

**San Diego Adult Education Regional Consortium (SDAERC)**

**Date:** Thursday March 21<sup>st</sup>, 2024

**Time:** 2:00pm-3:30pm

**Meeting Location:** Location – 4343 Ocean View Blvd, San Diego, CA 92113 Rm 106

**Meeting Zoom:** <https://sdccd-edu.zoom.us/j/86489078557>

**Password:** SDAERC

**Meeting Teleconference Access** Or by phone: 1-669-900- 6833 **Meeting ID:** 867 3308 6455

**Voting Members:** See SDAERC Website: <https://sdcce.edu/organization/special-projects-and-grants/sdaerc>

Agenda Item	Lead/Presenter
<p><b>1. Call to Order</b></p>	<p>Call to order at 2:04 pm</p> <p><b>Members Present:</b></p> <ol style="list-style-type: none"> <li>1. Dr. Shakerra Carter, SDCCE</li> <li>2. Sean Caruana (Proxy for Dr. Lorie Howell), SDCCE</li> <li>3. Leah Gualtieri, SDCCE</li> <li>4. Dr. Tina M. King, SDCCE</li> <li>5. Nate Sachdeva, SDUSD</li> <li>6. Kirsley Tate, SDUSD</li> <li>7. Megan Timmons, SDUSD</li> <li>8. Sarah Vielma, SDUSD</li> </ol> <p><b>Guests:</b></p> <ol style="list-style-type: none"> <li>9. Carla Grossini-Concha, SDCCE</li> <li>10. Jose Cruz, SD Literacy Council</li> <li>11. Margie de Ruyter, SDCOE</li> <li>12. Bradley Dorschel, SDCCE</li> <li>13. Tavaris Franklin, SDCCE</li> <li>14. James Hayes, SDCCE</li> <li>15. Kelly Henwood, SDCCE</li> <li>16. Stephanie Johnson, SDCOE</li> <li>17. Shirley Pierson, SDCCE</li> <li>18. Brenna Leon Sandeford, SDCCE</li> <li>19. Armin Rashvand, SDCCE</li> <li>20. Monica Rosas, SDUSD</li> <li>21. Arturo Vasquez, SD Workforce Partnership</li> <li>22. Vincent Villareal, SDCCE</li> </ol>
<p><b>2. Adoption of Agenda &amp; Selection of Chair</b></p>	<p>SDCCE to chair the meeting</p>

<p><b>3. Public Comment</b>  <i>Note: see new Consortium Public Comment Form online</i>  <a href="#">SDAERC</a></p>	<p>No public comment</p>
<p><b>4. Consent Items:</b>  a. <a href="#">Minutes 2/15/24</a></p>	<p>M/S/C By Dr. Carter and Megan Timmons, February minutes approved by consensus</p>
<p><b>5. Action Items</b>  Fiscal Actions</p> <ul style="list-style-type: none"> <li>a) <a href="#">Q2 Expenditure Report</a></li> <li>b) <a href="#">PY 24/25 Consortium Fiscal Administrative Declaration (CFAD)</a> &amp; Preliminary Allocation <ul style="list-style-type: none"> <li>• <a href="#">10 Year CAEP Allocation Trends</a></li> <li>• <a href="#">AB 1491 Carry Over Compliance Overview</a></li> </ul> </li> <li>c) <a href="#">First Reading of SDAERC Bylaws Revisions 2024</a></li> <li>d) <a href="#">Site Improvement SDCCE CTE Clothing and Textiles Fiber Lab Build Out</a></li> <li>e) <a href="#">Site improvement SDCCE CTE Welding Robotics Build Out</a></li> </ul>	<p>Q2 Expenditure Report, Kelly Henwood, Special Projects Manager, SDCCE. Cynthia Giammarinaro, Accounting Technician, SDCCE. Nate Sachdeva, Program Manager, Program Manager, College, Career and Technical Education, SDUSD</p> <ul style="list-style-type: none"> <li>- It is important that Quarterly reports are submitted on times due to AB1491 carryover policies</li> <li>- New NOVA tool shows percent of Carryover</li> <li>- If consortium carries over 20% of budget for 2 years, we will enter corrective action</li> <li>- Bulk of SDCCE expenditures are in salaries and benefits</li> <li>- Mid-Year of expenses for SDCCE gives good push for spending</li> <li>- If continued spending trends persist for SDCCE, consortium will be in a better position in terms of using CAEP money</li> <li>- SDUSD is projected to spend full funding amount through Q3 and Q4</li> <li>- M/S/C Made by Sarah Vielma and Dr. Carter, Motion approved by consensus</li> </ul> <p>PY 24/25 Consortium Fiscal Administrative Declaration (CFAD) &amp; Preliminary Allocation, Kelly Henwood, Special Projects Manager, SDCCE</p> <ul style="list-style-type: none"> <li>- The Current CFAD provides a 25/75 split between member agencies (25% to SDUSD &amp; 75% to SDCCE).</li> <li>- SDUSD requests a 30/70 split going into the next PY</li> <li>- Request based on SDUSD receiving 30% in years past, as well as the impact of the financial support from the previous onetime payment from SDCCE.</li> <li>- SDUSD AS has cut time for students to receive diplomas significantly and</li> </ul>

