



# Capital Adult Education Regional Consortium

## Meeting Minutes

June 1, 2016

➤ **Members & Partners Present:**

Alyson Collier, Program Coordinator, Center Joint USD  
Bethany Ely, CAERC Coordinator, Sacramento COE  
Casandra Issaka, Library Associate, Sacramento Public Library Authority  
Charlie Linebarger, Principal, Folsom Cordova USD  
Christine Smith, Director, Natomas USD  
Cindy Le, Community Services Specialist, Alta Regional Center  
Connie Lee, CAERC Director, Sacramento COE  
David French, Principal, Center Joint USD  
Denyse Curtright, California Department of Developmental Services  
Gary Sutherland, Principal II, El Dorado COE  
Grace Sauser, Principal, Davis Joint USD  
Holly Clark, CAERC Administrative Assistant, Sacramento COE  
Ioanna Iatridis, Program Manager, Yolo COE  
Jackie White, Adult School Administrator, Twin Rivers USD  
Dr. Jamey Nye, Associate Vice Chancellor of Instruction, Los Rios Community College District  
John Fleischman, CAERC Co-Chair, Assistant Superintendent, Sacramento COE  
Dr. Joyce Hinkson, Director, Sacramento COE and OTAN  
Juan Francisco Prieto, California Human Development  
Karen Malkiewicz, Principal, Elk Grove USD  
Kiu Chuong, CAERC Project Specialist II, Sacramento COE  
Julia Jolly, Associate Vice President General Education, Sacramento City College  
Lynn Bartlett, Principal, Sunrise Tech Center, San Juan USD  
Dr. Matt Perry, Assistant Superintendent, CRANE  
Maysua Chervunkong, Workforce Development Analyst, SETA  
Mia Funk, Director, Career Technical Education, San Juan USD  
Renee Collins, Director of CTE, Washington USD  
Robert Lemmon, Director, Galt Joint UHSD  
Dr. Sue Lorimer, CAERC Co-Chair, Deputy Chancellor, Los Rios Community College District  
Dr. Susan Lytle Gilmore, Director, Adult Education, Sacramento City USD

➤ **Guests Present:**

Jan Hake, North Central Adult Education Consortium

➤ **Welcome:** Sue Lorimer, Ed.D., Deputy Chancellor, Los Rios Community College District

Meeting Participants introduced themselves and were welcomed.

Roll call of members was taken. 12 members (Center, Davis, El Dorado COE, Elk Grove, Folsom

Cordova, Galt, Los Rios, Natomas, Sacramento City, Sacramento COE, San Juan, Twin Rivers and Washington) were present which met the requirements of a quorum as stated in the Governance Plan. With a quorum established, CAERC business proceeded as usual. Amador was absent but submitted their vote via email prior to the meeting.

➤ **AEBG Updates and Deliverables**

- CA Adult Education Legislative Update
  - A handout was reviewed with Adult Education Legislation Bills. Several bills were reviewed.
    - RN 16 13609 requires consortium fiscal agent to apportion funds to members within 45 days. It is unclear at this time if this will be mandated or if there will be flexibility to determine apportionment schedule at the local level.
    - RN 16 13613 would appropriate \$5 million from general fund to establish a statewide AEBG leadership project. Project would: offer PD, technical assistance, and weekly webinars; maintain website, research effective practice, and enhance collaboration with workforce development programs.
    - AB 1846 was originally written to provide \$250 million additional funding for AEBG. Bill was amended and there is no funding in the bill now. Instead, the bill requires a report to Legislature to include a summary of the extent to which funds provided to each consortium were insufficient to address the needs.
    - AB 1876 was moved to 2019 and has been narrowed to three languages: English, Spanish and Vietnamese.
    - AB 2860 would give a consortium member the right to submit an appeal to the AEBG Appeals Board. This has been cancelled at request of the author.
  - AEBG Annual Reporting Cycle
    - Part I: Consortium Fiscal Administration Declaration (CFAD)
      - The CFAD was completed and submitted on April 25, 2016.
    - Part I(a): Amendments to 15-16 Annual Plan
      - The Amendments to the 15-16 Annual Plan were submitted May 13, 2016.
    - Part II: Annual Plan and Report on Expenditures
      - Annual Plan Sections 3 and 5 are due to CAERC on June 17, 2016.
      - The new due date for the 2016-17 Annual Plan is August 15, 2016. However, it is recommended that the consortium stay on track with its current timeline due to the upcoming CASAS Summer Institute, July 4<sup>th</sup> holiday, and other AEBG deliverables.
      - Members are invited to attend CAERC's Annual Planning Summit June 13-14, 2016. The Summit purpose is to collaboratively develop the 2016-17 consortium plan and provide regional coordination and support for member planning and implementation of Regional Strategy #1: Build and Expand AE offerings in AEBG Program Areas.
        - Members must send a minimum of 1 representative and maximum of three.
      - 2015-16 Budget Revisions are due to CAERC on June 3, 2016.
      - Annual Expenditure and Progress Reports for MOE, Consortium Allocation, and Rural Funds are due to CAERC on July 15, 2016.
      - Members and their fiscal representatives were invited to attend the Annual Plan & Budget meeting on May 20, 2016. The CAERC staff reviewed the reporting templates and answered questions related to the 2015-16 Budget

Revision and Annual Expenditure and Progress Reports. If members need additional assistance with the AEBG reporting requirements, contact CAERC staff for one-on-one support.

