



Capital Adult Education Regional Consortium

Meeting Minutes

January 10, 2018

➤ **Members & Partners Present:**

Al Rogers, SCOE
Angella Hatter, Sacramento City USD
Bethany Ely, CAERC
Branka Marceta, CAERC
Breanna Besseling, CAERC
Brett Watson, Amador COE
Butch Wagner, Amador COE
Casandra Issaka, Sacramento Public Library
David French, Center Joint USD
David Publicover, El Dorado COE
Gary Sutherland, EDCOE
Grace Sauser, Davis Joint USD
Jackie White, Twin Rivers USD
Dr. Jamey Nye, Los Rios CCD
Joyce Hinkson, SCOE
Keven MacDonald, Natomas USD
Kiu Chuong, SCOE/CAERC
Lisa Pettis, Galt Joint UHSD
Lynn Bartlett, San Juan USD
Michelle O'Camb, SETA
Mike Roessler, Highlands Community Charter School
Mike Smith, SCOE
Renee Collins, Washington USD
Rhonda Balmain, Folsom Cordova USD
Sue Lytle Gilmore, Sacramento City USD
Tad Meyer, Twin Rivers USD
Tammy Montgomery, Los Rios CCD

➤ **Welcome:** Branka Marceta, CAERC Director

The meeting started at 1:04 pm. Roll call of members was taken. Three partners were present at time of roll call (Highlands Community Charter School, Sacramento Public Library, and SETA). Twelve members were present at time of roll call (Amador, Center, El Dorado, Folsom Cordova, Galt, Los Rios, Natomas, Sacramento City, Sacramento COE,

San Juan, Twin Rivers, and Washington) and 1 member submitted their vote electronically prior to the meeting (Elk Grove), which met the requirements of a quorum as stated in the Governance Plan. With a quorum established, CAERC business proceeded as usual. Dr. Jamey Nye introduced Dr. Tammy Montgomery to the consortium. Dr. Montgomery was appointed to Associate Vice Chancellor of Instruction and will act as the new officially designated CAERC voting member for Los Rios in the event that Dr. Nye is not present at a meeting.

➤ **Approval of January 10, 2018 Meeting Agenda**

- The agenda for the January 10, 2018 meeting was reviewed.
- Branka Marceta informed the members and partners that the Regional Collaboration meeting this month will be a closed meeting for members only. Branka will need to discuss various AEBG topics with the members.
- On a motion by Sue Gilmore and seconded by David Publicover, the January 10, 2018 agenda was approved (13 in favor, 0 against).
 - Karen Malkiewicz, Elk Grove, submitted an electronic vote.

➤ **Approval of December 6, 2017 Meeting Minutes**

- Minutes from the December 6 Consortium meeting were reviewed.
- Renee Collins, Washington USD, mentioned that Washington was not listed as present under the “welcome” section. Branka replied that there was a possibility that Washington was not present for the agenda roll call and arrived later during the meeting.
- Gary Sutherland, EDCOE, pointed out that there is a correction on page #4, under “Third Annual AEBG Summit.” The fifth bullet states that “CAERC will be paying for all travel and conference fees with consortium funds.”
 - Branka informed Gary that upon further discussion with CAERC Project staff regarding the budget, the decision was made that CAERC members will only be reimbursed for their registration fee. All other fees will be paid using the member’s Professional Development allocation from Fund C.
 - This decision was made after the December 6 meeting, so the minutes will not be amended.
- Dr. Jamey Nye, Los Rios, made three corrections to page #6 under “AB 705 Update.”
 - The first bullet should read, “The AB 705 *kick off*”, not training.
 - The second bullet should read, “AB 705, which goes into effect on January 1, 2018, requires all community colleges to use *high school GPAs or coursework or high school transcripts* when placing students into courses.”
 - The forth bullet should read, “If a student places in transfer level English at ARC, they should be placed in the same *level* at Folsom Lake.”
 - The minutes will be amended with Dr. Nye’s corrections.
- On a motion by Sue Gilmore and seconded by Butch Wagner, the December 6, 2017 minutes were approved (13 in favor, 0 against).
 - Karen Malkiewicz, Elk Grove, submitted an electronic vote.
- Approved December 6 minutes will be posted on the CAERC website at www.caerc.org

➤ **AEBG Updates and Deliverables**

FY 17/18 Fund C

- All members should have received their July-August, September, October, and November Fund C apportionments; if not received, please contact Kiu Chuong.
- The December apportionments should be coming out soon.