increased the amount of diplomas given.

- CFAD must be submitted by the 2<sup>nd</sup> of May
- SDCCE Requests some time to review the request.
- M/S/C to come to an agreement on CFAD in a special meeting before May 2<sup>nd</sup>
- Motion by Dr. King, Second by Sarah Vielma, Motion Approved by Consensus.

First Reading of SDAERC Bylaws Revisions 2024, Kelly Henwood, Special Projects Manager, SDCCE

- This is simply a read through of the first draft of the bylaws, no changes will go into effect until voted upon.
- Additions of listing services provided by the SDAERC
- Addition of naming age groups to which services are offered at each member agency.
- Additions of a public comment section and suggestion for a Joint workgroup between member agencies
- SDUSD Requests the removal of the 18-22-year age barrier to allow them to serve students of any age. SDCCE already can serve any age
- SDCCE would like to evaluate the request to remove the existing age barriers
- M/S/C To not approve changes yet, and to evaluate the bylaws further with data at the next SDAERC Regular Meeting
- Motion made by Sarah Vielma, Second by Kirsley Tate, approved by consensus.

Site Improvement, SDCCE CTE Clothing and Textiles Fiber Lab Build Out, Shirley Pierson, Program Chair, Clothing and Textiles, SDCCE

- Site improvements in CTE Clothing and Textile classrooms will upgrade standards from industry 4.0 to industry 5.0
- Full size roll to roll textile cutting

	<p>machine and modeling machinery. This will provide the most premier equipment for no cost classes in the Western United States.</p> <ul style="list-style-type: none"> <li>- Approximated expense of no more than \$375,000 to redesign electrical system</li> <li>- Potential for SDUSD to bring students to CTE CLTX programs/classes. Future communication and collaboration is discussed between Sarah and Shirley</li> <li>- M/S/C by Dr. Carter and Megan Timmons, site improvement approved by consensus.</li> </ul> <p>Site Improvement, SDCCE CTE Welding Robotics Build Out, Bradley Dorschel, Co-Program Char, Skilled and Technical Trades, SDCCE</p> <ul style="list-style-type: none"> <li>- Site improvement will include removal of unused equipment/machinery</li> <li>- Installation and electrical of robotic welding machines</li> <li>- Installation and electrical connection of modular fume extractors</li> <li>- Project not to exceed \$50,000</li> <li>- M/S/C by Dr. Carter and Kirsley Tate, site improvement approved by consensus</li> </ul>
<p><b>6. Presentation &amp; Discussion Item – CAEP Projects:</b></p> <ul style="list-style-type: none"> <li>a) <a href="#">Annual Plan Process</a></li> <li>b) Marketing –Joint Secondary Education Video</li> </ul>	<p>Annual Plan Process, James Hayes, Consultant, SDCCE</p> <ul style="list-style-type: none"> <li>- As the next 3 year plan will need to be written during the coming PY, we are looking at phases/strategies for writing the plan.</li> <li>- James and Kelly are asking for assistance on Data Collection in order to create strategies and plans based on needs identified from data.</li> <li>- Searching for common themes or patterns of needs/gaps</li> <li>-</li> </ul> <p>Joint Secondary Education Video, Brenna Leon Sandeford, Public Information Officer, SDCCE</p> <ul style="list-style-type: none"> <li>- The completed joint marketing video was shown to the consortium with a positive response from voting</li> </ul>

