



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

**Date:** Thursday, September 21, 2023

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

**Meeting Location:** SDCCE Headquarters 4343 Ocean View Blvd. Suite 106

**Meeting Zoom:** <https://sdccd-edu.zoom.us/j/86733086455> **Password:** SDAERC

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

| Agenda Item  | Lead/Presenter  |
|--|---|
| <p><b>1. Call to Order</b></p>   | <p>Call to order at 2:09pm</p> <p><b>Members Present:</b></p> <ol style="list-style-type: none"> <li>1. Dr. Shakerra Carter, SDCCE</li> <li>2. Dr. Lorie Crosby Howell, SDCCE</li> <li>3. Leah Gualtieri, SDCCE</li> <li>4. Dr. Minou Spradley, SDCCE (Proxy for Tina King)</li> <li>5. Nate Sachdeva, SDUSD</li> <li>6. Donny Tenorio, SDUSD (Proxy for Sarah Vielma)</li> <li>7. Kirsley Tate, SDUSD</li> <li>8. Megan Timmons, SDUSD</li> </ol> <p><b>Members Absent:</b></p> <p><b>Guests:</b></p> <ol style="list-style-type: none"> <li>9. Libbier Bakit, SDCCE</li> <li>10. Cynthia Giammarinaro</li> <li>11. Carolina Gonzalez, SDCCE</li> <li>12. Kelly Henwood, SDCCE</li> <li>13. Dr. Jacqueline Hester, SDCCE</li> <li>14. Dr. Roberta Krauss, SDCCE</li> <li>15. Brenna Leon Sandeford, SDCCE</li> <li>16. Carolyn McGavock, SDCCE</li> <li>17. Rosas Monica, SDCCE</li> <li>18. Eric Miller, SDCCE</li> <li>19. Neil Kovrig, SDCCE</li> <li>20. Ernesto Rivera, SDCOE</li> <li>21. Jose Rivas, SDCCE</li> <li>22. Vincent Villareal, SDCCE</li> </ol> |
| <p><b>2. Adoption of Agenda &amp; Selection of Chair &amp; Proxies</b></p> | <p>Motion for SDUSD to chair the meeting. Nate will chair the meeting</p> <p>M/S/C Dr. Spradley and Megan to Approve Agenda</p> <p>Discussion: None</p> <p>Nays: None</p> <p>Abstentions None</p> <p>Action: Approved by consensus</p>  |



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| <p><b>3. Public Comment</b><br/>Note: see new Consortium Public Comment Form online <a href="#">SDAERC</a></p>  | <p>None</p>   |
| <p><b>4. Consent Items:</b><br/>a. <a href="#">Approval of July 20th Minutes</a></p>  | <p><b>Approval of July 20 Minutes</b><br/>M/S/C Donny and Megan to Approve July 20<sup>th</sup> Meeting Minutes.<br/>Discussion: None<br/>Nays: None<br/>Abstentions: None<br/>Action: Approved by Consensus</p>  |
| <p><b>5. Action Items</b><br/>Fiscal Actions<br/>Approve <a href="#">Q4 Expenditure Reports</a><br/><a href="#">Approve Member Agency PY 23/24 Budget &amp; Workplan</a><br/><a href="#">Review Beginning of Year Letter</a><br/><a href="#">Action Related to AB 1491 Carry Over</a></p>   | <p><b>Approval of Consortium Fiscal Actions &amp; Updates</b><br/>4.4 Million spent in previous fiscal year. Leftover funds will be carried over into the new year 23/24 Budget Available for view on Nova. Majority to salaries and benefits<br/><br/>M/S/C Megan and Donny to approve Consortium Fiscal Actions<br/><br/>Beginning of year letter (Not an action item). Received by every consortium. Emphasis on data accountability through ToPPSPro.<br/>At the end of yr, based on amount of carryover, consortium may be on corrective action. If carryover is %20 or more.</p>      |
| <p><b>6. Presentation &amp; Discussion Item:</b><br/>a. <a href="#">Brown Act Informational Training</a><br/>b. CAEP Research Agenda Annual Projects<br/>c. ELL Healthcare Letter of Interest Update<br/>d. <a href="#">Student Data Year End Reflection PY 23/24</a><br/>e. Marketing &amp; Communications: Updates<br/>f. Governance Structure: Suggested<br/>-Ad-hoc: Bylaws<br/>-Ad-hoc: Joint Marketing Projects<br/>-Ad-hoc: Transitions<br/>-Student Data &amp; Accountability</p> | <p><b>Brown Act Informational Training, Neil Kovrig, Student Services Technician, Classified Senate President SDCCE</b><br/>Brown Act issued to require public access to meetings under it.<br/>State legislature codified AB 361 and AB 2449 as result of pandemic<br/>Currently we are moving to operate under AB 2449 as state of emergency due to the pandemic has ended<br/>Individual board members must have camera on and microphone available<br/>Votes must be taken by roll call only<br/>AB 2449 sunset in 2025<br/>Violations can be met with notice for corrective action</p> |



