



Capital Adult Education Regional Consortium

Meeting Minutes

January 14, 2015

➤ **Members & Partners Present:**

Alyson Collier, Program Coordinator, Center Joint USD
Branka Marceta, Coordinator, OTAN
Brian Broadway, Business and Community Liaison, Sacramento Job Corps
Charlie Linebarger, Principal, Folsom Cordova USD
Connie Lee, CAERC Director, Sacramento COE
Denyse Curtright, California Department of Developmental Services
Grace Sauser, Principal, Davis Joint USD
Dr. Gwyn Tracy, Coordinator, Los Rios Community College
Holly Clark, CAERC Administrative Assistant, Sacramento COE
James Woods, Director, El Dorado COE
Dr. Jamey Nye, Associate Vice President of Instruction and Student Learning, Cosumnes River College
Jan Hake, North Central Adult Education Consortium
John Fleischman, CAERC Co-Chair, Assistant Superintendent, Sacramento COE
Julia Jolly, Associate Vice President General Education, Sacramento City College
Karen Malkiewicz, Principal, Elk Grove USD
Ken Vanderford, Adult Education Administrator, Natomas USD
Lee Farrand, Transition Specialist, Highlands CCTS
Linda Fowler, Retired Board Member of Twin Rivers USD, Highlands CCTS
Lynn Bartlett, Principal, Sunrise Tech Center, San Juan USD
Maria Rosado, California Human Development
Marla Miller, Director, Twin Rivers USD
Dr. Matt Perry, Assistant Superintendent, CRANE
Maysua Chervunkong, Workforce Development Analyst, SETA
Paul Castro, Program Director, California Human Development
Rose Ramos, Assoc. Vice Chancellor of Finance, Los Rios Community College
Stephanie Allen, Literacy Coordinator, Sacramento Public Library Authority
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
Wilda Benamati, California Department of Developmental Services

- ### ➤ **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 December 3, 2014 Meeting Minutes**

- Minutes from the December 3, 2014 Member/Partner Meeting were reviewed.
- On a motion by Sue Gilmore and seconded by Charlie Linebarger, the December minutes were approved. Motion carried unanimously.
- Approved December 3rd minutes will be posted on the CAERC website at www.capitaladulted.org.

➤ **AB 86 Update and Informational Items**

- The Governor's Budget Summary was released Friday, January 9, 2015.
 - The budget proposes \$500 million in Prop 98 General Funds for an Adult Education Block Grant.
 - The block grant will fund programs in the five core areas:
 - Elementary and secondary basic skills
 - Classes and courses in citizenship and ESL for immigrants
 - Education programs for adults with disabilities
 - Short term CTE programs linked to occupations with high employment potential
 - Programs for apprentices
 - The design behind the funding is to promote collaboration.
 - Each consortium will form an allocation committee to ensure various funding streams are coordinated. The allocation committee will determine how to allocate the funds for direct instruction, support services, and administration for the consortium, which will be capped at 5%. The allocation committee will consist of 7 members representing:
 - Community Colleges
 - K-12 districts
 - Other adult education providers
 - Local workforce investment boards
 - County social services departments
 - Correctional rehabilitation programs
 - Public member with relevant expertise
 - The Chancellor of the Community Colleges and the Superintendent of Public Instruction will jointly approve allocation of funds, with emphasis on providing funding to those regions with the greatest adult education needs. In the initial year, 2015-16, funding will be provided directly to K-12 districts in the amount of their maintenance of effort funding to support adult education. The maintenance of effort funding should be available July 1, 2015. Further allocations will be disbursed according to the local allocation committees.
 - The \$500 million is not designed to go to community colleges for offering additional sections in credit or non-credit. Community colleges may use the growth funds in their budgets for additional credit or non-credit adult education-level course sections.
- The Legislation Analysts Office Overview of the Governor's budget was released Tuesday, January 13, 2014.
 - For the 2015-16 year only, the new funds would replace dollar-for-dollar, LCFF funds currently allocated to school districts to run adult education programs in the five core program areas. LAO's estimate for this is \$350 million. The remainder of the funds, approximately \$150 million, would be allocated by the Chancellor and Superintendent of Public Instruction and would be based on regional adult education needs.
 - The administration indicates that it will provide a more comprehensive proposal, including a new accountability system, student placement criteria, and linked data systems following receipt of the regional adult education plans.

