SDAERC Agenda

Date: January 23, 020
Time: 3:00-4:30pm
Location: SDCE ECC
Teleconference Access: This meeting can be joined electronically via website
https://cccconfer.zoom.us/j/820694618
Or by telephone at 1 669-900-6833 Meeting ID: 820 694 618

Agenda Item	
1. **Call to Order**	▪ All
2. **Adoption of Agenda & Selection of Meeting Chair**	▪ All
3. **Public Comment**	▪ Public
4. **Consent Items** a. Approval of Minutes: November 212019	▪ All
5. **Action Items:** a. SDCE Out of State Travel	▪ Michelle Fischthal
6. **Discussion Items:** a. Financial Expenditure Analysis & Allocation b. Annual Plan Implementation: Actions c. SDCE Faculty CAEP Coordinator Updates d. Standing Item: SDCE Student Services Update	▪ Kelly Henwood/Mike Reynolds ▪ Kelly Henwood ▪ Lola Gaona and Diana Vera Alba SDCE Faculty ▪ Esther Matthew, SDCE Dean of Counseling
7. **Presentation Item(s):** a. SDUSD CTTE Presentation: K-12 Strong Workforce Collaboration	▪ Sarah Vielma
8. **Informational Items:** a. San Diego Promise Fall 2020 Applications b. Super Region Updates: Next Meeting 2/11 1pm NCC c. WIOA II RFA: Due 2/28 d. Upcoming Conferences and Professional Development e. Upcoming CAEP Due Dates: *-Jan 31: Student Data due in TOPSPro (Q2)* *-Feb 28: Preliminary allocations Released (2020-21 and 2021-22)* *-Mar 1: 17/18 and 18/19 and 19/20 Member Expense Report due in NOVA (Q2)*	All
Adjournment *Next Meeting March 19th*	

Item		
1.	**Call to Order**	**Call to order at 3 pm** **Members present:** 1. Lorie Crosby Howell, SDCE 2. Michelle Fischthal, SDCE 3. Leah Gualtieri, SDCE 4. Megan Johnson, SDUSD 5. Esther Matthew, SDCE 6. Clint McVay, SDUSD 7. Mike Reynolds, SDUSD **Guests:** 8. Alex Berry, SDCE 9. Dean Darley, SDUSD 10. Kelly Henwood, SDCE 11. Valerie Hardie, SD Public Library READ/SD 12. Lance Larson, SDUSD 13. Eric Miller, SDCE 14. Shirley Pierson, SDCE 15. Anthony Vargas, SDCE 16. Diana Vera-Alba, SDCE
2.	**Adoption of Agenda & Selection of Meeting Chair and Co-Chair**	Adoption of Agenda occurred M: Michelle Fischthal No Discussion No Abstentions All in favor Michelle Fischthal, VPI at SDCE Chaired the meeting.
3.	**Public Comment**	No public comment
4. a.	**Consent Items** Approval of Minutes: September 19, 2019	**Approval of Minutes from 9/19/19** M: Megan Johnson 2nd: Esther Matthew No Discussion All in favor
5. a.	**Action Items:** Review SDCE capital outlay "way finding" project	**Approval of SDCE capital outlay "way finding" project.** Anthony Vargas, from SDCE Administrative Services, provided a brief summary of this item. "way finding" site improvement project. Handout provided and discussed that outlined the site improvement in the 3 year plan Goal #2, C section 3 regarding student way finding and campus signage. Two campuses are being addressed specifically: ECC and Mid-City. Of all the campuses, these two were identified as

being the largest, oldest and having the greatest needed. There is either no signage or insufficient signage for basic navigation, identification and information.

The request or allocation is not to exceed $70,000 in CAEP funds. Other funding sources are also braided to support the "way finding" project. This is the second part of a bigger project that we implemented at ECC. Efforts are being made to market program services to get adult learners to the campuses. Next year the focus is perimeter signage.

Background: CAEP funds are allowable for site improvement projects however certain requirements are outlined by the state CAEP office including: 1) Approval by the Consortium and discussing about alignment with strategic plan. 2) An information email is required to be sent to the CAEP state office where they reserve the right to ask additional justification questions. The request needs to fit in with the strategic plan and be an allowable. allocateable, and justifiable expense.

