

**SDAERC Minutes September 17, 2020**

Item	
<p>1. <b>Call to Order</b></p>	<p><b>Call to order at 3:04pm</b></p> <p><b>Members present:</b></p> <ol style="list-style-type: none"> <li>1. Lorie Crosby Howell, SDCE</li> <li>2. Michelle Fischthal, SDCE</li> <li>3. Leah Gualtieri, SDCE</li> <li>4. Megan Johnson, SDUSD</li> <li>5. Tate Kirsley, SDUSD</li> <li>6. Cat Prindle, SDCE (Proxy for Esther Matthew)</li> <li>7. Nate Sachdeva, SDUSD</li> <li>8. Sarah Vielma, SDUSD</li> </ol> <p><b>Guests:</b></p> <ol style="list-style-type: none"> <li>9. Alex Berry, SDCE</li> <li>10. Margie de Ruyter, SDCOE</li> <li>11. Ron Flores, SDCE</li> <li>12. Debbie Glanz, SDUSD</li> <li>13. Valarie Hardie, SD Public Libraries</li> <li>14. Kelly Henwood, SDCE</li> <li>15. Veleka Iwuaba, SDCE</li> <li>16. Jan Jarrell, SDCE</li> <li>17. Stephanie Lewis, SDCE</li> <li>18. Eric Miller, SDCE</li> <li>19. Maya Panicker, SDCE</li> <li>20. Star Rivera-Lacey, SDCE</li> <li>21. Rachel Rose, SDCE</li> <li>22. Diana Vera-Alba, SDCE</li> </ol>
<p>2. <b>Adoption of Agenda &amp; Selection of Meeting Chair</b></p>	<p>Adoption of Agenda occurred; agenda is approved with no edits.</p> <p>M: Nate Sachdeval 2<sup>nd</sup>: Megan Johnson Discussion: None Abstentions: None All in favor</p> <p>Michelle Fischthal, SDCE Chaired the meeting.</p>
<p>3. <b>Public Comments</b></p>	<p>No public comments</p>
<p>4. <b>Consent Items</b> a. Approval of Minutes: 8/14/20</p>	<p>Tabled for next meeting.</p>
<p>5. <b>Action Items:</b> a. Approve Initial PY 20/21 Expenditure Plans due 9/30</p>	<p><b>Approve Initial PY 20/21 Expenditure Plans due 9/30 and PY 19/20 Q4 Expenditure Reports-</b> Kelly Henwood, CAEP Consortium Lead, Special Projects Manager</p>

<p>b. PY 19/20 Q4 Expenditure Reports</p>	<p>Discussed state required process for allocations and budgets. Allocations approved and amended twice due to state budget changes. Annual plan approved at last meeting. Expenditure reports for end of program year 2019-2020 was entered as well as preliminary program area expenditures and attendance instructional hours for program year 2019-2020. Next step is to enter annual budgets for programming into NOVA; this is done by each member agency.</p> <p>There was a beginning of the year letter provided in August. This is the official document from the state and can be provided if needed for Board approval. The letter includes accountability and reporting requirements for funds allocated.</p> <p>Data and Tops pro enterprise is needed at the beginning of the year along with the budget expenditure. The budget planning process for SDCE was shared; budgets are prioritized and allocated per program needs through our institution's program review process. SDUSD also shared their budget planning process. Budgets are allocated around Adult Education and targeted efforts identified in the upcoming year plans (i.e. SD Workforce Partnership). Discussed expectations and plans for use of funds within required CAEP annual expenditure timelines.</p> <p>M: Lorie Crosby Howell 2<sup>nd</sup>: Leah Gualtieri Discussion: None Abstentions: None All in favor</p>
<p>6. <b>Discussion Items:</b></p> <p>a. SDWP Updates</p> <ul style="list-style-type: none"> <li>✓ SDWP Partnerships: Career Portal, Nate Sachdeva,</li> <li>✓ Gateway: WIOA I Youth RFP</li> </ul>	<p><b>SDWP Updates</b></p> <ul style="list-style-type: none"> <li>✓ SDWP Career Portal- Nate Sachdeva, SDUSD AE</li> </ul> <p>SDUSD AE is using the SDWP (Local Workforce Development Board LWDB) portal for all students and adults within San Diego County which is available for lifetime use. The agreement SDUSD has with SDWP offers one on one job support and includes career workshops and onsite job coaching (i.e. mock interviews, resume building skills, etc.). A challenge faced by SDUSD is engaging students to participate since moving to an online format.</p> <p><b>Action:</b> None</p>

