

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

**Date:** 04/24/2024

**Time:** 9:30 am – 10:00am

**Face to Face Meeting Location:** Location – 4343 Ocean View Blvd. San Diego, CA 92113 (ECC) Rm 82

*\*Meeting will be allowed by Zoom based on the special meeting circumstance and short duration of the meeting.*

**Meeting Teleconference Access:** <https://sdccd-edu.zoom.us/j/6971542755?omn=82385999090> **Or by phone:** 1 669 900 6833 **Zoom Meeting ID:** none required

**For a List of Voting Members:** Click on SDAERC Website: <https://sdcce.edu/organization/special-projects-and-grants/sdaerc>

\*SDAERC is a Brown Act abiding consortium. As we are no longer in a state of emergency due to the pandemic, under AB 2249 the quorum must be present in-person at a single, publicly accessible location. Individual voting members may participate remotely with notice. Voting members requesting remote participation MUST provide reason to do so, being either "just cause" or "emergency circumstances". For further information on meeting policies and remote restrictions per AB 2249 see [HERE](#) and [HERE](#).

Agenda Item	Lead/Presenter
<p><b>1. Call to Order</b></p>	<p>Call to order at 9:36 am  <b>Members Present:</b></p> <ol style="list-style-type: none"> <li>1. Dr. Tina M. King (SDCCE)</li> <li>2. Dr. Shakerra Carter (SDCCE)</li> <li>3. Sany Ramirez (Proxy for Dr. Lorie Howell) (SDCCE)</li> <li>4. Rachel Rose (Proxy for Leah Gualtieri) (SDCCE)</li> <li>5. Sarah Vielma (SDUSD)</li> <li>6. Nate Sachdeva (SDUSD)</li> <li>7. Kirsley Tate (SDUSD)</li> <li>8. Megan Timmons (SDUSD)</li> </ol> <p><b>Guests:</b></p> <ol style="list-style-type: none"> <li>9. Tavaris Franklin (SDCCE)</li> <li>10. Kelly Henwood (SDCCE)</li> <li>11. Monica Rosas (SDUSD)</li> <li>12. Jacqueline Sabanos (SDCCE)</li> <li>13. Vincent Villareal (SDCCE)</li> </ol>
<p><b>2. Adoption of Agenda &amp; Selection of Chair &amp; Proxies</b></p>	<p>SDUSD To Chair the meeting</p>

<p><b>3. Public Comment</b>  <i>Note: see new Consortium Public Comment Form online <a href="#">SDAERC</a></i></p>	<p>No public comment</p>
<p><b>4. Consent Items:</b>  a) <a href="#">Minutes March 21, 2024</a></p>	<p>M/S/C  Nate/Dr. Howell/ March Minutes approved by consensus</p>
<p><b>5. Action Items</b>  a) <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> b) <a href="#">CAEP Out of State Travel</a>  c) <a href="#">Annual Meeting Calendar PY 24/25</a></p>	<p>PY 24/25 Consortium Fiscal Administrative Declaration (CFAD) &amp; Preliminary Allocation, Kelly Henwood, Special Projects Manager, Consortium Director, SDCCE</p> <ul style="list-style-type: none"> <li>- Explanation of the CFAD and due date was provided. The CFAD divides the allocation given to SDAERC between member agencies and consortium state assurances and governance agreements.</li> <li>- The CFAD has a hard deadline to submit to the state of 5/2 at 5pm.</li> <li>- The current and historic allocation split between the two SDAERC Member Agencies since inception of AEBG has been 25% SDUSD and 75% SDCCD</li> <li>- All state Consortia are in Year 1 of the two-year AB 1491 carryover compliance legislation. If the consortia have “excessive carryover”, more than 20%, for two years in a row they will be placed under corrective action by the state CAEP.</li> <li>- At the previous SDAERC meeting on March 21<sup>st</sup>, the SDAERC was unable to come to a vote due to a request to increase the SDUSD allocation from 25% to 30%. At that time, SDCCE requested more time to analyze projected expenses.</li> <li>- At this special meeting, Member Agency SDUSD Adult School again requested an increase to the percentage of their allocation again from 25% to 30%.</li> <li>- SDUSD is requesting the increase in their CAEP allocation percentage to accommodate salary increases at SDUSD as a district which increased personnel costs by 15% across the board as well as to maintain CAEP programming.</li> <li>- SDCCE VP of Administrative Services, Jacqueline Sabanos, requested that</li> </ul>

additional time be given to conduct a more thorough financial analysis to see the implications of these cuts to SDCCE.

- It was suggested that perhaps a one-time transfer of funds could be requested in the future if a new allocation split is not approved for the PY 24/25 CFAD.
- Dr. King requested a full financial analysis be done. On top of this, the additional funding may be needed by SDCCE for the current reorganization process that SDCCE is going through. Dr. King remains open to revisiting the CFAD next year (PY 2025) with analysis. Dr. King said she is keeping the possibility of another one-time transfer of funds open for PY 24/25.
- Nate Sachdeva, SDUSD, mentioned SDUSD will be financially stable through the next PY 2024. However, the following year, PY 2025, will be where cuts will affect SDUSD Adult School.
- SDUSD is not seeking the increase to maintain their program given the raises and budget cuts.
- M/S/C To approve the CFAD as is  
Rachel/Nate/ Approved by consensus

CAEP Out of State Travel, Rachel Rose, Department Chair, Child Development, SDCCE

- Rachel is requesting approval for out of state travel for The Summer Dance Institute for Teachers (SDIT) in Seattle.
- CAEP funds are being requested for travel funding which Perkins and Academic Senate cannot supplement.
- Approximately \$1,263.43 of CAEP funds are being requested
- Will benefit CAEP instructional program CTE Child Development
- M/S/C to approve the Out of State Travel  
Rachel/Nate/ Motion approved by consensus

Annual Meeting Calendar PY 24/25, Vincent Villareal, CAEP Project Assistant, SDCCE

- Item will be moved to be voted on at the May Regular Meeting

- Tentative calendar holds will be sent out for suggested meeting dates for the upcoming program year

**Meeting Adjourned at 10:16 am**  
**Next Meeting May 16<sup>th</sup> 2pm to 3:30**

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)