M: Clint McVay?
2nd: Leah Gualtieri
No discussion
All in favor
Abstentions: Lorie Crosby Howell

| 6. | **Discussion Items:**
a. Annual Plan Implementation: Meeting Notes Actions 10/11
b. Summer Bridge Courses: Diablo Valley Model
c. Partnership with Read San Diego: Adult and Family Literacy Services City of San Diego Library
d. Joint efforts to engage SDUSD Non-graduates
e. Standing Item: Student Services Update
f. SWP K-12 Partnership and Application for Round 2
g. SDCE Faculty Coordinator Updates | **Annual Plan Implementation: Handout from 10/11 meeting action items.**

Discussion: A brief overview was provided regarding items discussed at the October meeting about what matters most at San Diego Unified School District (SDUSD) and San Diego Continuing Education (SDCE). Handouts provided for review including the top priority and shared strategies of consortium – this included: 1) build bridges to transition 2) develop introductory courses as part of career pathway for students; 3) participate in FELI PD both SDCE and SDUSD staff/instructors 4) students participate in College and Career Readiness (INTD 501) course; 5) implement practices that address student barriers; 6) continue to work on San Diego Gateway to College and Career (SDG2CC) model with SDUSD; 7) utilize the Human Centered Design as an approach to solving design challenges; 8) use data to inform and assess effectiveness of intake and onboarding processes 9) improve SDUSD's access to programs at SDCE; 10) track transition and success rates between SDUSD and SDCE; 11) Review K-12 clearing house data; 12) develop data and collection and data sharing agreement and processes between member agencies.

Action: Determine next steps at the January meeting.

Summer Bridge Courses: Diablo Valley Model

Discussion: Dean Lorie Crosby Howell provided details about a workshop she attended at Diablo Valley College in which they shared about a career academy for high school students offered each summer. Would like to look at how that might fit with SDU since we are in development of pathway courses in our CTE areas and this would be a great way to bring students onto campus and introduce them to our CTE programs. Their model is about 40 hours long. It includes lunch, field trips and guest speakers. |

We are exploring the idea; no actual internal work has been done to implement this. Would like to start engaging in partnership type activities like this. The thought is to target SDU students who are seniors and 18 years of age, as well as students in the SDU Adult Ed program. It would be nice to have the course count toward graduation for the option 2 students. It could also be paired with SDCE's College and Career Readiness course along with its pathways courses. May want to incorporate it as a Practical Art course.

Action: Form an ad hoc group to explore this idea further. To include: Lorie Crosby Howell (SDCE Lead), Cat Prindle (SDCE), Mike Reynolds (SDU), Clint McVay (SDU). Include Sarah Vielma on any communications.

Partnership with Read San Diego: Adult and Family Literacy Services City of San Diego Library

Discussion: Valerie Hardie was introduced. She works with the San Diego Library's online school program and has had success with students. She also works with the Literacy Council. May present at a future meeting about her program and partnerships literacy supports.

Action: None

Joint efforts to engage SDUSD Non-graduates

Discussion: SDUSD sent "reconnection letters" focused on reaching out to the 2019 seniors who were non-graduates. In October, the final drop out list was provided which included 302 students. 10 students (3.3%) came back for a fifth year. 36 students (11.9%) enrolled in adult education. 257 students (85%) that have technically dropped out. High Schools identified where most of the non-grads came from include: 1) Hoover HS, 2) Crawford HS, 3) San Diego HS, 4) Lincoln HS, 5) Mira Mesa HS, 6) Morse HS. In terms of marketing, students from these schools will be the target population.

Mailers were sent out to the 257 students that had not returned. As a result of those efforts, an increase of 24.9% was identified in SDUSD's enrollment. There is a need to strategically plan on how to communicate with these students. Although mailers had some impact, there are still opportunities that can be identified to engage this population. One marketing strategy may be the use of social media (Instagram, Twitter) to help disseminate information to individuals in these communities. We can use the Marketing Committee to start working joint marketing pieces specifically for this population.

Action: Reconvene Marketing Workgroup to review data and identify strategies to enroll students onto a path rather than a single program.

Standing Item: Student Services Update

Discussion: Counselor Summit held last Friday, November 15. Over 90 in attendance. The event was successful; overall feedback was positive. There was some mis-communication regarding the role of the elementary school counselors. It was not clear there would be elementary school representatives at the summit.

