



## ***Sonoma County Adult Education Consortium Oversight Committee Minutes***

**DATE:** December 8, 2021

**CALL TO ORDER:** Chair Lisa Saxon called the meeting to order at 1:03 pm.

**ROLL CALL:** Secretary Joan Barrie did a verbal roll call via Zoom. Present at the meeting were: Lisa Saxon, Jamie Longnecker and Nancy Emanuele. Tim Zalunardo joined the meeting a few minutes after the verbal roll call and Georgia loakimedes joined the last part of the meeting. Liz Liscum was absent. Also in attendance were: Director of the SCAEC Marlyn Garcia, Secretary for the SCAEC Joan Barrie, and Wendy Garcia, Outreach Specialist.

Tim Zalunardo announced that he could only stay for ten minutes and that this would be his last meeting. The Santa Rosa City School District (SRCS) has reassigned his duties and there is a new K-12 Director, Matt Dunkle, who will be the new representative for SRCS on the Oversight Committee.

**APPROVAL OF MINUTES OF MEETING HELD ON OCTOBER 13, 2021:** Jamie Longnecker made a motion to approve the minutes of October 13, 2021, seconded by Nancy Emanuele. The motion was carried by the following vote: **AYES:** Jamie Longnecker, Nancy Emanuele, Lisa Saxon, and Tim Zalunardo; **NOES: 0 ABSENT:** Georgia loakimedes and Liz Liscum.

**PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA:** There were no members of the public present at the meeting and therefore no public comments.

### **CONTINUATION OF DISCUSSION OF UPCOMING THREE-YEAR PLAN 2022-2025**

Director Garcia shared a Google "to do" sheet that listed tasks needed to complete the Three Year Plan. Marlyn reported that the first item, creating the student survey and the Community agencies survey have already been done. The members of the Oversight Committee provided some feedback and these suggestions were incorporated into the finalized version of the student survey. It was also translated into Spanish. It is now ready to be sent out to students.

The Community survey is also finalized and ready to be sent out. Marlyn stressed the importance of students filling out the survey so that the new Three Year Plan can include identified needs and wants from the students. She suggested that teachers in all three service provider agencies, set aside some time in their classes to allow students to fill out the survey. Chair Saxon expressed support for this idea. She also suggested that it might be worthwhile to subscribe to Survey Monkey as a platform for the survey because it has good tools to gather the results of the survey.



Marlyn then explained that a lot of the components of the Three Year Plan (TYP) have to do with data collection. All three of the service provider agencies use TopsPro Enterprise (TE), and that is where most of the data will come from. Several reports will be run for this purpose.

Marlyn then discussed the Stakeholders' Meeting, and confirmed that it will be on February 9<sup>th</sup> from 1:00 -3:00 pm. (later changed to 1:30 – 3:30). She stressed the importance of including the attendance of teachers and students at the meeting, so that they can share what classes and programs they want to meet their needs. She also suggested that if possible, the three service provider agencies have their own meeting prior to the Stakeholder's meeting to gather input that can then be shared at the larger meeting. After the results from the surveys and the data reports are run, then we will be able to start filling out the actual plan.

## **PROFESSIONAL DEVELOPMENT**

There was continued discussion from the last meeting regarding looking at options for anti-bias/equity training for the Consortium. Both Lisa and Nancy stated that their specific school districts have provided a lot of training in this area all year, in which they have participated. Marlyn clarified that the training should not be mandatory for the members, especially if they have already done a lot of this work. However, equity training was something that the Consortium as a whole felt was important to include as a goal in the Annual Plan. Thus, the discussion on this topic was put on the agenda as a follow up to that commitment.

Lisa then mentioned Jeff Duncan-Andrade who has several videos available on You Tube called Equality or Equity - Which One Will We Feed? She said he is a very compelling speaker and shared the link to access them: [https://youtu.be/yln\\_4RVxpKg](https://youtu.be/yln_4RVxpKg). Marlyn then recommended that a final decision on this be postponed to see if any more information was received from the other trainers who were contacted. Lisa added that Mr. Andrade also mentions the title of several books regarding equity and the Windsor School District was able to purchase them and put them in their school libraries so that staff could access them to continue the work.

## **INFORMATION ITEMS**

- a. **Director's Report:** Marlyn reported that as Dean Robert Holcomb reported at the last meeting in October, there are changes happening at SRJC involving the Adult Education program and all of non-credit programs at SRJC. The college wants all non-credit programs to work together. Marlyn's job title has also officially been changed and she is now the Director of Adult Education as well as Director of the Consortium. Hector Delgado, the Manager of the Southwest Center will be taking over some of Marlyn's previous duties including CASAS testing and some of the data work. She stated that



Dean Holcomb wants her to focus more on the Consortium and doing more outreach in the community to establish more connections with non-profit organizations and businesses. In the near future, Adult Education will be merging with the College Skills department so that eventually all of the Adult Education classes will be under College Skills. The advantage to this is that College Skills has full time faculty as well as a department chair, which Adult Education has been without since it started in 2016. It has also been a challenge to get the Adult Education instructor evaluations done, because faculty from other disciplines have had to do them and not all of them are bilingual.

She also reported that Araceli Vazquez, Outreach Specialist has returned from maternity leave, and the third Outreach Specialist, Magdalena Mendoza has now been with the program for a little while and is doing well with getting trained. Currently, we also have Gustavo Sanchez Sanchez who is working 24 hours per week as an additional Outreach Specialist focusing primarily in the role of “Navigator”, helping students to transition to credit classes. Marlyn said that her goal is to have Gustavo work more with Petaluma Adult School to inform their students about programs at SRJC.

In addition she gave an update about the Pre-Apprenticeship program being proposed through a grant application in collaboration with Golden Gate Transit and College of Marin. She mentioned that she had received several letters of support and that the application was almost done. Everyone involved is very excited about the program and it is very likely that SRJC will be given the grant for the program. Notice should go out by the end of February.

### **Member Reports and Announcements**

Nancy Emanuele reported that Petaluma Adult School still has several virtual classes, but are adding more in-person classes, particularly for ESL. In addition, 2 of the 4 Adult secondary education “hubs” are also now back to being in person as well. The parent education programs are offering classes both online and in person. She also reported that they are establishing a partnership with the Hanna Boys Club in Sonoma as well as Creekside H.S. in Sonoma.

### **Data and Accountability Update**

Director Garcia shared the reports for instructional hours and expense reports. She first showed the report from Petaluma Adult School, and explained that it is split by program area. The expense report is also split by program area and includes funding from both CAEP and other funding sources. She then shared the report from SCOE. SCOE only provides construction classes, which is short term career education and only receives CAEP funding. Lastly she shared the reports from SRJC.



## **Requests for Information**

Secretary Barrie confirmed the date for the next meeting on January 12, 2022, and reminded everyone that the focus of the meeting will be to figure out the details of the Stakeholder's meeting on February 9, 2022.

Georgia stated that one of her regular meetings was changed and asked if the Consortium meetings could start at 1:30 instead of 1:00, including the Stakeholder's meeting. Everyone agreed to the change in start time. Marlyn said she would update the invite and send it out to everyone.

## **ADJOURN**

Chair Saxon adjourned the meeting at 1:58 pm