



Meeting Minutes June 3, 2014

➤ **Introduced as present:**

Raquel Arata, Director, Grants and Special Projects, Los Rios Community College
Lynn Bartlett, Principal, Sunrise Tech Center, San Juan USD
Alyson Collier, Program Coordinator, Center Joint USD
Mia Funk, Director, Career Technical Education, San Juan USD
Dr. Susan Lytle Gilmore, Director, Adult Education, Sacramento City USD
Julia Jolly, Associate Vice President General Education, Sacramento City College
Charlie Linebarger, Principal, Folsom Cordova USD
Rick Messer, Assistant Superintendent of Secondary Schools, San Juan USD
Marla Miller, Director, Twin Rivers USD
Dr. Tammy Montgomery, Associate Vice President of Instruction and Learning Resources,
American River College
Dr. David Newnham, Vice President, Instruction, Folsom Lake College
Dr. Jayme Nye, Associate Vice President of Instruction and Student Learning, Cosumnes River
College
Bob Rapplewe, Assistant Principal, Galt Joint UHSD
Grace Sauser, Principal, Davis Joint Unified School District
Christine Smith, Director of School Leadership and Support, Natomas USD
William Spalding, Assistant Superintendent, Washington Unified School District
John Fleischman, CAERC Co-Chair, Assistant Superintendent, Sacramento COE
Dr. Sue Lorimer, CAERC Co-Chair, Vice Chancellor, Education and Technology, Los Rios
Community College
Connie Lee, CAERC Director, Sacramento COE
Holly Clark, CAERC Administrative Assistant, Sacramento COE

➤ **Welcome:** Sue Lorimer, Ed.D., Vice Chancellor of Education and Technology John Fleischman, Assistant Superintendent of Technology Services

- CAERC has 17 members (most of any consortium in CA). Each member agency has one designated primary contact. Primary members represent their agency on any voting matter.
- “Secondary” members are individuals who are interested and will be a part of the planning process. When voting decisions need to be made, secondary members can vote on behalf of their agency if the primary member is not attending the monthly meeting.
- Only LRCCD colleges and CAERC school districts are voting members. CAERC partners, including County Offices of Education, may offer advisory votes.

- Co-chairs Sue Lorimer and John Fleischman are not voting members.
- Primary and secondary contact information will be listed on the CAERC website.
- The CCCC CO AB 86 Office requested Amador County USD be included with CAERC. Amador USD accepted CAERC's invitation to become a member.

➤ **Review of deliverables and timelines**

- The first deliverable from the AB 86 Critical Timelines is two months away.
- Expenditure reports are due quarterly with the Final Regional Comprehensive Plan due March 1, 2015.
- Appendix C – Template for Regional Plan was reviewed. Focus needs to be on Objectives 1 and 2, which are primarily data collection.
- The draft tables that need to be submitted are shown in the handout. Table 1.1A and 1.1B are for the Consortium members and Table 1.2 is for the Consortium partners.
- CAERC partners need to be identified ASAP.
- It is important that each CAERC member agency provide detailed information about their adult education programs, services, and associated budgets.
- Each section of the required AB 86 report template includes a narrative section that will allow for explanations when needed. There is no limit on the length of the narrative.
- Contact will be made with the AB 86 Office to verify what needs to be included in determining the cost for instruction.
- Funding for AB 86 consortia has been released by the California Community Colleges Chancellor's Office. Sacramento COE will be under contract with LRCCD effective July 1, 2014. LRCCD will be contracting directly with Consortium member school districts.
- All CAERC members are urged to carefully review the AB 86 reporting templates forms.

➤ **Member Agencies**

Contracting with LRCCD:

- The grant application was submitted with a general budget and it was accepted by the CCCC CO. If the Consortium determines some funds should be allocated in different categories (e.g. classified staff instead of faculty), Los Rios, as the fiscal agent, can make changes.

- District members were asked to provide Los Rios with a summary of where the money is needed in order to facilitate data collection during summer months.
- As the fiscal agent, Los Rios will provide information on how to process paperwork to get the payments made.

Role, Function and Responsibilities:

- CAERC leadership includes a Leadership Oversight Panel (Chancellor and superintendents), Voting Representatives (Members) and Co-Chairs (Los Rios Vice Chancellor and SCOE Asst. Supt.).
- CAERC Partner Representatives participate in advisory role. They get an advisory vote to ensure that partners are able to express their positions on matters of interest.
- The Communications Team is comprised of members, partners and staff. The team's function is to facilitate consistent communication with all stakeholders.
- The Implementation Team consists of experts in the specific areas. This group assists CAERC by providing data necessary for planning and recommendations to inform member decision-making.

What should we be doing now?

- The Communication Team needs to gear-up to promote existing adult education services provided by members and partners.
- Initiate process for comparing course offerings at adult schools and community colleges.

➤ **Partner Agencies**

- Members proposed the following agencies be contacted for participation in CAERC: El Dorado COE, Yolo COE, Sacramento COE, California Human Development, SETA, Alta Regional Center, county libraries, Job Corp, and the California Conservation Corp.
- Sue Lorimer suggested having a CAERC Summit(s) to bring together all members, partners and stakeholders. Purpose of the Summit would be to develop a better understanding of where adult learners are currently being served and how that fits into an overall pattern of what offerings the Consortium needs to provide.

➤ **Subcommittees**

- A number of subcommittees were proposed:
 - Data and Assessment Subcommittee – Possible tasks: 1) literacy gap analysis, 2) learner assessment procedures, 3) learner monitoring and tracking, and 4) strategies for an interagency delivery system.

- Curriculum Subcommittee – Possible tasks: 1) document materials currently being used by members in the five key program areas and 2) evaluation of technology-based instruction including online and blended learning.
- Research Subcommittee – Possible task: conduct research on each of the five program areas to determine best practices in California and the nation.
- Communications Subcommittee – Possible tasks: 1) inform the greater Sacramento area about the needs of adult education and the role of CAERC and 2) provide input for the CAERC website, listserv, and use of social media, etc.

Other subcommittees suggested include CTE and Apprenticeships, Adults with Disabilities and Fiscal.

➤ **Communication and Information Sharing**

- Logo design: reviewed the options, got feedback, group reviewed and agreed on version 11 for the CAERC Logo.
- Performed a quick review of the website layout. The website will be open to the public with login required. The “draft” website will be previewed at the July 2nd meeting.

Meeting adjourned at 3:33 p.m.