting Minutes February 7, 2024

➤ **Members:**

Alicia Ramos, Galt Joint UHSD
Carey Buchanan, El Dorado COE
Carla Galbraith, Sacramento City USD
Carla Slowiczek, CAERC/Sacramento COE
Clifton Carley, Sacramento City USD
David Rodriguez, Natomas USD
Diana Griffin, Amador County USD
Grace Sauser, Davis Joint USD
Dr. Jamey Nye, Los Rios CCD
Joe Schallberger, Galt Joint UHSD
Kiu Chuong, CAERC/Sacramento COE
Matt Strinden, San Juan USD
Michelle O’Camb, SETA
Dr. Nancy Herota, CAERC/Sacramento COE
Patricia Black, CAERC/Sacramento COE
Patricia Oliva, CAERC/Sacramento COE
Rhonda Balmain, Folsom Cordova USD
Richard Judge, San Juan USD
Rob Kinder, Davis Joint USD
Sean O’Neill, Los Rios CCD

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

The meeting started at 10:04 am. Patricia Oliva welcomed members and partners to the meeting. Roll call of members was taken. Seven voting members were present at the time of roll call (Amador, Davis, El Dorado COE, Folsom Cordova, Los Rios, Natomas, and Sacramento City). Galt and San Juan arrived after the roll call. Sacramento COE, Twin Rivers, and Washington 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 SETA were also present at the meeting.

➤ **Approval of February 7, 2024, Meeting Agenda**

- The agenda for the February 7, 2024, meeting was reviewed.

- On a motion by David Rodriguez and seconded by Carey Buchanan the February 7, 2024, agenda was approved (13 in favor, 0 against). [Sacramento COE, Twin Rivers, and Washington submitted their vote electronically in favor of approving the agenda.]

➤ **Approval of December 6, 2023, Meeting Minutes**

- Minutes from the December 6, 2023, consortium meeting were reviewed.
- On a motion by David Rodriguez and seconded by Carla Galbraith, the December 6, 2023, minutes were approved (13 in favor, 0 against). [Sacramento COE, Twin Rivers, and Washington submitted their vote electronically in favor of approving the agenda.]
- Approved December 6, 2023, minutes will be posted on the CAERC website at www.caerc.org.

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

- February 28, 2024 – Preliminary allocations for 2024-25 and 2025-26 released by this date
- March 1, 2024 – 21/22 and 22/23-, and 23/24-Member Expense Report due in NOVA (Q2)
- March 31, 2024 - 21/22 and 22/23-, and 23/24-Member Expense Report (Q2) certified by Consortia
- March 31, 2024 – End of Q3

➤ **Select Topics**

Los Rios Dual Enrollment

- Sean O’Neill, Director of Dual Enrollment for Los Rios Community Colleges, presented on different types of early college credit, early college credit terminology, types of dual enrollment in CA, and adult dual enrollment considerations. The PowerPoint can be viewed [here](#).
- Dual enrollment is a college course. A high school student taking a college course could be taught by the high school teacher or by a professor, but it is a college course. Not all dual enrollment gives dual credit.
- Rhonda Balmain asked how the different types of early college credit would apply to independent study?
 - You can give college credit. Dual credit is when a student gets credit for the one course at both the high school and the college. That is where the independent study piece can grab onto things.
- Dr. Herota asked for clarification regarding classes being taught by a college faculty member or a high school teacher.
 - Los Rios has an agreement with their faculty union that any college course is taught by a faculty member. If a high school teacher wanted to teach a dual enrollment class, they would need to be hired by Los Rios as an adjunct instructor. Not every community college does it this way though.
- College and Career Access Pathway (CCAP)
 - CCAP is [legislation](#) passed in 2016 that allows colleges to close courses on a high school campus during a school day. It helps force colleges and high schools into relationships and into talking about pathways. For a CCAP pathway to be a pathway it needs to have at least 2 courses. The agreement can be between the college district and a charter school, high school district, or county office of education.

