



Sonoma County Adult Education Consortium Oversight Committee Minutes

DATE: October 13, 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, Georgia Ioakimedes, Jamie Longnecker and Nancy Emanuele. Tim Zalunardo joined the meeting a few minutes after the verbal roll call. Liz Liscum was absent.

Also, in attendance was: Director of SCAEC Marlyn Garcia, Secretary for SCAEC Joan Barrie, and Dean Robert Holcomb.

APPROVAL OF MINUTES OF MEETINGS HELD ON June 9, 2021, August 11, 2021 and August 13, 2021: Due to some members being absent at some of the meetings listed, it was decided to do a separate vote to approve each set of minutes individually. Nancy Emanuele made a motion to approve the minutes for the meeting of **June 9, 2021**, seconded by Georgia Ioakimedes. The motion was carried by the following vote: AYES: Nancy, Georgia, Lisa, Jamie and Tim; NOES: 0; ABSENT: Liz Liscum. Nancy Emanuele made a motion to approve the minutes for the meeting of **August 11, 2021**, seconded by Georgia Ioakimedes. The motion was carried by the following vote: AYES: Nancy, Georgia, Lisa, Tim; NOES: 0; ABSENT: Liz Liscum; ABSTAIN: Jamie Longnecker (due to being absent at this meeting). Nancy Emanuele made a motion to approve the minutes for the meeting of **August 13, 2021**, seconded by Georgia Ioakimedes. The motion was carried by the following vote: AYES: Nancy, Georgia, Tim; NOES: 0; ABSENT: Liz Liscum; ABSTAIN: Lisa and Jamie due to being absent at this meeting.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

There were no members of the public present at the meeting and therefore there were no public comments.

DISCUSSION OF UPCOMING THREE-YEAR PLAN 2022-2025

Marlyn Garcia, Director of the SCAEC gave a brief overview of the Three-Year Plan, which is due to the state by June 20, 2022. She explained that a very important part of the process is data gathering from different sources such as Tops Pro Enterprise and census information from the three service providers, Santa Rosa Junior College (SRJC), Petaluma Adult School (PAS) and Sonoma County Office of Education (SCOE).



Another important component is to have a Stakeholders meeting with community agencies and the public. Marlyn asked the members to voice their preference for whether to hold the meeting via Zoom or face to face. Lisa said that she had been involved in a similar process for the Windsor School District via Zoom and did not particularly like the process being done that way. Nancy expressed that in her opinion, in order to get greater participation from the community, Zoom would probably be more effective. Jamie seconded that opinion. Georgia voiced that there are pros and cons to both options, but in her experience, she does believe more people will attend if it is held via Zoom.

Marlyn then talked about creating a Google doc for the list of stakeholders to invite to the meeting, so that the whole SCAEC membership could add the agencies that they work with.

Lisa then commented that in her experience it will be important to have the data that is presented be relevant to the stakeholders so that it “leads us in a direction to getting their feedback.” In addition, she recommended that Marlyn draft a “to do” list for the Stakeholders meeting that can be brought back to the group at the next Oversight Committee meeting on December 8, 2021. She also said that she would be happy to share some of the templates that she developed for her district’s stakeholder meetings. She also recommended doing a timeline for the Three-Year Plan that would help the members see what is due when, in order to stay on track with completing the Plan.

The time frame for the Stakeholders meeting was then discussed. It was decided to use the date of February 9, 2022, which is already scheduled as a regular Oversight Committee meeting.

PROFESSIONAL DEVELOPMENT

Director Garcia explained that this item was put on the agenda so that the Committee could decide on one training on the issues of equity and anti-racism for the entire consortium to attend, which was a commitment that was included in the FY 21/22 Annual Plan. Nancy said that in order to get teachers involved as well as the Oversight Committee members, it is important to choose a training that is relevant and practical that teachers could incorporate into the classroom. The sample of the training by CalPro, that was shared with the Committee members was seen as probably being too long and involved, so Director Garcia asked if the members could suggest any trainings that their districts had participated in. She stated that this item will be put on the agenda again for the next meeting in December so that the Committee members could choose the training.



INFORMATION ITEMS

Director's Report

Director Garcia stated that she is just coming back from maternity leave and only working 25 hours per week.

Dean Robert Holcomb stated that things with the SRJC Adult Education office and all of non-credit programs are going through a period of transition. He explained that the Adult Ed. program was initially part of his instructional unit and then went under Workforce and Career Development with Dean Brad Davis, and is now back under his unit and purview. He further explained that in general, in order to be more efficient, SRJC is in a period of restructuring and consolidation of departments and services, particularly for all the non-credit programs.

Member Reports and Announcements

Georgia reported that SCOE is struggling with enrollment for their construction classes. She stated that they had regrouped because of the COVID-19 pandemic and were set to go back to in-person classes and then decided to do a hybrid class using Zoom and meeting in person for a few Saturdays to do the hands-on work. She reported that they now only have 4 people signed up for the class and asked if there was any "rule" that would prevent them from running the class with just 4 students? Marlyn responded that prior to the pandemic the Consortium had agreed to having a minimum of 15 students enrolled in classes. However, since this particular group of students had already done some of the class prior to the pandemic, she felt that an exception could be made to run the class for them so that they could complete it. In the future, she would like the enrollment in classes to be at least 10.

Jamie reported that in her role at SRJC in working with Career and Workforce development, she, Brad Davis, and Marlyn are working on a grant for a pre-apprenticeship program for our region in collaboration with Golden Gate Transit and College of Marin. The training will lead to employment for the students as bus drivers and transportation managers. There is also another college in our region who has run a similar program and is willing to share some of the curriculum. She also reported that there are two other apprenticeship programs that may be happening in the future, one for ECE (early childhood education) and one for the hemp industry.

Lisa reported that Windsor Unified School District is also looking at providing quality preschool and after school child care for district families from 7 am to 6 pm because that is the need for working families. They have hired a coordinator and they are wondering if there could possibly be a partnership with Adult Ed. and the ECE folks at SRJC. Jamie said she would give Lisa the contact info for the SRJC Child Development Director, so that they could talk directly about any collaboration.



Marlyn reported that SRJC Adult Ed. has finally hired the third Outreach Specialist. The hope is that eventually, when we are no longer working remotely, she will be able to spend a portion of her time working with PAS and their students.

Data and Accountability Update

Marlyn stated that the CAEP Quarterly reports are due at the end of October. She is also working on data entry. Lisa asked if the Quarterly reports could be shared at the next meeting, and also suggested that the reports could be shared at the Stakeholders' meeting.

CAEP Summit 2021

Marlyn reported that the virtual Summit is happening this month and that she along with other members of the SRJC Adult Ed. staff will be giving a presentation on providing the SRJC Adult Ed. classes in a bilingual (Spanish/English) format. She also mentioned that this semester, two of the Google application classes are being presented in Chinese and English. Unfortunately, the enrollment has been low for these classes, so we may not continue to offer them in Chinese. She encouraged all members to try to attend at least one workshop because they are usually very good.

Requests for Information

Nancy asked about the structure of Marlyn's position, in terms of how data management will now be handled. Dean Holcomb responded that the data and accountability duties and responsibilities are going to be transferred to someone else soon. However, for now, Marlyn is still doing the necessary work required for both the CAEP and WIOA funds. She is receiving a little bit of help from Outreach Specialist Wendy Garcia.

ADJOURN

Chair Saxon adjourned the meeting at 1:56 pm.