



Capital Adult Education Regional Consortium

Meeting Minutes

September 7, 2016

➤ **Members & Partners Present:**

Alyson Collier, Program Coordinator, Center Joint USD
Bethany Ely, CAERC Coordinator, Sacramento COE
Brenda White, Program Coordinator, Futures Explored
Butch Wagner, Principal, Amador USD
Casandra Issaka, Library Associate, Sacramento Public Library Authority
Charlie Linebarger, Principal, Folsom Cordova USD
Christine Smith, Director, Natomas USD
Connie Lee, CAERC Director, Sacramento COE
Danise Egan, Coordinator, Twin Rivers USD
David French, Principal, Center Joint USD
Denyse Curtright, California Department of Developmental Services
Grace Sauser, Principal, Davis Joint USD
Holly Clark, CAERC Administrative Assistant, Sacramento COE
Dr. Jamey Nye, Associate Vice Chancellor of Instruction, Los Rios Community College District
Dr. Joyce Hinkson, Director, Sacramento COE and OTAN
Julia Jolly, Associate Vice President General Education, Sacramento City College
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
Max Villalva, Adult Education Manager, Sacramento Food Bank & Family Services
Maysua Chervunkong, Workforce Development Analyst, SETA
Renee Collins, Director of CTE, Washington USD
Sarita Mehtani, Principal, Department of Corrections and Rehabilitation
Stephanie Nguyen, Executive Director, Asian Resources
Dr. Sue Lorimer, CAERC Co-Chair, Deputy Chancellor, Los Rios Community College District
Sue Stickel, Deputy Superintendent, Sacramento COE
Dr. Susan Lytle Gilmore, Director, Adult Education, Sacramento City USD
Dr. Tammy Montgomery, Associate Vice President of Instruction and Learning Resources, American River College
Will Sanford, Executive Director, Futures Explored

➤ **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, Elk Grove, Folsom Cordova, 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. El Dorado COE was absent.

➤ **Approval of August 10, 2016 Meeting Minutes**

- Minutes from the August 10, 2016 Consortium Meeting were reviewed.
- On a motion by Charlie Linebarger and seconded by Karen Malkiewicz, the August 10, 2016 minutes were approved. Motion carried unanimously. (14 yeas, 0 nays)
- Approved August 10th minutes will be posted on the CAERC website at www.caerc.org.

➤ **AEBG Updates and Deliverables**

- AEBG Annual Reporting Cycle: Part II: Annual Plan
 - The Annual Plan was submitted on August 22, 2016.
 - The reporting cycle for the Bi-annual reporting on Funds A and B Consortium Allocations will start in December 2016. The reporting cycle will include an Expenditure Report and a Progress Report with a narrative for each fund.
- Data & Accountability Workplan and Budget
 - Multiple strategies related to spending the Data & Accountability Funds were identified at the August 24, 2016 Data & Accountability meeting. Identified strategies include:
 - Professional development/training for members
 - Hiring 1 to 1 site support for members
 - Purchase TE software for non-WIOA members & CAERC Staff
 - CASAS testing materials for ABE/ASE and ESL for non-WIOA members
 - Staffing for Los Rios AEBG data collection
 - Member allocation for data reporting and management (includes funds for 1 staff/faculty to attend CASAS)
 - Computer & printer for CAERC data collection
 - Develop D&A resources for members
 - Consortium-wide AEBG data system
 - The workgroup recommended distribution of funds follow the formula used for the member 2015-16 consortium allocation distribution.
 - The original estimated amount (\$10,000) for Los Rios staffing for AEBG data collection is insufficient to meet the community college district's AEBG reporting needs. The new recommended amount is \$20,000. Charlie Linebarger motioned to move an additional \$10,000 from (i) Consortium-wide AEBG data system into (e) Staffing for Los Rios AEBG data collection. Christine Smith seconded the motion. The motion passed by unanimous vote. (14 yeas, 0 nays)
 - If the State determines that CAERC does not have to purchase a consortium-wide AEBG data system, the funds in (i) Consortium-wide AEBG data system will be moved into (f) Member allocation for data reporting and management.
 - On a motion by Sue Gilmore and seconded by Butch Wagner, the strategies identified for spending the Data & Accountability funds were approved by unanimous vote. (14 yeas, 0 nays)
- Fund B and Member Allocation
 - The Data & Accountability money has been received by SCOE. The next step is to finalize the D&A workplan and budget for AEBG submission and approval. AEBG approval of CAERC's workplan and budget will be needed to disperse the funds. The resource code for the D&A fund is 6392.
 - On Friday, August 26, 2016 the AEBG Office released an announcement that read: "Section 84905 of the Education Code relating to adult education was recently passed. In the Amendment it says that the fiscal agent has to apportion funds to each member of the consortium within 45 days of receiving the funds appropriated for the program." The current CAERC MOU states that funds will be disbursed quarterly. CAERC must follow the AEBG disbursement schedule, which is monthly.

