



Capital Adult Education Regional Consortium

**Meeting Minutes
August 6, 2014
Partners Meeting
10:30 a.m. – 12:30 p.m.**

➤ **Present:**

Branka Marceta, Coordinator Technology Projects, Outreach and Technical Assistance Network

Brantley Choate, Superintendent, California Department of Corrections & Rehabilitation

Brian Broadway, Business and Community Liaison, Sacramento Job Corps

Christie Hamm, Manager of Youth and Literacy Services, Sacramento Public Library Authority

Christopher Hoffman, Superintendent, El Dorado Union High School District

Darline Dupree, Manager of Community Services and Supports, Alta California Regional Center

David Rydquist, Director of Adult & Residential Services, Alta California Regional Center

Denyse Curtright, Chief, Work Services Section, California Department of Developmental Services

Dr. Ed Manansala, Deputy Superintendent, El Dorado County Office of Education

Holly Clark, CAERC Administrative Assistant, Sacramento COE

John Fleischman, CAERC Co-Chair, Assistant Superintendent, Sacramento COE

Dr. Joyce Hinkson, Director, Outreach and Technical Assistance Network

Karina Robinson, M.A., Special Assistant, California State Library

Linda Fowler, Twin Rivers Elected School Board Member Liaison for Highlands Community Charter & Technical Schools

Lori Perez, Coordinator of College and Career Readiness and Transitions, Yolo County Office of Education

Margo Sterling, President, Sacramento ESL Program

Maria Rosado, Region Manager of Farmworker Services and Workforce Division, California Human Development

Rivkah Sass, Library Director, Sacramento Public Library Authority

Patty Wong, County Librarian, Yolo County Library

Rashid Sidqe, Vice President, Greater Sacramento Urban League

Stephanie Allen, Literacy Coordinator, Sacramento Public Library Authority

Dr. Sue Lorimer, CAERC Co-Chair, Vice Chancellor, Education and Technology, Los Rios Community College

Sylvia Romo, Sacramento Program Coordinator, Building Skills Partnership

Ward Allen, Highlands Community Charter & Technical Schools

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

- The agenda was reviewed.
- Sacramento County Office of Education (SCOE) is not a member of the Capital Adult Education Regional Consortium (CAERC). Only school districts and community colleges are eligible to be members. SCOE has partnered with Los Rios Community College District to provide support services to the Consortium.
- The meetings are recorded for minute creation purposes. No partners objected to the meetings being recorded.
- Partners were introduced.
- A concern was mentioned that not one elected school board member is a member of any of the AB 86 consortiums. Elected representatives provide community input and board member representation is a needed element of the consortiums.

- **Adult Education in California and Capital Region**

- Two presentations were provided for CAERC Partners: “*A Brief History of Adult Education in California*” and “*Overview of AB 86 Planning Grants.*” The PowerPoints will be uploaded in PDF format to the CAERC website.
- In January of 2013, Governor Brown suggested moving adult education to the community college system.
- In May of 2013, the Governor decided to instead fund a planning process that would build a coordinated and collaborative approach for the delivery of adult education services within each of the Community College Districts in California. This funding recommendation was implemented under AB 86 legislation.
- To implement the goals of this funding, certain strategic things will have to happen in a relatively short period of time. Given the Governor announces his plan for 2015-16 funding in January, AB 86 consortia reporting in October will be crucial.
- In March of 2015, the CCCCO will be making an overall AB 86 report to the Legislature.
- Sue Lorimer mentioned that many community college districts in California have non-credit programs. Los Rios Community College District does not. Los Rios CCD has several goals in being a part of this consortium: to work with members and partners to understand the adult education needs in the area; to build a consortium that addresses those needs; to ensure students are prepared to be in college-level coursework when they arrive to Los Rios; that students who are not yet prepared have a place to be referred to establish those skills; and looking at pathways so students are not having to duplicate work. Los Rios is excited to work with the partners and members to develop a new collaborative multi-agency system for the delivery of adult education programs.

- **Overview of AB 86 Adult Education Consortium Planning Grant**

Overview

- Twenty-five million dollars was allocated by the Governor for a two-year planning grant.
- What happens over the next six months is the most important.
- AB 86 website is available at <http://ab66.cccco.edu/> and includes:
 - Information on all consortia in the state
 - Helpful resources such as FAQs, basic information sheets, etc.
 - Calendar has a list of webinar series.
- Guiding principles of AB 86:

- Shared leadership
- As simple as possible
- Equitable nature so that all providers are on equal footing in providing services
- A structure that supports regions to self-organize
- Flexibility throughout the planning process so it can evolve and develop
- Of the \$25 million, \$22.5 million was distributed to the Consortia grants. Each one of the community college districts received an award. Seventy awards were issued with 55 of those identifying the community college as the fiscal agent. Los Rios is the fiscal agent in for CAERC.
- A region is defined as the geographical boundaries of the community college district. Los Rios covers Sacramento, parts of Placer, El Dorado, and Yolo. Amador County was in an area that was not affiliated with a community college district so they joined the CAERC.
- A consortium consists of at least one community college and one school district that fall within the community college district boundaries. CAERC has 16 members and 20 partners, one of the largest in the state. It has taken time to get the organization in place, which caused the delay in reaching out to partners.