	<p>✓ Gateway: WIOA I Youth RFP- Stephanie Lewis, SDCE</p> <p>Shared current practices and updates in SDCE Career Services. SDCE hosts an employer spotlight in which employers invited share about their company, current openings and what they seek in their employees. This brings in students who would likely not attend an interview workshop by connecting the employer to the student.</p> <p>The Gateway Program offers assistance as well. Currently, in consideration by SDWP for their funding is a dual service delivery model with the RFP coming out soon. One is a Career Center Model focused on the four different areas of San Diego (Metro, North, East and South) and the other looks at different special populations: youth 16-24 that are economically disadvantaged and homeless foster youth. SDCE wil begin working on RFP in October.</p> <p>In support of Career Services efforts at both SDCE and SDUSD, both organizations are working in partnership to promote resources available to students. Information is shared at orientations and various Career and College Transition events. This also helps promote the Gateway Program to SDUSD high school students.</p> <p><b>Action:</b> None</p>
<p>7. <b>Presentation Item(s):</b></p> <ul style="list-style-type: none"> <li>a. SWP Updates</li> <li>b. Career Bridge Pathways Overview</li> </ul>	<p><b>SWP Updates-</b> Alex Berry, SDCE</p> <p>Discussed current Strong Workforce efforts. An overall framework, logistics and examples of where money is invested was shared. A statutory requirement is to align local Strong Workforce strategies with regional priorities. Our Strong Workforce program is fully integrated within our resource allocation process. In addition, CAEP, WIOA II, Perkins funding, whenever possible, is also aligned within our plan elements. A new development from the state will require spending of funds on a 24-month period, instead of a 13-month period with the intent that Strong Workforce will be a key driver in the economic recovery and to invest in resilient recession proof jobs.</p> <p>Investments in round one were mostly on new curriculum, enhancing classroom space and updating technical equipment. Round two investments looked at the broader student journey. Investments were placed in outreach functions, research and professional development. SDCE is the leader in Strong Workforce Outcomes in the region; nine in the state. We are seeing positive trends in retention, completion and employment. Presented current projects at local and regional levels (i.e.</p>

Pathway Navigation Project, Internal Marketing, Strong Workforce Faculty Institute, Faculty Work-based Learning Coordinators).

Discussed potential opportunities in partnering with SDUSD through sector investments. One is investing in the ICT sector which will be a multi-phase project. The first component is to align our curriculum with industry trends and needs. Phase two will be to build out the career pathway which is an opportunity to work with SDUSD by building pathways from K-12 into non-credit and credit. Phase three would be to focus on sustaining efforts and making it a part of how we conduct business.

**Career Bridge Pathways Overview** – Diana Vera Alba, Kelly Henwood, SDCE

Shared worked done over the summer in preparing students for success. Looked at how to offer economic opportunity to students, especially those who are underrepresented in high wage steam careers. Also looked at how to provide 21<sup>st</sup> century skill sets for current and unknown jobs of the future. The purpose for this career bridge pathway is to support undecided adult learners and non-college bounded individuals with short-term workforce preparation certificate opportunities. Reviewed our target population, student outcomes and the potential time in weeks these courses and certificate programs would take place.

Brought in a VISTA Maker Fellow to discuss equipment and stipends needed. Will use CAEP and SWP funds. Looking to do fundraising and create development plans. The goal of the program is that students are certified in jobs that are of high demand. Looking at summer 2021 to start programs, which will comprise of a four to six week workforce preparation certificate that would encompass two courses. Use of a cluster model, exact hours of the program, courses to utilize and potential areas for design maker collaboration with SDUSD are still in discussion.

Provided a preview of another pathways program in development and included in the CAEP annual and strategic plan. This program will offer certificates in the innovation space as well, and give students an opportunity to learn about our services and explore a program they are interested in at the front-end of their education path before committing to a program. The program is modeled after a similar program shared at the Diablo Valley Community College but is tailored to include other components to support our students. Discussed two methods of program exploration (i.e. general overview vs. career tech and career pathways) and opportunity for SDUSD collaboration.

	<p><b>Action:</b> Arrange for a workgroup to continue the conversation on implementing the pathways programs shared in collaboration with SDUSD.</p>
<p>8. <b>Informational Items:</b></p> <ol style="list-style-type: none"> <li>a. Standing Student Services Update</li> <li>b. Region Counselor Conference, December 2<sup>nd</sup>-3<sup>rd</sup></li> <li>c. CAEP Statewide Summit, October 26<sup>th</sup>-29<sup>th</sup></li> <li>d. Upcoming Due Dates</li> </ol>	<p><b>Standing Student Services Update-</b> Esther Matthew, Dean of Counseling, SDCE</p> <ul style="list-style-type: none"> <li>- Updates provided by Cat Prindle.</li> <li>- Busy providing remote counseling via the phone, Zoom appointments and orientation.</li> <li>- Launched new virtual student support centers.</li> <li>- Registration has been a challenge.</li> </ul> <p><b>Regional Counselor Conference December 2<sup>nd</sup>-3<sup>rd</sup>-</b> Alex Berry, SDCE</p> <ul style="list-style-type: none"> <li>- Registration opens in October for this virtual conference.</li> <li>- Link provided in chat.</li> </ul> <p><b>CAEP Statewide Summit, October 26<sup>th</sup>-29<sup>th</sup></b> – Kelly Henwood, SDCE</p> <ul style="list-style-type: none"> <li>- Free and will be held virtually.</li> </ul> <p><b>Upcoming Due Dates-</b> Kelly Henwood, SDCE</p> <ul style="list-style-type: none"> <li>- Noted in packet.</li> </ul>
<p>9. <b>Roundtable</b></p>	<p>Leah Gualtieri, SDCE- LA Unified is having a free regional council meeting, geared towards adult education, next Friday. Will be discussing Distance Learning.</p> <p>Margie de Ruyter, SDCOE- There is a virtual Career Pathways geared towards teachers, students and open it up to parents. Working around course adaptation for distance learning.</p> <p>Sarah Vielma, SDUSD- In initial talks with Intuit Education around sponsoring a design thinking workshop for teachers and taking students through a design thinking process using a model designed for delight. Information will be provided, once a date is confirmed.</p> <p>Valerie Hardie, SDCE- Continuing to support our tutor learner teams that are meeting virtually. Looking forward to discussing pros and cons of connecting virtually.</p>
<p><b>Adjournment</b> <i>Next Meeting: November 19<sup>th</sup>, 3pm-4:30pm</i></p>	<p>Adjourn 4:34pm</p>