



Capital Adult Education Regional Consortium

Meeting Minutes March 6, 2019

➤ **Members & Partners Present:**

Dr. Al Rogers, CAERC/Sacramento COE
Alejandro Ramos, Washington USD
Ana Uzzhina, Sacramento COE
Bethany Ely, CAERC/Sacramento COE
Branka Marceta, CAERC/Sacramento COE
Casandra Issaka, Sacramento Public Library Authority
David French, Center Joint USD
Diana Batista, Sacramento COE
Gary Sutherland, El Dorado COE
Grace Sauser, Davis Joint USD
Dr. Jamey Nye, Los Rios CCD
Karen Malkiewicz, Elk Grove USD
Kelly Hunkins, Amador USD
Kiu Chuong, CAERC/Sacramento COE
Lisa Pettis, Galt Joint UHSD
Lynn Bartlett, San Juan USD
Max Villalva, Sacramento Food Bank
Mike Smith, Sacramento COE
Patricia Black, CAERC/Sacramento COE
Rhonda Koff Balmain, Folsom Cordova USD
Dr. Susan Lytle Gilmore, Sacramento City USD
Tanya Praest, Twin Rivers USD

➤ **Welcome:** Branka Marceta, CAERC Director

The meeting started at 1:04 pm. Branka Marceta welcomed members and partners to the meeting. Roll call of members was taken. Nine voting members were present at time of roll call (Amador, Center, El Dorado COE, Galt, Los Rios, Sacramento City, Sacramento COE, Twin Rivers, and Washington). Davis, Elk Grove, Folsom Cordova, and San Juan arrived after the roll call which 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 Authority and Sacramento Food Bank were also present for the meeting.

➤ **Approval of March 6, 2019 Meeting Agenda**

- The agenda for the March 6, 2019 meeting was reviewed.
- On a motion by Sue Gilmore and seconded by Gary Sutherland, the March 6, 2019 agenda was approved (14 in favor, 0 against).

- **Approval of February 13, 2019 Meeting Minutes**
 - Minutes from the February 13, 2019 Consortium meeting were reviewed.
 - On a motion by Sue Gilmore and seconded by David French, the February 13, 2019 minutes were approved (14 in favor, 0 against).
 - Approved February 13, 2019 minutes will be posted on the CAERC website at www.caerc.org

- **California Adult education Program Updates and Deliverables**
 - Preliminary Allocations for 2019-20 & 2020-21**
 - Preliminary 2019-20 allocations for adult education programs were released on February 20, 2019 and have been posted to the California Adult education Program (CAEP) website. These allocations can also be found in NOVA.
 - In the January Budget Proposal programs state wide received a COLA and in 2019-20 CAERC will receive \$12,009,987.
 - Over the next two months, consortium members will schedule public meetings to discuss how funds will be allocated to each consortium member for the 2019-20 state fiscal year. This discussion will be formalized through the CFAD process and finalized in NOVA. Each consortium and their members must certify the CFAD in NOVA by May 2, 2019.
 - Close Out of 2016-17 [Fund B] for Members**
 - Quarter 2 expenditures were due February 1, 2019. As members certified this information, they also certified that they closed out the 2016-17 budget with no funds being reverted to the state.
 - Close Out of 2016-17 [Fund B] for Consortium**
 - The consortium deadline to close out 2016-17 [Fund B] is March 31, 2019.
 - Q3 Student Data in CASAS TE**
 - Student data for quarter 3 is due in CASAS TOPSpro Enterprise on April 30, 2019.
 - Consortium Fiscal Allocation Declaration (CFAD) for 2019-20**
 - The CFAD is due in NOVA on May 2, 2019.
 - 3-year Strategic Plan and Evaluation Report**
 - CAERC staff have conducted 9 out of 14 interviews so far. This information will be used to complete various sections of the 3-year plan.
 - A whole-day consortium-wide member engagement event is slated for Friday, May 3, 2019, at Charles A. Jones. Thank you to Sacramento City USD adult education for graciously providing this space. During this event the 3-year plan will be discussed with various stakeholders: teachers, support staff, administrators, and others.
 - A whole-day partner engagement event is slated for Friday, May 10, 2019, at LRCCD's Ethan Way location. Thank you to Los Rios CCD for graciously providing this space. The day will consist of discussions around the 3-year plan and mini-presentations about the existing projects between CAERC members and partners.

