



Capital Adult Education Regional Consortium

Meeting Minutes

August 10, 2016

➤ **Members & Partners Present:**

Alejandro Ramos, Principal, Washington USD
Bethany Ely, CAERC Coordinator, Sacramento COE
Bill Murray, CTE, Amador USD
Brett Watson, Coordinator, Amador USD
Butch Wagner, Principal, Amador USD
Casandra Issaka, Library Associate, Sacramento Public Library Authority
Charlie Linebarger, Principal, Folsom Cordova USD
Cindy Le, Community Services Specialist, Alta Regional Center
Connie Lee, CAERC Director, Sacramento COE
David French, Principal, Center Joint USD
Elizabeth Kaufman, Superintendent, Galt Joint UHSD
Gary Sutherland, Principal II, El Dorado COE
Grace Sauser, Principal, Davis Joint USD
Holly Clark, CAERC Administrative Assistant, Sacramento COE
Jackie White, Adult School Administrator, Twin Rivers USD
James Barrett, Accountant, El Dorado COE
Jason Iverson, Project Specialist, Internet & Media Services
Dr. Joyce Hinkson, Director, Sacramento COE and OTAN
Karen Malkiewicz, Principal, Elk Grove USD
Katherine Weston, Community Service Specialist, Alta Regional Center
Kiu Chuong, CAERC Project Specialist II, Sacramento COE
Lynn Bartlett, Principal, Sunrise Tech Center, San Juan USD
Maysua Chervunkong, Workforce Development Analyst, SETA
Renee Collins, Director of CTE, Washington USD
Dr. Sue Lorimer, CAERC Co-Chair, Deputy Chancellor, Los Rios Community College District
Dr. Tammy Montgomery, Associate Vice President of Instruction and Learning Resources, American River College
Wilda Benamati, Research Analyst II, California Department of Developmental Services

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

Members and Partners introduced themselves and were welcomed by Sue Lorimer.

Roll call of members was taken. 12 members (Amador, Center, Davis, El Dorado COE, Elk Grove, Folsom Cordova, Galt, Los Rios, Natomas, 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. Natomas and Sacramento City were absent but submitted their votes via email prior to the meeting.

➤ **Approval of July 13, 2016 Meeting Minutes**

- Minutes from the July 13, 2016 Consortium Meeting were reviewed.
- On a motion by Charlie Linebarger and seconded by Lynn Bartlett, the July 13, 2016 minutes were approved. Motion carried unanimously. (15 yeas, 0 neas)
- Approved July 13th minutes will be posted on the CAERC website at www.caerc.org.

➤ **AEBG Updates and Deliverables**

- AEBG Annual Reporting Cycle
 - Part II: Annual Plan and Report on Expenditures
 - The CAERC Expenditure Report was submitted to the AEBG Office on July 27, 2016.
 - Fund A has a carryover balance of \$661,630 to be spent by December, 2017. There is currently \$98,640 in unassigned dollars that the Budget Workgroup will move into strategies.
 - Fund B includes MOE monies. No member will receive less or more than what they received in 2015/16.
 - The AEBG Office requires the 2016/17 Annual Plan be approved prior to spending 2016/17 funds.
 - Members reviewed Sections 2, 3, 4 and 5 of the draft Annual Plan. Davis requested the CNA Programs be removed on page 4 under Levels and Types of Services since they did not actually open that course.
 - On a motion by Charlie Linebarger and seconded by Butch Wagner, the Annual Plan was approved. Motion carried unanimously. (16 yeas, 0 neas)
 - Part III: Demographics & Performance Outcomes
 - The Demographics & Performance Outcomes data was submitted to the AEBG Portal on July 29, 2016.
 - CAERC would like to thank Los Rios for the diligent work to collect the data needed, to Priscela Perez from Elk Grove for providing site support to members and to all district staff for working so hard to get all data in. CAERC would also like to thank the entire CASAS team for their help with the data collection effort.
 - Funding for 2016-17
 - CAERC has received 6 of the 13 member MOUs. Funds are expected at the SCOE office in early September. Allocations will not be released to members without a signed MOU in place.
 - Each member district should have at least one officially-designated member. CAERC recommends that each member district have two officially-designated members in case of emergency so that a member can always have representation during voting. If there have been changes or updates to the officially-designated representatives, please notify Holly Clark and Connie Lee via email. Please include the meeting minutes with the email. If the designation was done as a consent item, please also provide the Board Agenda that itemizes the consent item.
 - Data & Accountability
 - CAERC has received the Data & Accountability funds and will need to develop a work plan and budget. Planning will begin August 29, 2016 at the CAERC Budget meeting. CAERC must submit a Board item and budget to SCOE in order to spend any money from this funding stream.
 - A Data & Accountability Focus group will convene August 25, 2016 with follow-up monthly meetings in September and October.