Program Areas

- Elementary and secondary basic skills, including classes required for a high school diploma or high school equivalency certificate
- Classes and courses for immigrants eligible for education services in citizenship and English as a second language and workforce preparation classes in basic skills
- Education programs for adults with disabilities
- Short-term career technical education programs with high employment potential
- Programs for apprentices

Objectives

There are seven major objectives that need to be addressed and included in the October CAERC report-to-date:

1. An evaluation of current levels and types of adult education;
2. An evaluation of current needs for adult education programs;
3. Plans for consortium members and partners to integrate existing programs and create seamless transitions into postsecondary education or the workforce;
4. Plans to address the gaps identified;
5. Plans to employ approaches proven to accelerate a student's progress toward his or her academic or career goals;
6. Plans to collaborate in the provision of ongoing professional development opportunities for faculty and other staff; and
7. Plans to leverage existing regional structures including, but not limited to, local workforce investment areas.

Key Dates

- Chancellor's office provided an AB 86 report to the Legislature in March 2014.
- The AB 86 Regional Comprehensive Plans, Conclusions, and Recommendations will be presented to the Legislature in March 2015 which will be key in redesigning adult education in California.
- The Governor will release a proposed budget in January 2015 and between January and May there will most likely be negotiations regarding funding for adult education.
- The data being submitted in March 2015 will be help influence the negotiation process that will take place to determine what funds and programs will ultimately get funded for the next fiscal year.
- In July 31, 2014, CAERC submitted its initial "complete-to-date report".
- The key report is due on October 31, 2014. This report will still be a "completed-to-date" report but the goal is to have as much data as possible to inform the governor's January 2015 budget

proposal.

- The draft report is due at the end of December, 2014.
- The final plan is due March 1, 2015.

➤ **Capital Adult Education Regional Consortium**

- A listing of CAERC Members was reviewed. The Consortium recently went from 17 members down to 16 members. El Dorado Union HSD does most of their services through the El Dorado COE and, as such, has elected to move from a member to a partner.
- Many members have secondary contacts to attend in their absence and speak on their behalf. Partners are welcome to have secondary contacts as well. If any primary contacts would like to have a secondary contact listed for your agency, please let Holly know whom that will be.
- Some school districts are located in two different community college districts. School districts cannot be a member of both consortiums but can be a member in one and a partner in the other. It is the member's responsibility to make that determination. Partners are able to be partners in multiple consortia.
- A listing of CAERC Partners was distributed and reviewed. There are some updates since it was printed. Those updates will be made and posted on the CAERC website. If there are other partner agencies that should be participating, please inform CAERC staff. If a partner does not want their contact information listed on the website, please let Holly know.

Website (www.capitaladulthood.org)

- The CAERC Website was reviewed. Meeting dates, approved meeting minutes, work products, member contact information, partner contact information, and helpful resources are all available on the website.

Organizational Structure

The Consortium is comprised of the following entities:

- CAERC Members are responsible for the overall planning grant;
- Leadership Oversight Panel – The LRCCD Chancellor and district superintendents are kept informed/updated and looked to for advocacy and accountability for the consortium;
- Voting Representatives and Advisory Partner Representatives – Members are accountable for the overall project deliverables and each holds one vote. Partners have expertise that is important for the Consortium and provided with advisory votes on any voting matter;
- Sue Lorimer and John Fleischman are the non-voting Co-Chairs of the Consortium;
- The Implementation Team hasn't been fully formed yet. Faculty and adult education instructors are key people to have in the planning process. It is important to have the people who are doing the work involved in the planning process of the final plan;
- The Communications Team will help ensure the consortium communicates well with not only the members and partners but also with the greater community.

SCOPE Scope of Work

- Sacramento County Office of Education (SCOPE) is a sub-contractor to Los Rios. SCOPE is a partner in the process, and given their expertise in adult education the members agreed to authorize the sub-contract. SCOPE is providing staffing support to help orchestrate and prepare the draft and final copy of the documents that will be submitted. The overall tasks and core deliverables are posted on the CAERC website under Work Products.

2014-15 Meeting Dates

- The 2014-2015 meeting dates were reviewed. Please put these dates on your calendar. If you are not able to attend, please designate someone else from within your organization to attend if

possible.

- The only set meetings at this time are the monthly member/partner meetings and the summit dates, September 11, 2014 and October 24, 2014. Each summit will run from 9 a.m. – 2 p.m. The location of the summits is still being determined.
- The purpose of the summits is to develop a consensus among front-line staff to identify where specific gaps are in providing services within the five core areas, to identify strategies for alleviating the gaps, and to identify professional development needed.

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Role of Partners

- Partner participation is needed in the monthly meetings. Partner input is invaluable to the Consortium including contributions on the key objectives, most of that will be in writing (narrative). It is expected that partners may have some program areas with no data to contribute.
- All partners offer services in at least one of the five core areas and data will be needed for any of the five areas where services are provided.
- Active participation from partners is requested at the two summits.

Deliverables and Timelines

- Appendix C was given to all partners. Appendix C is the guide for preparing the Consortium document. It goes into detail about the seven key objectives.
- One of the initial tasks for partners is to submit some core data about services provided in the five core areas.
- Report matrix was reviewed. The matrix simplifies Objectives 1 & 2 and lists who is to complete each table. The data for Objectives 1 & 2 are needed from partners by August 29th.
- Tables 1.1A and 1.1B are for members only.
- Table 1.2 is for partners to complete.
- Table 2.0 is for partners and members to complete.
- Data being asked for is only for services provided within Los Rios CCD footprint.

Partner One-Time Stipend

- A one-time stipend of \$1000 will be offered to partners to off-set staff costs associated with collecting needed data.
- Stipend will be processed as an expenditure contract.
- Holly will reach out to partners to see who will be interested in submitting the data for the stipend.

Meeting adjourned at 12:30 p.m.