- Non-CCAP is any dual enrollment not happening in conversation with the high school.
- The biggest difference between CCAP and non-CCAP students are the fees. Non-CCAP students are responsible for their own fees and materials. The high school or adult school would commit to covering fees and materials for CCAP students.
- In general, smaller schools will not have enough students to close a course off from outside students. But if CAERC could take students interested in each agency, we'd be able to create a CCAP class.
- A student that was taking 12 units and really wanted to be part of the cohort but could not because he would lose his insurance. Patricia Oliva asked if there is a way around this?
 - Yes, it needs to be included in the CCAP agreement and reported to the State Chancellor's Office 30 days (about 4 and a half weeks) before the start of the course. It is a little bit tougher to do and it's not possible to do it mid-term.
- Grace Sauser really appreciates the support that seems to come with dual enrollment and asked if it is an element of the CCAP?
 - It is a requirement of the CCAP agreement. The agency defines what the support is going to be, and specific programs vary by college. The expectation is that you have planned out the pathway and can build in those supports.

Commented [PBI]: Patricia O - please correct this if i'm wrong. When you asked about it I was just assuming the student was from San Juan.

AJCC Article for the CAERC Newsletter

- Carla Slowiczek is putting together articles for our bi-annual CAERC newsletter. This next newsletter will highlight our collaborations with WIOA Title I and our AJCC's. She will be putting together a Q&A and reaching out to those members that have co-located AJCC's. Mia Reed, CAERC Content Developer, will also be featured highlighting her efforts to promote adult education across the consortium. Our goal is to have it out in the Spring.

CAERC Infographics

- Infographics are out and up to date. If you need more printed posters, please let us know. You can also find the links to the posters on www.capitaladulthood.org.

Member and Partner News, Updates, and Challenges

- Kiu Chuong thanked the members for submitting their Q2 Nova expenditure report. There is no carryover, so there is no money to redistribute now. Last year we did have a carryover of 25.8%, which is going to be important come June. With AB 1491 there will be a carryover cap of 20%. Effective July 1st we are looking at a .76% COLA. This has not been approved yet and could change.
- Carla Galbraith is trying to acknowledge adult education week at their site and during a board presentation in March or April, but she can't find an official date. While there is a CCAE (California Council for Adult Education) leg week, the dates for an adult education week are not readily available. Grace Sauser is going to find out the exact dates and will let everyone know.
- Carey Buchanan shared that they had their medical assistant program ribbon cutting ceremony on January 10th. They had almost 100 people there despite the severe weather. EDCOE has partnered with Marshall Medical Center to open the Marshall

School of Medical Assisting. They already have 19 students and a waiting list for the next cohort.

➤ **Upcoming Meetings and Events**

- [CAEAA State Conference 2024](#), February 8-9, 2024 – Sacramento
- [OTAN's TDLS](#), March 1-2, 2024 – Fremont
- [COABE](#), March 17-20, 2024 – Nashville, TN
- [Managing CAEP Data in ASAP](#) - Training April 18, 2024 - SCOE
- [CCCAOE Spring Conference 2024](#), April 23-26, 2024 – Sacramento
- [CCA State](#), May 9-11, 2024 – Anaheim
- [CASAS Summer Institute](#), June 17-20, 2024 – Orange County

➤ **Upcoming CAERC Meetings**

- Budget and Director's Workgroup, Friday, February 16, 2024, 9:00am – 11:00am, Online
- CAERC Data & Accountability Meeting, Thursday, February 22, 2024, 1:00pm – 3:00pm, Online
- Director's Workgroup, Friday, March 15, 2024, 9:00am – 11:00am, SCOE, Room C
- CAERC Data & Accountability Meeting, Thursday, March 21, 2024, 1:00pm – 3:00pm, Online
- CAERC Network of Transition Navigators Meeting, Friday, March 22, 2024, 9:30am – 11:30am, Charles A. Jones

➤ **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 Grace Sauser and seconded by Clifton Carley, the February 7, 2024, consortium meeting adjourned at 10:58 am. (12 in favor, 0 against)