



San Diego Adult Education Regional Consortium (SDAERC)

Date: March 17, 2022

Time: 3:00-4:30

Location: Online Zoom

Teleconference Access:

<https://cccconfer.zoom.us/j/93418750497?pwd=dEVPVEN1YlVNZ3ZaT3pZSzlZNFZdz09>

Agenda Item	
1. Call to Order	<p>Call to order at 3:01pm</p> <p>Members Present:</p> <ol style="list-style-type: none"> 1. Michelle Fischthal, SDCCE 2. Leah Gualtieri, SDCCE 3. Edith Quintero, SDCCE 4. Nate Sachdeva, SDUSD 5. Kirsley Tate, SDUSD 6. Lorie Crosby Howell, SDCCE 7. Megan Timmons, SDUSD <p>Members Absent:</p> <ol style="list-style-type: none"> 1. Monica Rosas, SDUSD 2. Sarah Vielma, SDUSD <p>Guests:</p> <ol style="list-style-type: none"> 3. Shakerra Carter, SDCCE 4. Laurie Cozzolino, SDCCE 5. Jose Cruz, SD Council on Literacy 6. Kay Faulconer Boger, SDCCE 7. Ingrid Greenberg, SDCCE 8. Kelly Henwood, SDCCE 9. Chinazom Iwuaba, SDCCE 10. Jessica Luedtke, SDCCE 11. Valeria Ramirez, SDCCE 12. Diana Vera-Alba, SDCCE 13. Marne Foster, SDCCE 14. Shakerra Carter, SDCCE 15. Maureen Rubalcaba, SDCCE

2. Adoption of Agenda & Selection of Chair	Adoption of Agenda Discussion: None Michelle Fischthal to Chair the Meeting Discussion: None Motion: Leah Gualtieri Second: Laurie Cozzolino Nays: None Abstentions: None Action: Approved
3. Public Comment	None
4. Consent Items: a. Approval of Minutes: 1/20/22	Approval of Minutes from 1/20/22 Discussion: None Motion: Nate Sachdeva Second: Leah Gualtieri Nays: None Abstentions: None Action: Approved
5. Action Items: a. PY22/23 Consortium Fiscal Administration Declaration (CFAD) b. Q2 Expenditure Report c. Adding April Special Meeting d. NCORE Out of State Travel for SDCCE e. COABE Out of State Travel for SDCCE	PY22/23 Consortium Fiscal Administration Declaration (CFAD)- Kelly Henwood, Consortium Lead, SDCCE Reviewed the PY 22/23 (Year 8) DRAFT Allocation. Total Consortium Allocation is \$5,247, 353.00 (SDUSD (25%) SDCCE (75%)). Voted by Consortium in March 2018. Approval for PY22/23 CFAD as is. Motion: Nate Sachdeva Second: Lorie Crosby Howell Nays: None Abstentions: None Action: Approved Q2 Expenditure Report Reviewed the 2021-22 Q2 report; shows expenses from July 1-December 31, 2021 by member agency. Budget remaining in active fund is \$5,981,320. CAEP funds are active for 2 and a half years. Under corrective action because we are behind about a year and a third in terms of expenditure levels for the College of Continuing Education. Shared initiatives utilizing CAEP funds. Approval for 2021-22 Q2 Expenditure Report as is.