Also attended the Super Region Meeting, Wednesday, November 20. Presented current practices. Various K-12 areas were discussing approaches to using personnel in other ways (i.e. transition coordinators for counselors).

Action: None

SWP K-12 Partnership and Application for Round 2

Discussion: There are currently three K-12 Strong Workforce Program applications in process from SDUSD, due December 18. Lance Larson will be the key writer, in terms of Strong Workforce. Areas to focus on include:
- Communication and Marketing of the Program
- Student interest and career interest work or current interest survey platform.
- Demo on a program finder developed in Orange County for Strong Workforce
- Identification of CTE programs with a direct transition from Unified to Continuing Education to be mentioned in the applications.

Action: Table for later. Set-up a separate meeting to discuss; include Sarah Vielma.

SDCE Faculty Coordinator Updates

Discussion: Working on our initial CAEP pathways goals in collaborating with other institutional coordinators on the creation of transitional pathways for the student journeys. Key elements in the student journeys include:
- Connecting with San Diego Continuing Education Services and Programs
- Direct referral of San Diego Unified students a structured hand-off; all stakeholders (students, counselors, instructors) are part of the student journey goals.
- Crucial to identify priority and secondary goals to keep students motivated in the program.
- Attended the CAEP summit in October- discussed systems and process that are successful in other programs throughout the state.
- Attended the Counselors Conference in November- collected resources on career readiness.
- Attended a presentation about the California career resources network, a program that provides career development resources, and training materials. As a vessel instructor, many of the resources explained are already being used. Resources available upon request.
- Goals will continue to be updated based on student needs as CAEP roles,

| | | along with the institutional coordinators roles, are being identified. Transitional pathways and collaboration between SDCE and SDU is at the forefront of the work.

Action: Identify next steps and convene working groups to start developing partnerships to create a systemic transition. May want to consider a warm handoff to include Counselor contact name, number and location, so students have a resource when they come to Continuing Education. This should also work the other way around when we refer students to Adult Education.

Look into setting up a mixer to provide an opportunity for SDCE and SDU to meet fellow colleagues/instructors who will be involved. There is also a SDU re-engagement team that should be part of this. |
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| 7. | **Presentation Item(s):** | None |
| 8. | **Informational Items:**
 a. Upcoming Due Dates:
   a. Member Expense Report Q1 due in Nova 12/1/19
 b. Data Tops Pro Analysis & other Data Needs
 c. Update on SDG2CC connections and referrals
 d. Conferences and Events: CAEP Summit
 e. Professional Development:
   a. TLC Innovative Practices Conference 12/4
   b. FELI 12/9-12/13
   c. Super Region Transitions and Support Services Summit 11/20 | Upcoming Due Dates:
 − Members Expense Report Q1 due in Nova 12/1/19 for program year 19-20. Program year 17-18 is ending December 31.

 Data Tops Pro Analysis & other Data Needs:
 − We use Tops Pro Enterprise for all of our data.
 − The Community College System use is for MIS.
 − Ron Flores from SDCE Student Services Department runs reports in Tops Pro and has been looking at some comparison data.
 − Ron will plan to attend to show graphs and reports pulled to see what's useful for the Consortium but unfortunately there were some issues with the information that didn't match WIOA grant information with the CAEP data.
 − The state uses a noncredit launch board for all the CAEP reporting. Last year's PY 18/19 data will not be loaded until February.
 − One of our strategic plan goals is to be data informed decision making.
 − We need to specify which data we need to inform our strategies, whether it's regional data or data from our own internal student data system.
 − Example of reports: Enrollment trends and outcome trends, high school diploma program (course completion rate per the actual course the student takes), how much time students are spending in programs, amongst other areas.