-Finance and Accountability

-Secondary Education & Joint High School Diploma (JECC)

**CAEP Research Agenda Annual Projects, Jesus Rivas, Research & Planning Analyst, SDCCE**

SDCCE research office shares an update stating that this year a dashboard will be released with updates on student data. Ability for employees to see outcomes of CAEP students. Plans for the future to connect data with SDUSD students as well as SDCCE

**ELL Healthcare LOI Update, Dr. Minou Spradley, Interim Vice President of Instructional Services**

Extension given to submit letter for the grant until November. Dr Spradley would like to submit before November. Regular meetings are happening to ensure the letter is submit in the next 3-4 weeks.

**Student Data Year End Reflection, Kelly Henwood, Special Projects Manager, CAEP Consortium Director, SDCCE**

End of year data for both member agencies directly from ToPPSPro on this doc. Services data missing for SDCCE. ToPPSPro is the only provider of live data for CAEP

**Marketing & Communication Updates, Brenna Leon Sandeford, Public Information Officer, SDCCE**

Introduction of Brenna as SDCCE's new PIO. Kelly will work with Brenna for CAEP Marketing Efforts.

**CAEP Governance Structure, Kelly Henwood**

Potential changes to Bylaws regarding workgroups and subcommittees.

Potential for joint marketing projects, creation of an Ad-Hoc group.

**7. Information Items:**

a. [National Apprenticeship & Vocational Expo: 11/9](#)

b. National Digital Inclusion Week Events & Resources: Digital Inclusion Week 2023 - National Digital Inclusion Alliance

c. [Vision 2030 Adult Education Summit: 10/5 and 10/6](#) d. Student Services Updates: One stop shops/ Outreach ambassadors/ Gateway updates

e. Student Services Updates

**National Apprenticeship & Vocational Expo, Ernesto Rivera, City of San Diego**

SDDCE hosting the annual expo meant to educate students and young adults on career opportunities. The expo will be open to the public. ~500 students expected

**National Digital Inclusion Week Events, Kelly Henwood, Special Projects Manager, CAEP Consortium Director, SDCCE**



Digital Navigators are available for any constituents to help students/the public with technological issues.

Housing commission is doing outreach for affordable wifi.

**Vision 2030 Adult Education Summit, Dr. Minou Spradley, Interim Vice President of Instructional Services, SDCCE**

The Adult Education summit will take place at SDCCE next week, over 300 professionals have registered to Attend. The event is completely sold out. Lots of panels regarding legislative items.

**Student Services Updates, Dr. Shakerra Carter, Vice President of Student Services, SDCCE**

SS has been working hard to fully implement new enrollment process. Go live date for the new application is November 27<sup>th</sup>. New students will have to apply through CCCApply

Implementation of a waitlist

New counseling models hope to reduce turnaround times for student registration.

Welcome centers will be available at every campus to assist students

New transition counselor available to assist transition students from SDUSD

**Adjournment: Meeting Adjourned by Nate Sachdeva at 3:36pm**

**Next Meeting: Proposed November 16<sup>th</sup> 2–3:30pm**