- **Select Topics**
 - Consortium-level Transition into Postsecondary and Workforce**
 - In the first 3 years, under the CAERC Regional Priority to Develop Alignment and Pathways, the consortium focused on aligning curriculum. For the next 3-year cycle the proposal is to focus on transitions into postsecondary education and workforce.
 - Dr. Jamey Nye stated that we have a problem with closing the loop on students coming out of adult education and transitioning into postsecondary. Generally students who come out of adult education do better with an orientation or a “warm hand-off” to postsecondary and community college. A person is needed to help with this transition.
 - Los Rios CCD Outreach Specialists currently go out to high schools to help students with registration and enrollment. At this moment a similar process for adult education needs to

be established. Some of the member suggestions to help with this transition include: individuals going out to sites to advertise offerings and provide information about financial aid; have group events at different locations to advertise offerings and provide assistance for registration; having a liaison at the colleges to help with non-traditional students; an archived webinar that is an introduction to the colleges, programs, classes, degrees and certifications; and having an Adult Education Counselor at each campus that would have all the required knowledge.

- Folsom Cordova currently has a transition specialist who meets with every incoming student to help the adult learner figure out “what’s next” and to keep them on track.
- For students who want to continue on to college, El Dorado COE does a handoff from their Adult Education program to the representative at the nearby LRCCD extension.
- Further opportunities will be scheduled to discuss this proposed regional strategy as a three-year pilot.

Proposed Pilot: CASAS to Develop API for Data Exchange for CAERC and SETA

- SETA colleagues and Sacramento City USD Adult Education colleagues participated in a phone call on February 25, 2019, to discuss a proposed pilot where certain data points from the adult education reporting system, CASAS TOPSpro Enterprise, would be compared to the data points from CalJOBS. This would help both systems report more accurately the outcomes such as training, education, workforce development. As the next step, CASAS will communicate with the state-level contacts for CalJOBS and Employment Development Department to discuss the development of MOUs.
- Since a quorum was established this item was submitted as a vote. On a motion by Sue Gilmore and seconded by Karen Malkiewicz, the CASAS proposed pilot was approved (16 in favor, 0 against).

New RFA: ELL Navigator and Co-Enrollment Pilot

- Four of our members participated in the first English Language Learner Navigator Pilot with SETA. SETA is considering applying for the “second round” under the new Request for Applications for the ELL Co-enrollment Pilot. Funded by the Labor and Workforce Development Agency, California Workforce Development Board and the Employment Development Department this would be an 18-month pilot, lasting from June 2019 to December 2020. The deadline to apply is April 1, 2019.

➤ **Upcoming Meetings and Events**

- Coalition on Adult Basic Education [COABE] Conference, March 31-April 3, 2019, New Orleans, LA
- California Community College Association for Occupational Education [CCCAOE] Spring Conference, April 3-5, 2019, Sacramento
- California Council for Adult education [CCAEE] Conference, April 25-27, 2019, San Diego
- Comprehensive Adult Student Assessment Systems [CASAS] Summer Institute, June 11-13, 2019, Anaheim
- CAEP TAP Webinars:
 - Low Hanging Fruit: How to Improve Student Performance of Those Already in the System Part III, Wednesday, March 13, 2019, 12:00pm – 1:30pm
 - Interest-based Decision Making: How to Find Win-Win Solutions for Groups, Friday, March 22, 2019, 1:00pm – 2:00pm

➤ **Upcoming CAERC Meetings**

- PD: ELA Writing Network, Friday, March 8, 2019, 1:30pm – 4:00pm, SCOE/Room A
- Asset Map Data Entry Training, Tuesday, March 12, 2019, 9:00am – 11:00am, SCOE/Computer Lab
- Director’s Workgroup Meeting, Friday, March 15, 2019, 12:00pm – 4:00pm, SCOE/Room A
- Data & Accountability Meeting, Thursday, March 21, 2019, 1:00pm – 3:30pm, SCOE/Room C

- Monthly Consortium Business Meeting, Wednesday, April 3, 2019, 1:00pm – 2:00 pm, SCOE Conference Center/Rooms W/Y
- Monthly Consortium Working Meeting, Wednesday, April 3, 2019, 2:00pm – 3:30 pm, SCOE Conference Center/Rooms W/Y

➤ **Other Items for Discussion or Distribution**

- There were no items for distribution.

➤ **Public Comments**

- There were no public comments.

➤ **Adjournment**

- On a motion by Sue Gilmore and seconded by Lynn Bartlett, the March 6, 2019 consortium meeting adjourned at 2:02 p.m. (16 in favor, 0 against).