 Update on SDG2CC connections and referrals:
 − Working with Mike to figure out referrals.
 − There was a need to clarify the "Out of School Youth" eligibility of SDUSD AE students for the WIOA I grant. This was clarified based on guidance from the state EDD office and Sarah Vielma from SDUSD confirmed that the Adult Education program is considered a "dropout reengagement program", which means all of the SDUSD AE students qualify as "out of school" youth for the WIOA I SDG2CC Grant.
 − Working with Stephanie Lewis regarding screening criteria for whoever is able to benefit from the Gateway program. More work to occur around this.
 − At SDUSD AE, 28 students were identified as attending but progressing slowly and may need additional wrap around supports from the Gateway |

	program. Some main challenges include transportation, housing and food assistance. Wrap around services and next steps are being discussed.
	Conferences and Events: CAEP Summit
	− Presentations were wonderful.
	− A survey monkey will be sent to individuals who attended for feedback on highlights, things learned.
	− State sent out a link of several of the presentations given.
	Professional Development:
	− Teaching and Learning Conference (TLC) Innovative Practices Conference 12/4. Looking for anyone interested in presenting. An evaluation survey will be sent to gather information in planning for future conferences.
	− FELI 12/9-12/13- SDUSD AE will likely have a couple of attendees.
	− Super Region Transitions and Support Services Summit 11/20
	− The Youth Will, formerly called the Youth Development Organization is a youth led movement with adult allies. A kickoff meeting for their master plan occurred in October at the Logan Height Library. Sean Elo is a lead Executive Director for Youth Will, who's also one of SDCCD trustees. There are several committees to get involved in; one is an Education Committee. They are having an acting team meeting at the County Office of Education on December 6. If there are any youth at SDUSD AE, this is a great opportunity to get leadership experience. May welcome some leads to a future SDAERC meeting to present information about this.
Adjournment *Next Meeting: TBD*	Adjourn 4:25pm

<h1 style="text-align:center"><u>SDCE Out of State Travel</u>
1/22/20 SDAERC</h1>

<u>Action:</u> Per State CAEP Fiscal Guidance, the SDAERC approves Out-of-State travel for SDCE personnel to attend the NCORE Conference May 26-30 2020 in New York City. The approximate amount of travel costs for up to 5 SDCE Administrators and Faculty and Staff is estimated at $15,000 (approximately $3k a person for conference fees travel and incidentals).

<u>About NORE</u>

National Conference for Race and Ethnicity in American Higher Education (NCORE) is meant to address the equity and race issues in higher education. Since its inception, the annual conference has evolved into a vital national resource for higher education institutions, providing an annual multicultural forum and constitutes the leading and most comprehensive national forum on issues of race and ethnicity in American higher education. The conference focuses on the complex task of creating and sustaining comprehensive institutional change designed to improve racial and ethnic relations on campus and to expand opportunities for educational access and success by culturally diverse, traditionally underrepresented populations. NCORE® is designed to provide a significant forum for discussion, critical dialogue, and exchange of information as institutions search for effective strategies to enhance access, social development, education, positive communication, and cross-cultural understanding in culturally diverse settings.

<u>Background</u>

Out of State travel is an allowable expense related to Professional Development with CAEP funds The state no longer requires notification or be provided the "out of state travel form" as in previous year. Additional process requirements include requirements that the Member Agency must follow internal travel processes.

<u>State Guidance on Travel</u>

Effective July 1, 2018, it is no longer necessary to obtain the State AEP/AEP Office approval for out of state travel. This can be accomplished through the submission and certification of the annual program budget and work plan in NOVA, OR can be put on the agenda for approval at a public meeting. As a best practice for consortia, members should explain how the approved travelers and the consortium would disseminate the information to other member's administrators, staff, faculty, and teachers when they return.

Only travel necessary for the project is allowed. Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business for the grant. Such costs will be based on the fiscal agent's per diem rates. These costs shall be considered reasonable and allowable only to the extent such costs do not exceed charges normally allowed by the institution in its regular operations as the result of the institution's written travel policy.

FIFO Summary SDAER Consortium
Through Q 1 Py 19/20

Year	Allocations	Expenditure	Remaining	Expenditure %
16-17 thru 18/19	$4,445,071	$4,445,071	$0	100%
17/18 thru 19/20	$4,445,071	$4,445,071	$0	100%
18/19 thru 20/21	$4,636,751	$1,279,237	$3,357,514	28%
Totals	**$13,526,893**	**$10,169,379**	**$3,357,514**	**75%**

