



Sonoma County Adult Education Consortium Oversight Committee Meeting Minutes

DATE: June 15, 2022

CALL TO ORDER: Chair Lisa Saxon called the meeting to order at 1:33 pm

ROLL CALL: Secretary Joan Barrie did a verbal roll call via Zoom. Members who were present at the meeting were: Lisa Saxon, Nancy Emanuele, Robert Holcomb, Matt Dunkle, and Georgia Ioakimedes. Liz Liscum was absent. Also in attendance were: Director of the SCAEC Marlyn Garcia, Secretary for the SCAEC Joan Barrie, and Siobhan McGregor, Associate faculty member of the ESL department at Santa Rosa Junior College.

Chair Saxon asked Ms. McGregor to explain her role and why she was in attendance at this meeting. She explained that she was in attendance at this meeting because she had assisted in completing the Three Year Plan, due to her knowledge and expertise in writing grant reports and her experience with the Adult Education (CAEP) and Workforce Development (WIOA) grants. She was present so that she could answer any questions the members of the Committee might have regarding the Plan.

APPROVAL OF MINUTES OF MEETINGS HELD ON December 8, 2021, and April 13, 2022

There was a brief discussion regarding the fact that the representative members who were in place at the time of the December 8, 2021 meeting have since changed and therefore, there is not a quorum of those members available to vote to approve this set of minutes. Since an actual vote to approve the minutes as written is not available, the five members present at this meeting agreed that it would be reflected in the minutes of this meeting (6/15/22), that the minutes of the December 8, 2021 meeting have been recorded and adopted as written but were unable to be officially approved due to the above reason. It was also clarified that no action items took place at the meeting held on December 8, 2022.

Matt Dunkle made a motion, seconded by Nancy Emanuele to approve the minutes of April 13, 2022. The motion was carried by the following vote: AYES: 4; NOES: 0; ABSTAIN: 1 (Georgia since she was absent at that meeting); ABSENT: 1

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

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



DISCUSSION AND VOTE (ACTION) TO APPOINT NEW CHAIRPERSON OF THE SCAEC OVERSIGHT COMMITTEE

Due to the fact that the current Chair, Lisa Saxon has accepted another position and will no longer be with the Windsor Unified School District, she will no longer be the representative for WUSD. Therefore, a new Chair of the Oversight Committee needs to be appointed. Since this is a voluntary position, Director Garcia asked if any of the members wished to step forward and volunteer to become the new Chairperson. Nancy Emanuele volunteered to become the new Chair, with no other members stepping forward for the position. Lisa asked for a motion to appoint Nancy Emanuele as the new Chair of the Oversight Committee. Georgia made the motion seconded by Robert. The motion was carried by the following vote: AYES: 5; NOES: 0; ABSENT: 1 The Committee members thanked Nancy for stepping forward to fill the position. Lisa also mentioned that a new representative will be appointed in August.

DISCUSSION AND APPROVAL (ACTION) OF THE THREE-YEAR PLAN 2022-2025

Chair Saxon asked Director Garcia to highlight the areas in the Plan that are important for the Committee to comprehend so that they understand what they are voting on to approve. Director Garcia directed the Committee to look at the two objectives that were chosen and the strategies that will be employed to meet them. She then reviewed them and they are recorded here for reference.

Objective one: Increase enrollment and retention across all program areas. In

summary, the strategies that will be employed to accomplish this objective are: **1)** expanding to include the ESL and HSE classes and programs the proven successful outreach efforts that have been applied to the short-term CTE programs. These methods include: the use of social media, in-class presentations, and flyers to build enrollment; **2)** SCAEC will also work with community partners to inform their clients of non-credit opportunities in their service areas; **3)** professional promotional videos are being created for noncredit ESL, HSE and CTE programs for use on social media; **4)** optimize instructional modalities and course offerings and locations to meet student demand and interest. These include offering classes in person on the three main SRJC campuses, and at off- site locations in the regional Sonoma County area, as well as online. The Adult Education Director and College Skills/Tutorial and ESL Department Chairs will work together to monitor enrollment and make adjustments to course modalities and locations as necessary; **5)** scheduling large-scale group registration and orientation events to be held at the SRJC Southwest Center and at off-site locations where adult education classes will be held. Events will include breakout sessions where students can learn more about the program area of their choice; and finally; **6)** having direct and continued contact with students prior to the start of and throughout the semester. Support services staff will leverage the use of mobile applications, such as Remind, to help students



get to class on the first day. In addition, SRJC's Adult Education Program will hire student workers to assist Outreach Specialists with contacting students who are absent from class. Such one-on-one contact provides students with opportunities to share why they are having trouble and get them the support services they need to continue their education.

Objective two: Improve certificate completion and noncredit to credit transition rates.

