

SDAERC Agenda

Date: April 11, 2019

Time: 4pm – 5:30

Location (Note New Location):

SDCE North City Campus

8355 Aero Drive, San Diego, CA 92123

Room: Conference Room Room 115 S (check in to front desk)

Teleconference Access: <https://cccconfer.zoom.us/j/708565875>

Or Dial: +1 669 900 6833 (US Toll)

Meeting ID: 708 565 875

Item	
1. Call to Order	All
2. Adoption of Agenda & Selection of Meeting Chair and Co-Chair	All
3. Public Comment	
4. Consent Items	All
a. Approval of Minutes March 7, 2019	
5. Action Items:	SDUSD
a. SDUSD Member Agency Voting Representatives	
6. Discussion Items:	All
a. Strategic Planning	
• Review draft workgroup strategies and logic model	
• Review Strategic Plan Table 2.2 Regional Service Providers	
7. Presentation Item(s): None	
8. Informational Items:	All
a. Workgroup Updates	
b. Upcoming Due Dates	
c. Super Region Updates	
Adjournment Next Meeting: Thursday May2nd 2019 2:30 – 4pm	

SDAERC Purpose: SDAERC is the decision-making body on issues pertaining to AB104 and Adult Education in the region and includes member agencies from San Diego Unified School District and San Diego Continuing Education. The SDAERC's role is to: 1) Establish the Consortium's strategic agenda, including objectives and annual plans, 2) Fiscal oversight including setting priorities for financial plans for the Consortium, 3) Evaluate the needs in the Adult Education need of the community, 4) Prioritize and direct resources toward serving the unmet needs of the community, 5) Evaluate the annual performance measures and student data, and 6) Appoint committees as necessary and prescribe roles and duties for committee work.

SDAERC Members: **SDCE:** Michelle Fischthal, Vice President of Instruction, Lorie Howell, Dean of Adult Basic Education, Adult Secondary Education, and Hospitality and Culinary Programs and West City Campus, Magda Kwiatkowski, ESL Instructor and WIOA II Faculty Coordinator

SDUSD: Al Love, College Career and Technical Education and Adult Education Director, Andrea Vinson, Principal of Alba Alternative School, Megan Johnson, Adult Education Instructor

SDAERC Minutes March 7, 2019

Item	
<p>1. Call to Order</p>	<p>Call to order at 2:31pm Members present:</p> <ol style="list-style-type: none"> 1. Lorie Crosby Howell, SDCE 2. Michelle Fischthal, SDCE 3. Leah Gualtieri, SDCE proxy for Magda Kwiatkowski 4. Megan Johnson, SDUSD 5. Al Love, SDUSD 6. Mike Reynolds, SDUSD proxy for Andrea Vinson <p>Guests:</p> <ol style="list-style-type: none"> 1. Bridgette DeGarza, SDUSD 2. Ron Flores, SDCE 3. Kelly Henwood, SDCE 4. Jessica Luedtke, SDCE 5. Esther Matthew, SDCE 6. Eric Miller, SDCE 7. Rachel Rose, SDCE 8. Becki Walker, Consultant
<p>2. Adoption of Agenda & Selection of Meeting Chair and Co-Chair</p>	<p>Adoption of Agenda M: Leah Gualtieri 2nd: Al Love No discussion All in favor</p>
<p>3. Public Comment</p>	<p>No public comment</p>
<p>4. Consent Items</p> <ol style="list-style-type: none"> a. Approval of Minutes January 17, 2019 b. Approval of Minutes February 6, 2019 Special Meeting c. Budget Bill PY 17/18 Report NOVA d. Q2 Expenditure Report NOVA 	<p>1/17/19 minutes:</p> <ul style="list-style-type: none"> • One correction: Add Jessica Luedtke to the list of guests. <p>2/6/19 minutes</p> <ul style="list-style-type: none"> • One correction to the spelling of Jessica Luedtke’s last name. <p>Approval of Minutes from 1/17/19 and 2/6/19 M: Mike Reynolds 2nd: Megan Johnson No Discussion All in favor</p> <p>Two fiscal reporting requirements:</p> <ul style="list-style-type: none"> • Budget Bill: First time AEBG Consortium required to report; report was on attendance hours in the 7 AEBG program areas, expenditures, and leverage resources for 17/18. This is an annual report completed in NOVA. • Q2 Expenditure Report: Completed in NOVA. Certified. <p>Approval of Budget Bill and Q2 Expenditure Report M: Al Love 2nd: Michelle Fischthal No Discussion All in favor</p>

