



Sonoma County Adult Education Consortium Oversight Committee Meeting Minutes

DATE: June 9, 2021

CALL TO ORDER: Chair Lisa Saxon called the meeting to order at 1:05 pm

ROLL CALL: Secretary Joan Barrie did a verbal roll call. All six members of the Oversight Committee were present including: Lisa Saxon, Tim Zalunardo, Nancy Emanuele, Jamie Longnecker, Liz Liscum and Georgia loakimedes. Also present were Marlyn Garcia, Manager of the SRJC Adult Education Department and Brad Davis, Dean of Workforce Development at SRJC.

APPROVAL OF MINUTES OF MEETING HELD ON APRIL 21, 2021

A motion was made by Georgia loakimedes seconded by Tim Zalunardo to approve the minutes of the meeting held on April 21, 2021. The motion was unanimously carried by the following vote: Ayes: 6 No: 0

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

No members of the public were present and therefore there were no public comments.

APPROVAL OF CFAD AMMENDMENT FOR FY 21/22

Marlyn Garcia explained that due to the discussion during the prior meeting held on April 21, 2021, an agreement was made to change the three service provider allocations just for the current (21/22) program year. Due to this change, an Amendment to the Consortium CFAD document needs to be submitted in NOVA and the Oversight Committee members need to vote to approve the amendment and then log in to NOVA and certify the change. The change reduces the allocation for Sonoma County Office of Education (SCOE) by 50% (\$100,000), which will be split evenly between the other two service providers, Petaluma Adult School (PAS) and Santa Rosa Junior College (SRJC). As previously discussed, the forced limitations caused by the COVID19 pandemic of restricting in person classes, significantly disabled SCOE from offering their usual amount of construction classes and thus reduced their expenses. This situation will be continuing into the FY21/22 program year. Lisa clarified that this one-year change is also reflected in the new Annual Plan. A motion was made to approve the CFAD amendment for FY21/22 by Tim Zalunardo and seconded by Jamie Longnecker. The motion was unanimously carried by the following vote: Ayes: 6 No: 0

2021-22 ANNUAL PLAN FOR CONSORTIUM

Marlyn briefly explained that outcomes were added for PAS, SCOE and SRJC, as well as the information regarding the one-year change in allocation as referenced in the previous item.



Tim asked for some clarification and insight about what is key in the plan, particularly regarding the need to include more information on the Consortium's response to addressing racial equity. Secretary Barrie explained that although some trainings and work in this area was started in some of the member districts and was briefly described in the 20/21 Annual plan, (per a directive outlined in a State memo), this is an area that needs more work and focus by the Consortium as a whole. All consortium members acknowledged and concurred that this is an important area and more time and focus along with thoughtful and meaningful specific strategies need to be developed going forward. Lisa suggested that a general strategy for the 21/22 plan could be that the Consortium will spend time over the year working on specifics to include in the 22/23 plan. She also shared two specific examples of what Windsor Unified School District had done in this area. One was using a book titled "Coaching for Equity" by Elena Aguilar, and the other was having a key note speaker on the subject, Jeff Duncan Andrade. Nancy Emanuele suggested that perhaps one activity we could include would be to choose a reading on this topic and then agendize it as a discussion item at a future Oversight meeting during the coming year. These will be included in the updated Annual Plan. Secretary Barrie also stated that she will forward the memo from the state from 2020 that was sent out regarding this issue so that members have a reference of what the response needs to be in the plan. It was agreed that Manager Garcia and Secretary Barrie will work on revising and adding to the plan that was presented today based on this discussion, and will send out a final version to be voted on at the next meeting before it is due on August 15th.

SCHEDULE OF REGULAR OVERSIGHT COMMITTEE MEETINGS FOR 2021/2022

Possible days and times were discussed to develop the new schedule of regular Oversight Committee meetings for the coming year. The second Wednesday of every other month at 1:00 PM was agreed upon. Since the final version of the FY 21/22 Annual Plan needs to be voted on for approval before it is submitted on August 15th, Tim suggested that the first meeting of the year be Wednesday, August 11th at 1:00 PM. All members agreed to this date. Secretary Barrie will send out a new Outlook invite for this date and all of the recurring dates for the meetings through June 2022. Lisa asked if the meetings were going to continue to be virtual through ZOOM, and if they would all take place in Santa Rosa. Due to COVID19 restrictions still being in place for SRJC, it was decided that the first few meetings of the year would continue to be held virtually through Zoom. Tim stated that he would like to see some of the meetings take place in person, once things open up more. It was also suggested that it would be good for the members who are not in Santa Rosa to have the meetings alternate location so that they do not always have to travel. Members also agreed to this.

INFORMATION ITEMS

Lisa asked Brad what the status is for the hiring of a new Director for the Consortium. Brad stated that SRJC is continuing in a state of "reorganization" that was started in 2020. What this means is that the President and Vice Presidents can assign people to different roles with their agreement. Manager Marlyn Garcia had participated in an internal recruitment for the



Director position, but the outcome of that recruitment was put on hold. The decision was finally made to place Marlyn Garcia in the Director role as of July 1st. However, the job description and job title are in the process of being revised. Lisa offered congratulations to Marlyn and said she has been doing very good work for the Consortium.

Brad also shared that Marlyn had just released the data report that lists the number of Certificate completers for Adult Ed., and it shows that there are 182 more students than there were in the spring of the previous year. He said that this growth in the Adult Ed. department has really caught the attention of the college and everyone's hard work has definitely paid off! Marlyn shared this report with the members and mentioned that one of the big draws to the classes is that they are offered in a bilingual format, which is unique. She mentioned that classes are fully enrolled for the summer session and almost fully enrolled for fall, and are expecting more completers at the end of the fall semester.

Director's Report

Marlyn reported that the recruitment for the third Outreach Specialist has just been completed, and we are hoping to hire the new person by July 1st. She also reported that the Adult Ed. department is also in the process of hiring a temporary part-time Outreach Specialist position (Navigator) that will focus on helping students from PAS, NC ESL and Adult Ed. transition to non-credit and credit SRJC classes that will hopefully lead to a certificate, an AA degree and beyond.

Member Reports and Announcements

a. Data and Accountability Update

Marlyn stated that she is in the process of cleaning up the data for the year-end reports and will share the data reports for all of the agencies at the next meeting.

Nancy Emanuele shared that PAS is getting past 50 graduates in the high school diploma program and HiSET for this semester compared to about 30 in previous semesters. They will also be conducting two "drive through" graduations, one at Ridgeway and one in Petaluma.

ADJOURN

Chair Saxon adjourned the meeting at 1:54 PM.