- CAERC staff and those who attended recommend in 2016-17 that Annual Plan and Budget meetings are held monthly and that all Members request their fiscal representatives to attend also. CAERC expenditure and budget templates were emailed to members in May 2016.
- Part III: Demographics & Performance Measures
  - Demographic & Performance Measures are due to CAERC on July 22, 2016.
  - Data Collection for 2015-16 was released on 05/13/16 and reviewed at the CAERC TE Online Support Session on 05/26/16.
  - Los Rios will be required to submit data on July 22, 2016.
  - The AEBG Webinar from June 17, 2016 was reviewed.
  - The state will not be collecting follow-up (performance measure data from Consortia for the 2015-16 program year). Consortia will still need to include total adults served, total students served (unduplicated count) and total enrollment (duplicated count).
  - The Annual Plan and Budget Workgroup recommends budgeting \$10,000 to Regional Strategy: Build and Pilot Shared Data System for hiring personnel to provide technical assistance at the member-level and consortium-level to support the AEBG data and performance outcome reporting requirements.
  - A motion was made by Sue Gilmore to move \$10,000 from Strategy 13 into Strategy 11 for hiring personnel to provide technical assistance at the member-level and consortium-level to support the AEBG data and performance outcome reporting requirements. Charlie Linebarger seconded the motion. The motion passed unanimously. (17 yeas, 0 neas)
  - Members interested in Data Support will be contacted to schedule one-on-one on-site support. Any members that would like assistance should contact Bethany Ely.

### ➤ **2016-17 Workgroups and Subcommittees**

- Workgroups consist of CAERC Member representatives. Workgroups play a key role in the consortium decision making process as workgroups develop recommendations for consortium officially-designated members to consider and vote upon. Workgroups for 2016-17 include: Budget, Policy, Innovations, Asset & Pathways Map, Alignment, and Credentialing.
- The Budget and Alignment workgroups are required for members. Members are requested to join a third workgroup or subcommittee if possible.
- Subcommittees consist of member and partner representatives and provide a collaborative forum with the broader Capital community. 2016-17 Subcommittees are Marketing & Outreach and Professional Development.

### ➤ **Workgroup Updates**

- Policy Workgroup
  - An RFP process was created. Organizations can request funds for a special project using the RFP as long as it is related to the CAERC Annual Plan. Partners are able to apply if they have a member supporting their application. Funding is one-time funding. The project must be replicable and must help the consortium in the long-run. Funds will be moved from the Fund A budget and made available for RFPs. The draft funding period will be October 1, 2016 – June 30, 2017. Submissions will be

collected after Labor Day so the workgroup can review and make recommendations. Award announcements will be made at the October monthly meeting. Replicability and sustainability is an important part of a funded RFP.

- Fund A will be reviewed at the Annual Planning Summit to determine the dollar amount available for the RFP process.
- Feedback was solicited and members will finalize the RFP at the Annual Planning Summit.
- Budget Workgroup
  - The 16/17 Budget Proposal was reviewed.
  - Further conversations about the budget will be held at the Annual Planning Summit. Conversations will include how to reallocate funds, how to fund the administrative staff and how to cover fiscal agent costs.
- CAERC 2016/17 MOU
  - The 2016/17 draft MOU was reviewed.
  - The Budget and Annual Plan Workgroup recommended maintaining the quarterly distribution of funds to minimize the consortium paperwork and impact to consortium staff. This distribution schedule is subject to change based upon the Governor's budget 2016 section 84905.
  - All funding streams for 2016/17 will be combined into one pot of funding per member.
  - Sue Gilmore motioned that the CAERC membership approve the draft 2016/17 MOU. Christine Smith seconded the motion. The motion passed unanimously. (17 yeas, 0 nays)
  - MOUs will be finalized and customized for each member.

#### ➤ **Adult Education Credentialing**

- A survey about Adult Education Credentialing was completed by members and surrounding consortia. Results will be shared at the Annual Planning Summit June 13-14, 2016.

#### ➤ **Transition Support**

- A copy of College Talk '16 was distributed to present members/partners.
- Members would like to link this handout to CAERC's Asset Map.
- There are regional resources such as this handout that can be used to leverage the regional strategies.

#### ➤ **Consortium Professional Development Planning**

- Every member has individual professional development (PD) needs.
- There are needs at a consortium-level to help move CAERC forward.
- The goal is to provide ongoing implementation support for both member-level and consortium-level PD needs. Implementation support will increase the overall effectiveness of the PD.
- Members and partners discussed potential PD needs in small groups and prioritized consortium-level PD listings. Results of prioritization will be reviewed at the Annual Planning Summit.

#### ➤ **Upcoming Meetings and Events**

- An updated meeting calendar was given to all members and partners.
- Alignment week is June 6-10, 2016.
- The Annual Planning Summit is June 13 – 14, 2016.
- The CAERC Google calendar will have the most up-to-date information.
- The monthly meeting for July has been scheduled for July 13, 2016 to avoid conflicts with

the holiday. There will be items to vote on at this meeting. If members are unable to attend, please let CAERC know ahead of time so they can arrange for alternative voting methods.

➤ **Public Comment**

- There were no public comments.