FIFO Expenditure Summary: SDCCD
Through Q 1 Py 19/20

Year	Allocations	Expenditures	Remaining	Expenditure %
2016-17 thru 2018-19	$2,823,332	$2,823,332	$0	100%
2017-18 thru 2019-20	$2,823,332	$2,823,332	$0	100%
2018-19 thru 2020-21	$3,477,562	$902,166	$2,575,396	26%
Totals	**$9,124,226**	**$4,808,048**	**$2,575,396**	**53%**

FIFO Expenditure Summary: SDUSD
Through Q 1 Py 19/20

Year	Allocations	Expenditures	Remaining	Expenditure %
16-17 thru 18/19	$1,621,739	$1,621,739	$0	100%
17/18 thru 19/20	$1,621,739	$1,621,739	$0	100%
18/19 thru 20/21	$1,159,189	$377,071	$782,118	33%
Totals	**$4,402,667**	**$3,620,549**	**$782,118**	**82%**

San Diego CCD

Object Code	Year to Date (YTD) Expenditure	YTD Forecast (% of Project Budget)	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	$82,494	$110,574 (24.78%)	74.61%	$446,206	18.49%	$363,712
2000 - Non-Instructional Salaries	$462,757	$393,874 (11.79%)	117.49%	$3,339,813	13.86%	$2,877,056
3000 - Employee Benefits	$246,113	$176,538 (14.29%)	139.41%	$1,235,445	19.92%	$989,332
4000 - Supplies and Materials	$1,952	$65,651 (18.7%)	2.97%	$351,010	0.56%	$349,058
5000 - Other Operating Expenses and Services	$42,563	$152,747 (25%)	27.87%	$610,988	6.97%	$568,425
6000 - Capital Outlay	$0	$0 (0%)	100%	$687,350	0%	$687,350
7000 - Other Outgo	$0	$0 (100%)	100%	$0	100%	$0
Indirect Costs	$1,029	$44,887 (13.5%)	2.29%	$332,425	0.31%	$331,396
Totals	$836,908	$944,271 (13.48%)	88.63%	$7,003,237	11.95%	$6,166,329

San Diego Unified

Object Code	Year to Date (YTD) Expenditure	YTD Forecast (% of Project Budget)	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	$198,976	$145,436 (18%)	136.81%	$807,977	24.63%	$609,001
2000 - Non-Instructional Salaries	$60,121	$50,856 (20%)	118.22%	$254,280	23.64%	$194,159
3000 - Employee Benefits	$74,508	$100,125 (20%)	74.42%	$500,623	14.88%	$426,115
4000 - Supplies and Materials	$10,355	$102,510 (15%)	10.1%	$683,401	1.52%	$673,046
5000 - Other Operating Expenses and Services	$7,085	$6,750 (15%)	104.96%	$45,000	15.74%	$37,915
6000 - Capital Outlay	$0	$0 (100%)	100%	$0	100%	$0
7000 - Other Outgo	$0	$0 (100%)	100%	$0	100%	$0
Indirect Costs	$9,406	$9,653 (20%)	97.44%	$48,266	19.49%	$38,860
Totals	$360,451	$415,330 (17.75%)	86.79%	$2,339,547	15.41%	$1,979,096

		SDAERC					
		PY 20/21 (Year 6) DRAFT Allocation					

Consortium Level	PY 15/16 Funding	PY 16/17 Funding	PY 17/18 Funding	PY 18/19 Allocation	PY 19/20 Allocation*	PY 20/21 COLA**	PY 20/21 Base Funding
SDAERC	$ 4,332,988	$ 4,445,071	$ 4,445,071	$ 4,636,751	$ 4,957,615	$ 113,529	$ 4,957,615
					*represents a 3% increase	**represents a 2.29% increase	

Member Level	PY 15/16 Allocation	PY 16/17 Allocation	PY 17/18 Allocation	PY 18/19 Allocation	PY 19/20 Allocation	PY 20/21 Allocation	Change + (-)
SDUSD	$ 1,580,628	$ 1,621,739	$ 1,621,739	$ 1,159,189	$ 1,239,403.75	$ 1,267,786.10	$ 28,382.35
SDCE	$ 2,752,360	$ 2,823,332	$ 2,823,332	$ 3,477,562	$ 3,718,211.25	$ 3,803,358.29	$ 85,147.04

Total Consortium Allocation $ 5,071,144

CFAD Breakout***	
SDUSD	25%
SDCE	75%

****approved by Consortium March 2018)*