San Diego Adult Education Regional Consortium (SDAERC)
Agenda

Date: June 30th, 2020
Time: 3:00-4:30
Location: Online Zoom https://cccconfer.zoom.us/j/95364392008
Teleconference Access: 1 669 900 6833 (US Toll)   Meeting ID: 953 6439 2008

Agenda Item	Lead/Presenter
1. **Call to Order**	All
2. **Adoption of Agenda & Selection of Chair**	All
3. **Public Comment**	
4. **Consent Items:** a. Approval of Minutes May 21st & July 8th	All
5. **Action Items:** a. Membership Updates b. Annual Plan Key Activities for PY 20/21	 Kelly Henwood, SDCE All
6. **Discussion Items:** a. Upcoming SDWP WIOA I Youth RFP b. SDUSD WIOA II Grant Update	 Laurie Coskey, Executive Director SDCEF Nate Sachdeva, SDUSD AE
7. **Presentation Items: None**	
8. **Information Items** a. Round Table b. Standing Student Services Update c. Upcoming Due Dates:	 All Esther Matthew, Dean of Counseling, SDCE Kelly Henwood, SDCE

September 2020
- ✓ Sep 1st 18/19 and 19/20 Member Expense Report (Q4)
- ✓ Sep 1st July 1, 2019 to June 30, 2020 expenses by program area (estimates only)
- ✓ Sep 30th 18/19 and 19/20 Member Expense Report certified (Q4)
- ✓ Sep 30th 20/21 Member Program Year Budget and Work Plan

October 2020
- ✓ Oct 30th 20/21 Member Program Year Budget and Work Plan certified
- ✓ Oct 31st Student data due (Q1)

December 2020
- ✓ Dec 1st PY 19/20 Instructional Hours and Expenses by Program Area due (actuals) and certified by Consortium
- ✓ Dec 1st PY 18/19, 19/20, & 20/21 member expense report due (Q1)
- ✓ Dec 31st PY18/19, 19/20 & 20/21 Member Expense Report certified (Q1)

Adjournment: Next Meeting, September 17th, 3:00-4:30

Item		
1.	**Call to Order**	**Call to order at 3:05pm** **Members present:** 1. Lorie Crosby Howell, SDCE 2. Michelle Fischthal, SDCE 3. Leah Gualtieri, SDCE 4. Megan Johnson, SDUSD 5. Esther Matthew, SDCE 6. Mike Reynolds, SDUSD 7. Nate Sachdeva, SDUSD 8. Sarah Vielma, SDUSD **Guests:** 9. Alex Berry, SDCE 10. Laurie Cozzolino, SDCE 11. Ron Flores, SDCE 12. Lola Gaona, SDCE 13. Debbie Glanz, SDUSD 14. Veleka Iwuaba, SDCE 15. Kelly Henwood, SDCE 16. Monica Rosas. SDCE 17. Cassandra Storey, SDCE 18. Diana Vera-Alba, SDCE
2.	**Adoption of Agenda & Selection of Meeting Chair**	Adoption of Agenda occurred; agenda is approved with no edits. M: Michelle Fischthal 2nd: Mike Reynolds Discussion: None Abstentions: None All in favor Mike Reynolds, SDUSD Chaired the meeting.
3.	**Public Comments**	No public comments
4. a.	**Consent Items** None	
5. a.	**Action Items:** Approve the Revised PY 20/21 Allocation	**Revised PY 20/21 Allocation CFAD-** Kelly Henwood, CAEP Consortium Lead, Special Projects Manager Approve PY 20/21 Revised Allocation. The state has reinstated funding levels to the previous year's allocation. State memo was shared. Revised reinstated allocation is $4,787,911: $1,196,978

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2.	**Adoption of Agenda & Selection of Meeting Chair**	Adoption of Agenda occurred; agenda is approved with no edits. M: Michelle Fischthal 2nd: Mike Reynolds Discussion: None Abstentions: None All in favor Mike Reynolds, SDUSD Chaired the meeting.
3.	**Public Comments**	No public comments
4.	**Consent Items** a. Approval of Minutes: March 19,2020	**Approval of Minutes from 3/19/20** M: Esther Matthew 2nd: Lorie Crosby Howell Discussion: None Abstentions: None All in favor

5.	**Action Items:**
	a. Revised PY 20/21 Allocation CFAD
	b. Annual Calendar
		Revised PY 20/21 Allocation CFAD- Kelly Henwood, CAEP Consortium Lead, Special Projects Manager
		
		State memo was reviewed. 12.105% decrease in funding from the state, which includes COLA (2.29%). Revised Allocation is $4,304,000; $1,076,169.50 (SDUSD (25%)) and $3,228,508.60 (SDCE (75%)). CFAD was approved at the last meeting. Due to governor's budget productions, the CFAD needs to be redone by end of June. Expenditure levels and trends were reviewed.
		