- Forging a coherent system from multiple programs is a significant undertaking that will require several years to complete.
- John F., Sue L., and Connie participated in a conference call with the Department of Finance representatives Tuesday morning, January 13, 2014.
 - Funds will be distributed as a block grant. Funding will:
 - Build on existing work
 - Provide a stable source of revenue
 - Emphasize collaboration within the region
 - Leverage other existing funding streams
 - Approach to determine funding levels:
 - Level of previous funding
 - Needs within region
 - Performance of consortium
 - Overall appropriation is to the California Community Colleges Chancellor's Office. The Chancellor's Office will need to work with CDE to determine process for distribution.
 - Trailer bill language is expected on February 1, 2015.
 - 2015-16 will be a transition year; 2016-17 funding will go directly to providers through the fiscal agent as determined by the local allocation board.
 - Consortia are expected to continue working the way they are. The consortia are developing implementation plans.
 - The community college budget included additional allocations in the student success and equity plans. This can also help adult education students transition more smoothly into the community college programs.

➤ **December Report Update**

- CAERC's December report is available online, <http://capitaladulthood.org/workProducts.html>
- Need to continue refining regional priorities based on economic needs.
- Next report is due March 1, 2015 and will include revisions and fine-tuning based on the December report. The March report will be the final plan document for the AB 86 grant.
- CAERC block grant funding is unknown so subcommittees should prioritize strategies to ensure they are feasible. Sue L. stated that Prop 98 funds are not only for Prop 98 eligible institutions, but could be allocated by the consortium for classes or services provided by other institutions or agencies.

➤ **December Report Update**

- Part I – Recruit members for Finance Subcommittee
 - A Finance subcommittee has been established. Members are welcome and encouraged to join. Responsibilities of the Finance subcommittee will be to:
 - Review the Governor's January budget, review the latest CAERC Regional Plan, review upcoming trailer bill related to adult education, attend member meetings, analyze regional data and need for the next two years, and provide funding allocation recommendations for CAERC March report and response to Governor's May revised budget.
 - Upcoming Finance Subcommittee dates are February 10, 2015 and February 20, 2015. Please see the CAERC website calendar for meeting location and times.
 - The Consortium was funded through June 30, 2015. Consortium-wide meetings will continue after the submission of the March report.
 - John F., Sue L., and Connie will be non-voting advisors to the committee.
 - One of the responsibilities of the Consortium, overall, is to look at where the needs are in different areas. The Finance Subcommittee will review those needs and give scenarios for how to address those gaps.

- The Consortium will need to decide what is wanted and expected in terms of support from the people assigned to operate the Consortium and what that will look like in terms of funding.
 - The fiscal agent for the Consortium needs to be identified. Los Rios is the fiscal agent for the grant. There has been no decision about who should be the fiscal agent once the Consortium gets started.
 - The amount of indirect the fiscal agent will receives to support future work is still unknown.
 - The Governor's budget provides three more years of Career Pathways Trust funding as well, at the current funding level. It is designed to build pathways with community colleges and the desire is to integrate it with adult education.
- Part II – Identify regional program expansion
 - Members and Partners present reviewed the CAERC Members Survey. The survey will be emailed to members January 15, 2015. Only members will have to complete the survey. One survey should be completed per member institution.
 - The purpose is to identify regional program expansion based on anticipated 2014/15 block grant funding.
 - When filling out the survey, please keep in mind: If there is money available where are the needs in your program? How would you like to address those needs? Does your organization have the capacity to provide additional programs/services?
 - The survey results will inform and guide the work of the Finance Subcommittee.
- Part III – Review and analyze CAERC Members Survey results and program-area subcommittee recommendations
 - Members will need to calendar all day for CAERC on February 4, 2015.
 - Members meeting on February 4, 2015 from 9 am – 12 pm.
 - Task is to analyze the survey results and program-area subcommittee recommendations
 - CAERC will create a regional map to identify services provided for each program area. Members will analyze need and how to address it among members and partners.
 - Los Rios faculty should list what is currently being done and what they would like to see done in the future. Keep in mind if the plan is to grow sections, college growth money will need to be used.
 - Members and Partners meeting will be held on February 4, 2015 from 1:30 pm – 3:30 pm.
- Part IV – Prioritize regional strategies
 - The latest schedule of CAERC meetings was distributed. The CAERC website, <http://capitaladulthood.org/calendar.html>, is updated with all meetings.
 - Subcommittees will prioritize strategies for year 1 (FY 2015/16) and year 2 (FY 2016/17) based on the December report and the Governor's Budget.
 - There is a Members meeting on February 6 - 7, 2015 from 9 am – 3 pm. The goal of this meeting is to prioritize the strategies recommended by the subcommittees and then outline an implementation plan. The implementation plan should include how CAERC would like to implement for pathways, how to implement for direct instruction, support services, etc.
 - Recommendation on who should attend:
 - Subcommittee Leads, teachers, faculty, finance personnel, CAERC members (primary and/or secondary).

➤ **Other Items for Discussion or Distribution**

- There were no other items for discussion or distribution. Meeting Adjourned at 2:47 pm