	<p>and non-voting members</p> <ul style="list-style-type: none"> <li>- The video is on YouTube and will be available on other platforms soon as well. The video will be marketed on SDCCE, CAEP, and SDUSD AS social media accounts</li> </ul>
<p><b>7. Information Items:</b></p> <ul style="list-style-type: none"> <li>a) Student Services Updates</li> <li>b) <a href="#">Adult School Transition Team</a> Updates</li> </ul>	<p>Student Services Updates, Dr. Roberta Krauss, Dean of Counseling, SDCCE</p> <ul style="list-style-type: none"> <li>- HSE Enrollment nights occurred at SDCCE sites enrolling around 27 students.</li> </ul> <p>Adult School Transition Team Update, Dr. Roberta Krauss, Dean of Counseling, SDCCE</p> <ul style="list-style-type: none"> <li>- Haji has been gaining more students. Roberta and Nate report the transition team partnership is working very well</li> </ul>
<p><b>8. Community Partnership Updates</b></p> <ul style="list-style-type: none"> <li>a) Literacy Council</li> <li>b) SDCOE</li> <li>c) SDWP</li> </ul>	<p>Literacy Council Updates, Jose Cruz, SD Literacy Council</p> <ul style="list-style-type: none"> <li>- SD Literacy Council is made up of 34 youth and adult literacy programs across San Diego serves all ages</li> <li>- Financial Literacy event is promoted which will occur soon</li> </ul> <p>San Diego County Office of Education Updates, Stephanie Johnson, SDCOE Juvenile Court Schools</p> <ul style="list-style-type: none"> <li>- SDCOE Juvenile Court serves students across the SD court system</li> <li>- Lindsay School partnership with SDCCE to support recently arrived Haitian students. Stephanie reports that the partnership is working out well.</li> </ul> <p>San Diego Workforce Partnership Updates, Arturo Vasquez, Director of Workforce Development, SD Workforce Partnership</p> <ul style="list-style-type: none"> <li>- SD Workforce Partnership is looking to expand with more San Diego Adult</li> </ul>

	<p>Schools.</p> <ul style="list-style-type: none"> <li>- SD Workforce Partnership is supporting individuals/families effected by recent flooding.</li> </ul>
<p><b>9. Upcoming CAEP Due Dates and State Updates a.</b>  <a href="https://caladulted.org/DueDates">https://caladulted.org/DueDates</a></p> <ul style="list-style-type: none"> <li>• Mar 31: 21/22 and 22/23- and 23/24-Member Expense Report certified by Consortia in NOVA (Q2) *</li> <li>• Mar 31: End of Q3</li> <li>• Apr 30: Student Data due in TOPSPro (Q3)</li> <li>• Apr 30: Employment and Earnings Follow-up Survey</li> <li>• May 2: CFAD for 2024-25 due in NOVA</li> </ul>	
<p><b>Adjournment: 3:31. Next Meeting: Thursday, May 16<sup>th</sup> 2024</b></p>	

For more information about the SDAERC and CAEP: Visit our local websites: [SDCE SDAERC](#) and [SDUSD Adult Program](#)  
 Or the State CAEP website: [www.caladulted.org](http://www.caladulted.org)