	<p>Motion: Lorie Crosby Howell Second: Nate Sachdeva Nays: None Abstentions: None Action: Approved</p> <p>Adding April Special Meeting Discussed having a meeting in April; date to be identified.</p> <p>Hold special meeting in April to work on the Strategic Plan. Motion: Michelle Fischthal Second: Nate Sachdeva Nays: None Abstentions: None Action: Approved</p> <p><i>Action Item: Schedule April special meeting.</i></p> <p>NCORE Out of State Travel for SDCCE- Laurie Cozzolino, Professional Development Coordinator, SDCCE CAEP does not automatically approve out of state conference. Need consortium approval of up to \$20,000 for NCORE.</p> <p>NCORE is the leading national forum on issues of race and ethnicity in higher education. The conference focuses on creating and sustaining comprehensive institutional change designed to improve racial and ethnic relations on campus. Aligns with CAEP priorities and equity centered activities to support student success. Attendees are required to report back and attend a reflection session. Will also be asked to present at the fall FLEX days workshops.</p> <p><i>Action: Send invite to all Consortium members.</i></p> <p>COABE Out of State Travel for SDCCE- Laurie Cozzolino, Professional Development Coordinator, SDCCE The Coalition on Adult Basic Education provides leadership, communication, professional development and advocacy for adult education and literacy practitioners. Will be held in Seattle, Washington.</p>
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	<p>Approve Out of State Travel funds up to \$20,000. Motion: Nate Sachdeva Second: Megan Leppert Nays: None Abstentions: None Action: Approved</p> <p>Discussion: Funding is for classified professionals and faculty who might not have access to funding. Funding amount to be increased to \$25,000 (to cover up to 8 participants).</p> <p>Approve Out of State Travel funds with revised amount of up to \$25,000 for NCORE. Motion: Nate Sachdeva Second: Megan Leppert Nays: None Abstentions: None Action: Approved</p> <p><i>Action: Send invite to all Consortium members.</i></p>
<p>6. Presentation Items: a. Community Partnership: San Diego Council on Literacy b. CAEP Strategic Planning</p>	<p>Community Partnership: San Diego Council on Literacy, Guest: Jose Cruz, Executive Director</p> <p>Part of a network of adult literacy advocates since 1985. Represent a network of 30 youth adult and family literacy programs that include large members such as the Sweetwater Unified School District Adult Division and the SD College of Continuing Education Grossmont Adult Basic Education. Currently, addressing transition and skill gaps seen in ABE/ESL programs.</p> <p>Discussions taking place right now is to close the gaps for ABE students in programs who are experiencing frustrations due to the lack of basic skills. Addressing gaps by enhancing communications with other institutions and learning what different programs are available. Vision is to create a network of services that are seamless and aligned.</p> <p>Discussed current initiatives and issues to address.</p> <ul style="list-style-type: none"> - SD Council on Literacy; 30,000 free books to be delivered to our adult readers. - Lower level learners affected by the pandemic.

	<ul style="list-style-type: none"> - Student digital equity literacy training. - San Diego Foundation engaging is literacy programs to create a material change. - Sweetwater has created a foundational literacy program. - Tutor training will occur to teach tutors how to help adult learners read and write. <p>CAEP Strategic Planning- Kelly Henwood, SDCCE Shared current initiatives in support of the CAEP Strategic Plan. Presentations occurring to explain what CAEP is, how we are using it and the expected outcomes. Equity minded strategic enrollment planning is occurring (to include transitions between institutions and navigators coming on board to work on enrollment processes and help with barriers). New items to include in this year's plan will be the effects of the pandemic and digital equity inclusion aspects.</p>
<p>7. Discussion Items:</p> <p>a. Member Agency Collaborations:</p> <ul style="list-style-type: none"> - JECC Report Out & Upcoming Meeting - Joint Trades Event - Introduce SDUSD K12 SWP Pathways Coordinator <p>b. Career & College Readiness (CCR) & Career Bridge Pathways & FELI</p>	<p>Member Agency Collaborations-</p> <ul style="list-style-type: none"> - JECC Report Out & Upcoming Meeting- Sarah Vielma, Director, CTE & AE SDUSD- Nate Sachdeva, Program Manager CTE & AE SDUSD AR6200 was approved to include the elimination of the practical arts requirement for the option 2 diploma. Have updated option 2 diploma worksheets with the two institutions. At the next meeting, agenda will include the HS equivalency program and Credit by Exam agreements. <p>Shared consortia initiatives at the recent Joint Board Meeting to include transitions and bridge program. Board trustee emphasized including transitions from SDUSD to SDCCE.</p> <ul style="list-style-type: none"> - Joint Trades Event, VPSS Shakerra Carter- Michelle Fischthal, SDCCE Skilled Trades Event (similar to a career fair) to be held on Wednesday, April 20 from 5pm-6pm via Zoom. Purpose is to give family awareness of career opportunities available.