		   M: Leah Gualtieri
		   2nd: Nate Sachdeva
		   Discussion: There is some discussion at the state level about consortium level allocations based upon student need.
		   Abstentions: None
		   All in favor
		
		Annual Calendar for PY 2021- Kelly Henwood
		
		Per our governance charter, we are to adopt an annual meeting calendar at the beginning of the year. The current meeting schedule is structured so that meetings occur every other month (six meetings a year) on the third Thursday of the month from 3p-4:30p. Special meetings can occur as needed.
		
		   M: Michelle Fischthal
		   2nd: Lorie Crosby Howell
		   Discussion: None
		   Abstentions: None
		   All in favor

6.	**Discussion Items:** a. SDCE Counselor Contact List by Program b. Annual Plan and Budget PY 20/21 Process & Priorities c. College and Career Readiness: Support for SDUSD AE Students with SDCE Application Process d. Update SWP K-12 Pathways Coordinator e. High School Diploma: Distance Education Lessons Learned & Sharing Best Practices f. Professional Development Updates g. Summer Bridge "Career Launch" Academy Planning	**SDCE Counselor Contact List by Program-** Lola Gaona, Academic Counselor, SDCE **Discussion:** SDCE Faculty Coordinators created a counselor by program list to provide directory information for counseling services. Currently posted on the SDCE Counseling and Student Services website. Includes campus, program and counselor email. To support this newly added information, having a student friendly document showing what transition looks like from SDUSD to SDCE would be helpful. It also supports one of the consortiums purposes in increasing collaboration between Unified and CE. We could also hold meetings to include faculty from both institutions at least once a semester to discuss and share counseling services information (i.e. high school program, transitions, etc.). May want to set-up an ad-hoc meeting to continue this discussion.

	Action: None
	Annual Plan and Budget PY 20/21 Process & Priorities- Kelly Henwood
	Discussion: As a consortium, we need to submit a three-year plan for each of our strategic plans and then every year after that. The consortium plan is due August 15th; the annual budget plan is due September 30.
	Looking to set-up a survey monkey or google docs to gather information from the consortium for input into the plans. Will need to highlight accomplishments and new goals for the next year. We can incorporate information from the consortium effectiveness survey.
	Need to assure the plan is assembled as a consortium. Options for reviewing information: 1) Hold two meetings over the summer to review and verify information captured is accurate. 2) Similar to last year, create workgroups to develop certain sections of the plan.
	Action: Set-up google docs for consortium plan and hold meetings to review with Mike and Nate and Diana and Kelly.
	College and Career Readiness: Support for SDUSD AE Students with SDCE Application Process- Nate Sachdeva, Adult Education Lead, SDUSD
	Discussion: Google form developed has been successful. The biggest issue is enrolling into the class. Obtaining a student ID number has been a barrier.
	Students have many reasons for not having a Student ID. They may not have an application on file, are not term activated, may not remember what their number is, etc. One challenge of not being able to assist a student in person has been verifying their identity. SDCE Student Services is trying to create more infrastructure to support students remotely. Discussed confusion of language used regarding User ID/CSI ID number; both are the same.
	Action: None
	Update SWP K-12 Pathways Coordinator – Sarah Vielma, CTTE/AE Director, SDUSD
	Discussion: Approved to post the K-12 Pathways Coordinator for San Diego Community College District. Background

shared; approximately 70 positions across the state (one for each community college district). Original target date to hire was June 1st. The Community College Chancellor's Office is going to host the first series of trainings for this person on June 2. Currently in the process of screening candidates. Planning to have a person in place for the year.