NOVA Member Budgets and Work Plans

- Kiu thanked all the members for submitting their reports through NOVA; there was a 100% member submission for CAERC.
 - Branka will be certifying these reports later this week.
- Phase III of NOVA includes expenditure reporting and standardized reports and will launch in March 2018. The exact date is TBD.
- Kiu submitted the budget reports for Fund A and D&A on December 20th.
- Moving forward, Kiu will be submitting all reports for Fund A and Data & Accountability on behalf of CAERC; members will submit reports for Funds B & C only.
- Sue Gilmore asked the group about the AEBG bulletin email that was sent out to members regarding CTE fees. Will these fees need to be included in the Annual Plan? If so, does CAERC's Annual Plan need to be revised? Or will these fees be worked in the budget?
 - Kiu noted that AEBG has not sent out any guidance on how to implement these fees.
 - Bethany Ely informed members that at the AEBG Data Collection & Accountability Training on January 10, 2018, AEBG stated that CTE fees for K-12 CTE courses will continue.
- Dr. Nye asked the members if they have gainful employment reporting for their career education programs. Both San Juan USD and Sac City USD have this data.
- Lynn Bartlett recommended that Branka earmark the CTE program discussion for one of the upcoming director's meetings.
- Referencing the AEBG Accountability Training Refresher 2018 presentation obtained the previous day, Bethany clarified that the CTE Fees policy will not go into effect until July 1, 2018 for the 2018/2019 year. Therefore, revisions to the 2017-18 Annual Plan/Budget will not be needed.

AEBG Field Team Application

- Branka Marceta and Grace Sauser applied for the AEBG Field team and were both accepted.
- Branka and Grace will be providing feedback from the field to the AEBG office on a variety of topics over the next three years and participate in quarterly meetings.
- Kiu Chuong was asked to be a part of the AEBG field team and she accepted.

Third Annual AEBG Summit

- There are 600 spots for the AEBG Summit in Universal City on January 22-23.
- Each consortium was given a number of pins for registration; as one of the largest consortia, CAERC received 9 pins.

- At midnight on January 10, these pins will deactivate and participants will no longer be able to register.
- The following CAERC members will be attending the AEBG Summit: Butch Wagner from Amador, Gary Sutherland from El Dorado COE, Patricia Oliva from Elk Grove, Dr. Tammy Montgomery from Los Rios, Dr. Al Rogers from SCOE, and Danise Eagan from Twin Rivers. There will be 5 presenters from CAERC: Branka Marceta from SCOE, Bethany Ely from SCOE, Grace Sauser from Davis, Rhonda Balmain from Folsom Cordova, and Angela Rodriguez from San Juan.
- CAERC will co-present with the Los Angeles Regional Adult Education Consortium (LARAEC) on Data & Accountability.
- CAERC will also present on the ELA, ESL, and Math alignment efforts.

AEBG TOPSpro Enterprise 2nd Quarter DIR Due 1/31/18

- Bethany reminded members that 2nd quarter DIRs are due on 1/31/18.
 - This will include data from July 1, 2017 to December 31, 2017.
- The next Data & Accountability meeting is on Thursday, January 18 from 1:00- 3:30 at SCOE.
 - In this meeting, Bethany will provide an update on what she learned at the AEBG Data Collection & Accountability Training in Concord led by Jay Wright and Neil Kelly on January 10, 2018.

VOTE: CAERC Consortium- Level Fund C Reallocation

- For the 15/16 fiscal year, the consortium decided to set funds aside for an RFP for partners to meet specific needs of the consortium.
 - This RFP was awarded to the Sacramento Public Library which offers a career online high school diploma program.
- For the 17/18 fiscal year, the RFP applications were not rolled out until November
- It was decided by the members at the November 8, 2017 monthly meeting that the RFP would be postponed until the next funding cycle. The members felt that the timeframe would be too short to implement the RFP.
- Due to this postponement, CAERC has \$100,000 of leftover funds in Fund C that need to be reallocated.
- In order for the funds to be reallocated, there needs to be a formal vote by the members.
- On a motion by Sue Gilmore and seconded by Lynn Bartlett, the CAERC Consortium-Level Fund C Reallocation was approved (14 in favor, 0 against).
 - Karen Malkiewicz, Elk Grove, submitted an electronic vote.