<p>5. Action Items: a. PY 19/20 Preliminary Funding Allocation</p>	<p>State put out preliminary allocations for the 71 consortiums. Consortium Fiscal Administrative Declaration (CFAD) needs official vote by the Consortium. This is an annual document submitted through NOVA. CFAD details how the Consortium was direct funded and shows the allocation breakout. Trend analysis from PY15/16 to PY19/20 was presented. Funding base for PY19/20 is \$4,797,183. CFAD breakout is 25% to SDUSD and 75% to SDCE. CFAD is due on May 2.</p> <p>Discussion: The SDUSD noted that the allocation will result in a reduction of staffing and affect the delivery of services. For SDUSD to operate with this reduction in funding will be very challenging starting in PY 20/21. There is a need to provide greater outreach to SDUSD adult education students to transition to CTE programs. Models have been discussed on ways to connect SDUSD students with career pathway opportunities in collaboration. Ideas on how to support this effort would include additional technology and staffing. It would be good to look at a growth model collectively to leverage funds shared. There is a need to look at leveraging multiple funds for both member agencies.</p> <p>A suggestion was made to bring this CFAD proposal back to the table in the fall of 2019 to evaluate ways to leverage funds to support staff reduction concerns at SDUSD and how to provide collaborative services.</p> <p>Approval of PY 19/20 CFAD M: Al Love 2nd: Leah Gualtieri Discussion: Add an additional action to bring back to the table the CFAD distribution breakout and ways to leverage services and funding. All in favor</p> <p>Action: Bring back to the table the CFAD distribution breakout and ways to leverage services and funding. M: Michelle Fischthal 2nd: Al Love No Discussion All in favor</p>
<p>6. Discussion Items: a. Strategic Planning</p> <ul style="list-style-type: none"> • Review actions and priorities from 2/6 Special Session • Identify Strategic Plan goals and discuss strategies based on suggested priorities • Review Consortium Effectiveness Survey to inform 	<p>Effectiveness Survey Feedback: Survey was reviewed. Those who responded included SDAERC voting members and workgroup members and SDCE’s AEBG Committee.</p> <p>Discussion about survey findings included:</p> <ul style="list-style-type: none"> – We are collaborating now more than in the past. We are moving in the right direction. Improvements in collaborations have been happening in the past year. – Discussion about suggested improvements included: – Having the right representatives sitting on the Consortium including members from the SDUSD Secondary Education Leadership Team and administrators in charge of data systems – Data and using data came out multiple times. This is an ongoing issue since the inception. And calls for a data committee to be formed and meet. – More administrative oversight and participation is needed in some of the workgroup meetings.

Strategic Plan

- Challenges with tracking outcomes and student transition between institutions. Having clearer pathways between SDUSD and SDCE
- Need for the Consortium to review goals regularly and be measuring against our goals.
- Alternate meeting locations at both SDCE and SDUSD sites.

Note: Suggested Agenda Item for May 2019 is to add a discussion on the location and timing of SDAERC meetings.

Discussion: Strategic Planning Session last month allowed us to identify priorities for the New 3-year Strategic Plan. Discussion and review of the Priorities (Goals) and their strategies from February Consortium meeting were reviewed. The state requires that there be about 4-5 goals and strategies under each goal.

1. Original Goal: Support Transitions

- Transitions by various populations were reviewed.
- Transitions Strategies were referenced.

New Goal: To create and enhance student centered transition pathways within and between institutions.

2. Original Goal: Recruitment and Outreach

New Goal: To create and enhance recruitment and outreach processes within and between institutions and externally in the San Diego community.

3. Original Goal: Increase access through effective onboarding efforts.

- Fits in goal one in terms of transition. When we break it out, we will want to talk about onboarding within goal one.

New Goal: N/A

4. Original Goal: Data Driven Decision Making.

- The Effectiveness Survey is an example of using data to inform our decisions.
- Data sources we have: CalPass, K-12 SWP in Launchboard
- From a collaborative perspective, it would be helpful to create an integrated onboarding system.

New Goal: Improve data driven decision making.

5. New Goal Added: Professional Development

- This could be part of our onboarding efforts.
- Collaboration and Development

New Goal: Improve and Grow Consortia Collaboration and Development

Workgroup members addressing strategic plan goals will be formed as an adhoc AEBG Committee. 6 Stakeholders total (3 from each group); Total of 12.

Team 1- Goal 1&2:

Co-Leads: Rachel Rose, Mike Reynolds

Members: Esther Matthew, Michelle Fischthal, Becki Walker, Leah Gualtieri, Kelly Henwood, Bridgette DeGarza

Tentative Meeting: Wednesday, 3/20- 3:30p-6:30p at Adult Ed Office, 6735 Gifford Way, San Diego, CA 92111, Room 3.

Team 2- Goals 3 & 4:

	<p>Co-Leads: Monica Rosas , Lorie Crosby Howell Members: Jessica Luedtke, Al Love, Megan Johnson, Magda Kwiatkowski, Kelly Henwood Tentative Meeting: Friday, 3/15- 12p-3p, ECC 121</p> <p>Next Steps in Strategic Planning Process: Complete the following information: Goals, Strategies and Logic Model, Community Partnerships</p>
7. Presentation Item(s):	None
8. Informational Items:	None
Adjournment	<p>Special Meeting will be scheduled for April to continue strategic planning. Adjourn 4:22pm <i>Next Meeting: Thursday May2nd 2019 2:30 – 4pm</i></p>