Overall goals is to help improve our K-12 CTE programs and pathways. This person will be the point of contact to work with our high school and community college CTE programs. They will also be working with partner agencies using data to identify gaps in our pathway programs. This will be a shared coordinator between SDUSD and SDCCD's four institutions and our district. It will be helpful to identify top priorities as a district (SDCCD) rather than individually from each college.
Action: None

High School Diploma: Distance Education Lessons Learned & Sharing Best Practices – All

Discussion: Did not discuss.
Action: None

Professional Development Updates – Laurie Cozzolino, SDCE PD Coordinator

Discussion: Currently researching conferences with low costs; several virtual conferences are free. Would like to continue the practice of debriefing after a conference; will likely do a zoom and invite attendees from both SDUSD and SDCE to share their feedback. It will be helpful to find conferences on how to support special needs students online.
Action: None

Summer Bridge "Career Launch" Academy Planning – Lorie Howell, Dean SDCE, Diana Vera-Alba, CAEP Faculty Coordinator/ESL Instructor, SDCE

Discussion: Currently developing introductory courses to help support CTE pathways in BIT and Fashion programs around creating maker spaces. Weekly planning meetings with BIT and Fashion faculty are taking place. Unified already created some maker spaces; would like to collaborate on the planning. Discussion around funding for some of the expensive equipment occurred.

This idea came from Diablo Valley Community College which has a program where they work directly with high schools,

		counselors and students. The students get credit and they spend a week immersed in any one of the fields that Diablo Valley has available. Brought idea back to SDCE which has morphed into something different but the goal would be to create an innovative space for students to give them help with basic skills and the language and math needed to be successful in our CTE programs. Looking to have this in place by next summer. **Action:** None
7.	**Presentation Item(s):**	None

8.	**Informational Items:**
	  a. Standing Student Services Update
	  b. Super Region Update
	  c. Upcoming Due Dates
		Standing Student Services Update- Esther Matthew, Dean of Counseling, SDCE
		  – Held for next meeting.
		
		Super Region Update- Diana Vera Alba, SDCE
		  – Held for next meetings.
		
		Upcoming Due Dates- Kelly Henwood, SDCE
		  – Noted in packet.

9.	**Roundtable**	
	Adjournment *Next Meeting: July*	Adjourn 5pm

		(SDUSD (25%) and $3,590,933 (SDCE (75%). Expenditure levels and trends were reviewed. M: Esther Matthew 2nd: Nate Sachdeva Discussion: None Abstentions: None All in favor
6.	**Discussion Items: None**	None
7.	**Presentation Item(s): None**	None
8.	**Informational Items:** a. Standing Student Services Update b. Super Region Update c. Upcoming Due Dates d. Round Table	**Standing Student Services Update-** None **Super Region Update**- None **Upcoming Due Dates-** Kelly Henwood, SDCE – Noted in packet. **Roundtable -** – Michelle Fischthal discussed online Professional Development faculty mentorship model as an augment to the SDCCD online distance education certification. As smaller, topic based workshops are developed these will be shared with SDUSD as space in the workshops and topics relate. – Sarah Vielma shared the new partnership with the local workforce board for career services through career portal. – SDUSD AE was awarded WIOA II funds from CDE. – Brief discussion on the upcoming soon to be released SDWP WIOA I Youth RFP. Information has been shared via email.
9.	**Roundtable**	
	Adjournment *Next Meeting: July 30th*	Adjourn 3:30

San Diego Adult Education Regional Consortium (SDAERC) Members

Background

The SDAERC has "Designated Representatives" which are appointed by each Member Agency (SDCE and SDUSD) via the approval of the respective District Governing Board.

There is equal representation from each Member Agency and includes at least: two (2) Administrators, and one (1) Faculty/Instructor for a minimum required number of six (6) Designated Representatives with voting responsibilities.

PY 2019/2020 Members

Member Agency	Name of Representative	Title	Email
San Diego Continuing Education	Michelle Fischthal	Vice President of Instruction	mfischthal@sdccd.edu
San Diego Continuing Education	Dr. Lorie Crosby Howell	Dean, Fashion, Culinary Arts, Adult Basic Education and Adult Secondary Education and West City Campus	lhowell@sdccd.edu
San Diego Continuing Education	Esther Matthew	Dean of Counseling	ematthew@sdccd.edu
San Diego Continuing Education	Leah Gualtieri	Faculty, Adult Basic Education	lgualtie@sdccd.edu
San Diego Unified School District	Sarah Vielma	Director, College, Career & Technical Education and Adult Education	svielma@sandi.net
San Diego Unified School District	Michael Reynolds	Adult Education Program Lead	mreynolds@sandi.net
San Diego Unified School District	Megan Johnson	Adult Education Instructor	mjohnson5@sandi.net
San Diego Unified School District	~~Clint McVay~~	~~Counselor~~	