VOTE: CAERC Shared Fiscal and Budget Agreement Policy

- The Shared Fiscal and Budget Policy Agreement was adopted on July 13, 2016 and amended on May 10, 2017.
- In the 2015/2016 fiscal year, AEBG had an initial 3-year allotment for adult education funds.
- CAERC self-imposed an 18-month spending period for every fiscal year, but decided to have a 12 month spending period for 17/18 Fund C. This was due to the uncertainty of future AEBG and adult education funding from the state.

- January's Governor's budget proposal includes adding an additional 20 million dollars to the 500 million dollar AEBG statewide budget plus an additional 5 million for Data & Accountability. The budget summary also states that AEBG is an ongoing prop 98 source of funding. Members decided to extend the spending period for Fund C and future allocations to 18 months after this assurance that adult education funds are certain for next year.
- On a motion by Sue Gilmore and seconded by Jackie White, the amendment to CAERC Shared Fiscal and Budget Agreement Policy was approved (14 in favor, 0 against).
 - Karen Malkiewicz, Elk Grove, submitted an electronic vote.

➤ **Workgroup/ Subcommittee Updates**

Marketing & Outreach Subcommittee

- The workgroup has created a rough draft of one promotional video.
 - The individuals included in the video are students from Folsom Cordova Adult School and were interviewed by John Fleischman and Branka.
 - Doug Rennie, who works for SCOE, filmed and edited the clips.
 - In addition to this video, smaller clips have been filmed and will be used for CAERC's social media platform.
- The team has been working with Lamar Advertising to produce 3 different advertisements for 30 queen buses and will be launching those shortly.
 - CAERC is utilizing Lamar's graphic artist since this service is included in CAERC's contract with Lamar.
 - Ray Fox, SCOE's graphic designer, also provided his feedback and edits to Lamar's graphic artists.
 - Branka is working with Amy from Lamar on the campaign start date.
 - While CAERC is paying for an 8-week campaign, CAERC's advertisements could stay on the buses for longer than 8 weeks if Lamar does not have another contract lined up.
- Renee Collins inquired about bus advertisements outside of Sacramento County.
 - Branka informed Renee that Lamar only works within Sacramento County, but the workgroup will look into advertisement agencies outside of Sacramento County to address the needs of Yolo, El Dorado, and Amador counties.
 - CAERC will be able to use the materials created by Lamar for other purposes, including advertising in other regions.
- Bethany reminded the members and partners about the importance of having all information on the asset map website correct as the advertisements direct traffic to the website: <http://www.capitaladulthood.org/>.
- Bethany shared an issue with the asset map mapping function.
 - The site uses longitude and latitude data rather than driving routes to conduct the initial sorting of classes and programs by distance from the supplied address. This means the closest school may not always appear on the first page of the search results. This was done to improve the user experience and reduce wait time on the website.

- Bethany is working with the programmer to see if there is any way to resolve this issue.
- Bethany asked members and partners to let her know if they find errors with the website.
- Brett Watson noted that from his perspective, and that of his students, it is hard to decipher which schools are test providers and which ones are test centers.
- Brett Watson brought up the idea of having a splash page on website with adult education definitions for users. For example, the HiSET testing. Most students only know about GED testing and are unfamiliar with other forms of testing such as HiSET and TASC.
- Michelle O’Camb asked the consortium if any other states use TASC and HiSET. Members were unsure. Branka stated that when states started switching from GED only to being a ‘menu state’, which meant providing all three tests, she heard from the CDE Accountability Office representative that there were around 20 states planning to do so.

Director’s Workgroup

- There will be a Director’s Workgroup meeting on Friday, January 12 from 1:00 - 4:00 pm at SCOE.