- Members were asked to notify their Financial Department that the funds will be disbursed monthly according to CDE's apportionment schedule. Each member will receive 1/12th of their apportionment every month with the exception of July and August. Due to CDE's late announcement and recent release of AEBG funds, the July and August apportionments will be combined.
- Budget Voting Requirements
 - Members reviewed the proposed policy for budget voting requirements.
 - SCOE has their own bid limit that CAERC abides by. The limit can change from year to year, so an amount was not listed in the policy language. The bid amount for 2016/17 is \$86,000.
 - Sue Gilmore motioned to accept the recommendations on the CAERC Budget Voting Requirements. Grace Sauser seconded the motion. The motion was passed by unanimous vote. (14 yeas, 0 nays)

➤ **CAERC Partnerships**

- Stephanie Nguyen from Asian Resources and Will Stanford from Futures Explored were introduced to CAERC for consideration as prospective partners. Both agencies gave a description of their organization and services they provide.
- On a motion by Grace Sauser and seconded by Lynn Bartlett, both agencies were approved as CAERC Partners. The motion carried unanimously. (14 yeas, 0 nays)

➤ **Workgroups and Subcommittees**

- A calendar of upcoming workgroup and subcommittee dates was reviewed.
- As of September 6th, 53 courses have been entered on the www.capitaladulthood.org website. Courses have been entered from Sacramento Public Library, Sacramento ESL, Building Skills Partnerships, Sacramento City USD, Elk Grove USD, Folsom Cordova USD, Davis Joint USD, and Center Joint USD. CAERC is receiving phone calls from potential students and is using the website to direct them to districts/agencies.
- Capital Adult Ed's Facebook page is growing daily. Members and Partners were encouraged to create a 'work' Facebook page and asked to 'like' and share the Capital Adult Ed (CAE) page with friends and students. Lynn Bartlett showed her 'work' and school Facebook pages and provided a brief demo.
- The Alignment Workgroup is meeting and working hard on the alignment effort.
- The Professional Development Subcommittee will be meeting on September 27, 2016. This meeting is open to both members and partners. Participants will be reviewing the recommendations from the June monthly meeting and creating a plan for how to spend the \$100,000 allocated for professional development at the consortium level.
- A Workforce Network will be assembled. The goal is to create a network between educational workforce agencies which receive funding to provide service and supports for adults seeking to gain employment. Washington USD, Amador COE/USD, Elk Grove USD, Folsom Cordova USD, SETA, Golden Sierra WDB, and Mother Lode WDB will all be invited to participate. Focus areas will be Hospitality and Tourism, Education, and Healthcare.

➤ **CTE and Apprenticeship Regional Expansion Coordination**

- Some CAERC members and staff visited the Lake Tahoe Consortium in August. Butch Wagner shared highlights from their meeting. The Lake Tahoe Consortium has developed CTE bootcamps for the region's adult learners. Students receive certificates of completion. Adults are earning higher wages with the certificates. Amador will be working to expand Hospitality.
- Twin Rivers hosted CAERC staff and Center JUSD. Center would like to move students from their ASE program into programs to get them living-wage employment. Twin Rivers has done an amazing job with their Pre-Apprenticeship Carpentry program and shared helpful knowledge and tips with Center.

➤ **Collaborative Session: CTE and Pre-Apprenticeship Coordination**

- In groups, K-12 members, Community College representatives and partners discussed programs and services offered by CAERC members and partners that support CTE and Pre-Apprenticeship. Groups shared discussion highlights.
- Los Rios and CAERC are using a parallel model for strong Workforce program alignment with WIOA and there is, therefore, a need for regional CTE alignment. Some of the required members include industry, education, adult ed. and workforce development boards.
 - Labor market information is needed to show the district/agency is supporting a program where there is need. Jamey Nye can be contacted to if assistance is needed.
 - The Workforce Development Board has a Planning and Oversight Committee. One of their charges this year is to choose the priority sectors and related jobs in the region.
 - Los Rios can assist with curriculum alignment for Pre-Apprenticeships.
 - The Chancellor's Office has offered a new resource: \$18 million annually/regionally. \$6.9 million of that is a regional allocation which will be competitive. The remaining amount is allocated locally and Los Rios will get about \$5.1 million annually (amount may fluctuate). A portion of that money can be used for curriculum alignment so students in adult ed would have a pathway to community college.

➤ **Upcoming Meetings and Events**

- The AEBG Office has requested Community College representation for consortia out-of-state travel. Clarification was given that there is flexibility based on need and consortium agreement. Some events will not require both K-12 and community college representation. Anyone representing CAERC at out-of-state events will be expected to report back to the consortium on the event.
- Charlie Linebarger motioned to create a flexible professional development model for out-of-state travel based on Consortium need. This model will send representatives based on topic and need. Karen Malkiewicz seconded the motion. The motion carried unanimously. (14 yeas, 0 neas)
- Updated CAERC and professional development calendars were distributed. The CAERC website has the most up-to-date information.

➤ **CAERC Regional Summit: September 30, 2016**

- Be sure to register to attend the Summit. Members and partners are allowed to send 3 representatives. A waiting list will be created. Seats will be filled from the waiting list as space allows. Registration deadline is September 9, 2016.
- Multiple consortia throughout the state have requested to attend the CAERC Summit.

➤ **Other Items for Discussion or Distribution**

- Karen Malkiewicz and Sue Gilmore requested members consider joining the California Council of Adult Educators (CCAЕ). Handouts with general information, a membership form and a list of dates of regional meetings at Mt. Diablo were distributed.
- Schools can become institutional members.
- A CCAЕ social hour is being hosted Wednesday, September 14, 2016 at On The Border in Elk Grove.
- Karen Malkiewicz is the CCAЕ Northern Section President. Sue Gilmore is the state President of CCAЕ. Grace Sauser is the CCAЕ Northern Section Membership Committee Chair.

➤ **Public Comments**

- There were no public comments.