Strategies to meet this objective include: **1)** Again, utilizing proven successful methods from the Adult Education Program to include the ESL and HSE classes and programs such as: informing students about available short-term CTE certificates, tracking their progress towards earning these certificates, and assisting them with the application process, if necessary; **2)** Hold workshops with student support staff in transition-level classes. This will allow students to see and ask questions of support staff in a familiar, low-stakes environment. When students have a face and contact information for someone who can assist them with the transition process, they are more likely to follow-through on taking that next step; **3)** Create and implement an HSE Dual Enrollment program as provided under SB 554 at SRJC. While their program has yet to be implemented, Petaluma Adult School (PAS) has an agreement with SRJC to provide free credit classes for their qualifying HSD students. In addition, the SRJC Adult Education Program will work with other noncredit stakeholders to apply for and develop a similar plan for SRJC's HSE students; **4)** expand the level and types of support services dedicated to non-credit programs at SRJC. A variety of student support services are currently available to noncredit students on Petaluma, Santa Rosa, and Southwest Center campuses including: counseling, career development, financial aid, tutoring, and disability resources. Unfortunately, the staff in these departments are not necessarily familiar with the needs of nontraditional noncredit adult education students. It will require SRJC's noncredit stakeholders to develop a coordinated strategy to inform SRJC administrators how their programs speak to the College's vision, mission, and values; and the benefits of making meaningful investments in non-credit to the College as a whole in order to receive their buy-in, support and resources.

Another important part of the plan is addressing **Effectiveness of Services for the whole SCAEC.**

- 1) A long-term strategy to improve the effectiveness of SCAEC services is to develop a site that identifies countywide education, workforce and support services available from community partner agencies and agencies not affiliated with SCAEC. Such a comprehensive website will allow service providers to better counsel, guide, and assist students and clients. A first step in developing such a website is to create a simple, low-tech repository, such as a Google Sheet, for housing the names, locations, and services provided by education and training programs and community partners. Such a repository



will help address gaps in provider and student awareness of available services. Once the repository has been created, the SCAEC hopes to engage the services of a web developer who can use the information gathered to update the current SCAEC website to add all this information.

- 2) A related strategy is to develop a noncredit catalog for all SRJC program areas that can be linked to both the SCAEC's and SRJC's website. Right now, each noncredit SRJC program area/department has its own webpage dedicated to the courses and certificates they each offer. The purpose of the catalog is to provide noncredit course and certificate descriptions in a central location so that students can get an understanding of the depth and breadth of education and workforce opportunities and pathways available to them.
- 3) Provide a variety of professional development opportunities for instructors at member agencies. High priority topics include the use of CASAS reports to inform instruction and common writing assessments to ensure instructional consistency across faculty. In addition, SRJC and PAS adult education instructors who have high rates of student retention will be asked to share their practices with colleagues.
- 4) Interested noncredit stakeholders will review and explore the model programs described on CAEP's website in order to develop and implement a greater variety of education and workforce services to better serve Sonoma County adult education students.

Director Garcia also explained that in addition to reviewing and agreeing to the objectives, employing the strategies summarized above, and implementing **the activity of direct and sustained contact with students**, another important part of the Plan is to monitor the allocation of the CAEP funds and the percentage of carryover that will need to be addressed. Up until this point, there has not been a limit on the percentage of carryover of funds year to year. However, a new law is likely going to be passed within the next year that will limit the carryover to 15%.

Director Garcia also mentioned that more effort is going to be put into expanding and increasing the number of off-site locations to improve access to more students, as well as providing loaner laptops so that students in outlying areas that cannot attend classes in person will be able to participate in classes online.

Robert Holcomb made the motion, seconded by Nancy Emanuele to approve the 2022 - 2025 SCAEC Three Year Plan. The motion was carried by the following vote: AYES: 5; NOES: 0; ABSENT: 1



INFORMATION ITEMS

a. Director's Report

Director Garcia shared a the Preliminary CAEP (Manager) Summary Report from CASAS that shows Literacy Gains, CAEP Outcomes, and Services for the Consortium for the PY2021-2022. It shows the number of participants who completed at least 12 hours of instruction, and is broken down by each of the three service provider agencies, SCOE, SRJC, and PAS.

b. Member Reports and Announcements

Matt Dunkle, the representative from Santa Rosa City Schools (SRCS) announced that he has taken another position and will no longer be the SRCS representative on the Oversight Committee. This will be his last meeting. A new representative will be appointed in August.

Secretary Barrie mentioned that Robert Holcomb has just been appointed as the new V. P. of Academic Affairs and therefore will also no longer be the SRJC representative on the Oversight Committee. The replacement will be Daniella Kingwill, full time faculty member for non-credit ESL.

The members voiced a huge appreciation to Lisa Saxon for her years of service, and to outgoing members Robert Holcomb and Matt Dunkle.

c. Data and Accountability Update

This information was presented in the Director's Report as described above.

d. Requests for Information

There were no requests for information.

ADJOURN

Chair Saxon adjourned the meeting at 2:16 pm.