



Capital Adult Education Regional Consortium

Meeting Minutes April 3, 2019

➤ **Members & Partners Present:**

Dr. Al Rogers, CAERC/Sacramento COE
Andy Parsons, Washington USD
Bethany Ely, CAERC/Sacramento COE
Branka Marceta, CAERC/Sacramento COE
Gary Sutherland, El Dorado COE
Grace Sauser, Davis Joint USD
Dr. Jamey Nye, Los Rios CCD
Kelly Hunkins, Amador USD
Keven MacDonald, Natomas USD
Kiu Chuong, CAERC/Sacramento COE
Laura Cortesi, Futures Explored
Lynn Bartlett, San Juan USD
Patricia Black, CAERC/Sacramento COE
Renee Collins, Washington USD
Dr. Susan Lytle Gilmore, Sacramento City USD
Tanya Praest, Twin Rivers USD
Xitalic Martinez, Sacramento Works
Louise Stymeist, CTE/Sacramento COE
Raelynn Sharp, CTE/Sacramento COE

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

The meeting started at 1:05 pm. Branka Marceta welcomed members and partners to the meeting. Roll call of members was taken. Eight voting members were present at time of roll call (Amador, El Dorado COE, Los Rios, Natomas, Sacramento City, San Juan, Twin Rivers, and Washington). Davis arrived after the roll call and 2 members who were unable to attend submitted their votes electronically (Galt and Sacramento COE) which met the requirements of a quorum as stated in the Governance Plan. With a quorum established, CAERC business proceeded as usual.

Partners' Futures Explored, Sacramento Works and Sacramento County Office of Education's Career and Technical Education Division representatives were also present for the meeting.

➤ **Approval of April 3, 2019 Meeting Agenda**

- The agenda for the April 3, 2019 meeting was reviewed.

- On a motion by Sue Gilmore and seconded by Tanya Praest, the April 3, 2019 agenda was approved (13 in favor, 0 against). [Galt and Sacramento COE submitted their vote electronically in favor of approving the agenda.]

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

- Minutes from the March 6, 2019 Consortium meeting were reviewed.
- On a motion by Sue Gilmore and seconded by Lynn Bartlett, the March 6, 2019 minutes were approved (13 in favor, 0 against). [Galt and Sacramento COE submitted their vote electronically in favor of approving the agenda.]
- Approved March 6, 2019 minutes will be posted on the CAERC website at www.caerc.org

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

Q3 Student Data

- Q3 student data is due in CASAS TE on April 30, 2019.

Consortium Fiscal Allocation Declaration (CFAD) for 2019-20

- The CFAD is now live in the NOVA system. It reflects the \$401,648 increase in allocation to CAERC as a result of the Governor's January Budget Proposal.
- CAERC members will officially approve the CFAD by May 2, 2019.
- The funds will be allocated as follows: 12 members that receive funding for programs will receive the increase to the base in the amount of the 3.46% cost-of-living adjustment. SCOE will receive the funding to act as a fiscal agent and as a program manager to carry out consortium-level activities to meet the priority goals for the whole region. Any unallocated consortium-level funds will be distributed to the members based on the original allocation formula percentages. In case a member opts out of receiving the additional funds, that amount will be redistributed to other members based on the original allocation formula.

3-year Strategic Plan and Evaluation Report

- The 3-year plan is due on June 7, 2019.
- CAERC staff conducted the last member interview on Friday, March 29, 2019 with El Dorado COE. These interviews helped to inform the content of the plan.
- Lynn Bartlett voiced that her staff really enjoyed being included and getting to hear about the bigger picture.

➤ **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 seamless transitions into postsecondary education and workforce by piloting a network of transition navigators.
- Each member will receive an additional \$35,000 in their MOU to fund the activities related to the network of transition navigators.
- A central position is being proposed as an outreach specialist/transition navigator to learn about LRCCD and to serve as a liaison between the K12 adult schools and LRCCD colleges.
- A possible outcome that Davis would like to see is concurrent enrollment where as a student is finishing up their GED or diploma, they are also enrolled in college classes to get them acclimated to the system.

- Natomas had a program where an American River College (ARC) teacher taught on their campus. Those students also went through the community college application process and the FAFSA process. Due to budget restrictions this program is no longer running. A possible outcome Natomas would like to see is having students attend community college, but have the college offer an adult education class 1-2 nights a week that would help students with homework and offer them support.
- Louise Stymeist, speaking about K12 Strong Workforce Program being formed currently, would like to make the transition apparent to students. A possible option would be to create a corresponding website to CAERCs that shows how the pathways align.
- Another possible outcome would be to give adult education students some priority in registering for classes at community college as long as they meet the requirements.
- Laura Cortesi from Futures Explored posed the option of Los Rios offering drop in classes that combines the application and FAFSA process to better assist adult learners.

Member Engagement Event

- 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.

Partner Engagement Event

- 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.

➤ **Upcoming Meetings and Events**

- California Community College Association for Occupational Education [CCCAOE] Spring Conference, April 3-5, 2019, Sacramento
- CCAE Leg Days, April 8-9, 2019, Sacramento
- Adult Education Week, April 8-14, 2019, California
- 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:
 - CFAD Submission and More!, Friday, April 5, 2019, 1:30pm – 2:45pm
 - CAEP Data Dive Part III, Monday, April 8, 2019, 12:00pm – 1:30pm
 - 9 Ways to Help Students Persist, Wednesday, May 8, 2019, 3:30pm – 4:30pm

➤ **Upcoming CAERC Meetings**

- CAERC Leadership Oversight Panel, Thursday, April 11, 2019, 1:30pm – 2:30pm, LRCCD District Office
- Data & Accountability Meeting, Thursday, April 11, 2019, 1:00pm – 3:30pm, SCOE Computer Lab

- CANCELLED - Math Network, Friday, April 12, 2019, 1:00pm – 4:00pm
- CAERC Director’s Workgroup, Friday, April 15, 2019, 2:30pm – 4:00pm, SCOE Board Room
- CAERC Member Engagement Event, Friday, May 3, 2019, 10:00am – 3:00 pm, Charles A. Jones and Education Center
- CAERC Business Meeting, Wednesday, May 8, 2019, 1:00 pm – 2:00 pm, SCOE Mather Room
- CAERC Partner Engagement Event, Friday, May 10, 2019, 10:00am – 3:00pm, Los Rios CCD Workforce & Economic Development Office

➤ **Other Items for Discussion or Distribution**

- There were no items for distribution.

➤ **Public Comments**

- Renee Collins is leaving Washington USD and taking a position at the YOLO County Office of Education.

➤ **Adjournment**

- On a motion by Sue Gilmore and seconded by Renee Collins, the April 3, 2019 consortium meeting adjourned at 1:59 p.m. (13 in favor, 0 against).