- **Reaffirming and Expanding Partnerships**
 - Members reviewed the CAERC Partnership Policy.
 - On a motion by Lynn Bartlett and seconded by Grace Sauser, the CAERC Partnership Policy was approved. Motion carried unanimously. (16 yeas, 0 nays)
 - Returning partners will be invited to a Partner Orientation on August 17, 2016.
 - Current members and partners may nominate/recommend prospective partners. Please send nominations/recommendations to Connie Lee. A prospective partner meeting will also be held August 17, 2016.

- **ELL & Workforce Convening**
 - Several members and partners attended the English Language Learner and Workforce Convening. Handouts from the event were distributed to present members/partners and will be uploaded to the CAERC website.
 - Karen Malkiewicz and Charlie Linebarger shared highlights from the convening. A summary document from the event will be forwarded out to CAERC participants.

- **Workgroups & Subcommittees**
 - The Budget and Policy Workgroups started in July.
 - In August, the Alignment Workgroups and Alignment Development Teams will commence. The goals and activities for the 2016-17 alignment groups were reviewed.
 - Asset and Pathways Roadmap: www.capitaladulted.org went live August 8, 2016. An invitation email from SCOE was sent to program leads to enter information onto the site. It is recommended that members and partners enter organization descriptions, courses and services by Friday, August 19, 2016. Organizations can continue to add information and the website will update in live time. An email invitation will be resent to all members and partners with data entry instructions.
 - Members and partners were encouraged to have students and staff “like” the Capital Adult Ed Facebook page.
 - The remaining Workgroups and Subcommittees will begin in the fall.

- **CAERC Regional Summit: September 30, 2016**
 - Members and partners are invited to attend the regional summit to be held at SCOE.
 - Partners are encouraged to provide a workshop that focuses on student support services. Proposals are due to Holly Clark by August 26, 2016. The proposal form was distributed at the meeting and will be sent electronically to all members and partners.
 - OTAN will be presenting at the request of members for technology training.
 - Members and partners can request specific presentations.
 - A request was made to have a presentation on mental health offerings.
 - Members stated the enrollment process at Los Rios and services offered would be a very helpful presentation for the summit.
 - Vendors will be present.
 - A request to consider doing local site visits a day before the summits in the future to see successful programs in the region, similar to a pre-conference, was made.

- **Collaborative Session:**
 - Benchmarking AEBG Governance Structures
 - Members and partners broke into small groups to discuss key findings from the Benchmarking AEBG Governance Structures report and discuss CAERC’s progress including areas of strength, areas for growth, and areas that CAERC should explore further.

- **PD Opportunities: OTAN Director, Joyce Hinkson, Ed.D.**

- Joyce Hinkson presented on OTAN-created websites and OTAN trainings. A handout was distributed and will be sent electronically to all members and partners.

➤ **Upcoming Meetings and Events**

- A handout of upcoming meetings and events was distributed.
- The CAERC website calendar has the most up-to-date information:
www.caerc.org/calendar.html

➤ **Public Comments**

- There were no public comments.

➤ **Adjournment**

- The meeting was adjourned at 3:34 pm