	<ul style="list-style-type: none"> - Introduce SDUSD K12 SWP Pathways Coordinator, VPSS Shakerra Carter- Michelle Fischthal, SDCCE Hired Donny Tenoria; starts on April 4th. Currently works as a Work Base Learning Coordinator at Kearny High School and formerly a teacher at San Diego High School. Will be invited to a future meeting. <p>Career & College Readiness & Career Bridge Pathways – Dean Crosby-Howell & Veleka Iwuaba, Program Chair, SDCCE Report out by Marne. Designed to help individuals with multiple barriers to access education, employment, career pathways opportunities to improve their quality of life. Program is built around soft skills and communication skills. Feedback has been positive; important to create bridge from SDUSD and SDCCE. Program pairs a college career course with a college readiness class. Currently have 3 career bridge certificate programs (Culinary, Exploration, Child Development).</p> <p>The Hospitality program has the first workforce prep certificate program. Purpose is to acclimate the student to our community, what it’s like to be an SDCCE student and what to expect in their chosen path. Goal is to have a workforce prep certificate program for every CTE program.</p> <p>CCR Dates: See Flyer: https://drive.google.com/file/d/1-3nWKh5zuHr2nZzWmykhrJ9yCNokKXUT/view?usp=sharing</p> <p>Session 1 (2 weeks) 6/13/22 – 6/25/22 5 hrs. (3hrs./day) Session 2 (2 weeks) 7/5/22 – 7/16/22 5 hrs. (3hrs./day)</p>
<p>8. Information Items:</p> <p>a. FAFSA & Dreamers Workshops</p> <p>b. SDCCE Office of Student Services Outreach and Other Updates</p> <ul style="list-style-type: none"> - Promise Zone Job Readiness Workshop 3/22 - Promise Zone Virtual Job Fair 3/24 	<p>FAFSA & Dreamers Workshops, Shakerra Carter, SDCCE Outreach Team has been preparing FAFSA workshops for student’s planning to transition to credit colleges. Promise application to open next week.</p> <p>Outreach Updates, Acting Outreach Coordinator, Valeria Ramirez, SDCCE Recently hired three new outreach ambassadors; conducting interviews to hire two more to provide one-</p>

<p>c. Community Partnership Updates: Second Chance & SDCOE</p> <p>d. Upcoming CAEP Due Dates: https://caladulted.org/DueDates</p>	<p>on-one student support for students being referred to us directly by second chance.</p> <p>Office Hours available, Monday-Friday, 8a-5p. Building community partnerships. Holding various information session and workshops. Multiple outreach events coming up in March and April. Tabling monthly at local libraries in San Diego.</p> <p>March 23,2022, (9a-1p)- Roadmap to Success, Virtual conference</p> <p>Community Partnership Updates: Second Chance & SDCOE Important to mention current community partnerships in our community plan.</p> <p>Upcoming CAEP Due Dates- Kelly Henwood, SDCCE May 2- CFAD June 1- Q3 Expense Report June 20- 3 Year Plan</p>
<p>9. Roundtable</p>	<ul style="list-style-type: none"> - Edith Quintero- Counselors Canvas Page- Add Link - Ingrid Greenberg- Pending Legislation regarding Non-Credit tutoring (AB 1187); goal is to receive apportionment. - Michelle Fischthal- Bill circulating that will limit the CAEP carry over amount to as low as 15%.
<p>Meeting adjourned 4:20pm Motioned: Michelle Fischthal Seconded: Nate Sachdeva Action: Adjourned</p>	
<p>Next Meeting Special Meeting April, TBD</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