➤ **Professional Development**

Network Meetings

- On Friday, December 8th, the Math Alignment had their second network meeting of the year.
- Teachers from San Juan, Natomas, and Folsom Cordova attended the meeting, Bethany thanked these members for sending their teachers to the training.
- The next network meeting will be on Friday, January 26 from 1:00 – 4:30 pm and will focus on ESL.
- A member requested the Network Meeting calendar again. Bethany offered to resend it.

New World of Work: 21st Century Employability Skills Training

- The New World of Work training will be on February 22-23.
- Bethany sent out an email to members before the holiday break and on January 9 requesting they provide her with their anticipated number of participants.
 - Please let her know the final number of participants by this Friday, January 12.
 - It is preferred that the administrators send their lead teachers from each program area so they can relay what they learned to other teachers.
- Participants will need to officially register for the training via the New World of Work website by Friday, January 26.
 - The flyer included in the meeting packet includes the link to register.
- New World of Work asked if participants from Sacramento State could attend the training.
 - Members agreed to open extra spots to Sacramento State.

- Sacramento State participants will pay for their \$150 materials fee separately.
- Please note, participants will be required to complete pre-assignments prior to the training.

➤ **Director's Report**

- Branka and Bethany met with Andres Enriquez who works with the High School Equivalency Program (HEP) at Sacramento State.
- Sacramento State receives funding from the Federal Migrant Program and serves a specific student population.
- Qualifiers for the program are: age 16 and up; migrant workers for the past 2 years for a minimum of 75 days total.
- Andres is interested in partnering with CAERC members primarily Galt, Amador, and Davis.
- If any members have students in their programs that qualify for the High School Equivalency Program, Sac State will pay for their testing fees.
- If members and partners are interested in learning more about the program, Branka can arrange for Andres to give a brief presentation during one of CAERC's monthly meetings.
- Branka asked the members which form of testing they use at their program (GED, HiSET, or TASC).
 - Sac City uses HiSET, Center uses GED, Twin Rivers uses GED, Folsom Cordova uses HiSET, and San Juan uses GED, but is planning on using HiSET soon.
 - HiSET testing is the most popular form of testing in the Sacramento region.
 - It is noted that TASC is not a popular testing form due to implementation delays by CDE.
- Members agreed that the CAERC website needs to clearly indicate which schools are implementing the GED, HiSET, and TASC tests. While the website does include this information, it is difficult to find.
- Michelle O'Camb informed the members that SETA can provide students with pay vouchers for HiSET pre and post testing.
- It was noted that Amador is solely a high school equivalency prep center, but not a testing center.
- Washington provides HiSET and GED prep courses.

➤ **Upcoming Meetings and Events**

- The Section 504 Training with Marcy Gutierrez will be on January 12, 2018 from 9:00- 11:30 a.m. at SCOE.
- The Director's Workgroup meeting will be on January 12, 2018 from 1:00 – 4:00 p.m. at SCOE.
- The Data & Accountability training will be on January 18, 2018 from 1:00 – 3:30 p.m. at SCOE.
- The Third Annual AEBG Summit will be on January 22-23, 2018 at Universal City, CA.
- The New World of Work 2-Day Training will be on February 22-23, 2018 at SCOE.

➤ **Other Items for Discussion or Distribution**

- Dr. Nye shared with the group information about a new online community college in California.
- The Governor has asked the State Chancellor to come up with a new online community college model that is different from the current traditional model.
- The Governor is proposing 120 million dollars with 20 million dollars of ongoing funds for this project.
- Los Rios currently serves 2.1 million students in the Community College system, but have identified 2.5 million students who cannot attend courses on a community college campus.
- This new online college will not compete with the existing colleges as it will be competency and work force based.
- It will focus on sub associate degree credentials and be short term career education focused.
- Dr. Nye believe this new college model would be ideal for adult education learners.
- The proposal will take a few years to implement.
- Michelle O’Camb asked Dr. Nye if he had any information about AB 343 tuition for Special Immigrant Visa holders.
 - Jamey’s colleague is more knowledgeable on this subject matter and will direct Michelle’s questions to his colleague. He will let Michelle know of any information he learns.

➤ **Public Comments**

- There were no public comments.

➤ **Adjournment: Diana Batista**

- On a motion by Sue Gilmore and seconded by Butch Wagner, the January 10, 2018 consortium meeting adjourned at 2:15 p.m. (13 in favor, 0 against).