



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

**DATE:** January 18, 2023

**CALL TO ORDER:** Chair Nancy Emanuele called the meeting to order at 4:32 pm

**ROLL CALL:** Secretary Joan Barrie did a verbal roll call via Zoom. Members who were present at the meeting were: Nancy Emanuele, Georgia Ioakimedes, Samuel Martinez, Daniela Kingwill, Sharon Ferrer. Liz Liscum was not present during roll call but joined at 4:36 pm. Also, in attendance were Director of the SCAEC Marlyn Garcia and Secretary for the SCAEC Joan Barrie.

### **APPROVAL OF MINUTES OF MEETING HELD ON November 16, 2022.**

Chair Emanuele instructed everyone to take a few minutes to review the minutes. When the review was done, Samuel made a motion, seconded by Georgia to approve the minutes from November 16, 2022 as written. The motion was unanimously carried by the following vote: AYES: 6; NOES: 0; ABSTAIN: 0; ABSENT: 0

### **PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**

No members of the public were present and no comments were made.

### **INFORMATION ITEMS**

#### **a. Director's Report**

Director Garcia reviewed that the second data quarterly report of for the three service provider agencies is due on January 31, 2023. In addition, the report of employment and earnings is also due on the 31<sup>st</sup>. The second quarterly report for expenditures is due on March 1, 2023. Marlyn will supply copies of the reports at the next meeting on April 19, 2023. Chair Emanuele asked if the earnings and employment survey that is done for the WIOA grant is then automatically used for the CAEP grant. Marlyn said yes, a box is checked in the TopsPro data system, which is used to submit the information to the State, for both WIOA and CAEP.

#### **b. Member Reports and Announcements**

Chair Emanuele opened the floor for any member to share any information about things going on in their agency.

Director Garcia spoke first about SRJC and reported that today was the start of the new



spring semester classes so the noncredit Adult Ed, ESL and College Skills programs are all very busy. There is very high demand for ESL classes and they are all almost completely full. Students are asking for more ESL classes to be offered, however at this point in time, SRJC does not have enough instructors to offer more sections. A recruitment for new instructors is ongoing. Adult Education classes have also increased from 37 to 48 this semester, with an expansion of off campus locations in Rohnert Park (Rancho Cotate H. S.), Cloverdale (Cloverdale H. S.), and Windsor (Windsor H.S.). The Adult Ed. and ESL classes are very well enrolled, but the GED prep classes are not. We also have a lot of classes back in person, but we continue to offer many classes online because a lot of the students got used to taking classes online and it is often more convenient. Marlyn mentioned that SRJC might also look at possibly having one Adult Ed. computer class at the Petaluma Adult School location and will talk with Nancy about this perhaps for the coming fall 2023 term.

Daniela Kingwill added that the recruitment for ESL instructors is definitely active and they hope to bring new people on as soon as possible but it may not be until the summer session. She also reported that the Southwest Center SRJC campus on South Wright Road will be undergoing a major renovation through bond measure funds. During the building phase, there will be less classrooms available, which will present a challenge for providing ESL and Adult Ed. classes at this location.

Nancy then asked if Marlyn had any update regarding a new Dual Enrollment Coordinator position. Marlyn did not have any new information on this.

Georgia shared that SCOE is in-between classes right now. Something promising is that there is a teacher at Cloverdale H. S. who might be interested in teaching a North county class. She does not know the exact timeline but is hoping for the summer or fall term. She also reported that they finally have an applicant for a bilingual TA position and hopes to have the person on board for their next set of classes, which will start at the end of February or beginning of March. The Santa Rosa section has consistently had good enrollment, but the enrollment in the Sonoma section has been a challenge. They have beefed up their outreach efforts in Sonoma Valley so they are hoping to get enough enrollment to hold the class there, which has not been the case for a few sections now.

Nancy reported that the classes at Petaluma Adult School started on January 9<sup>th</sup> and similar to SRJC, there is high demand for ESL classes, particularly the lower levels. They have been able to hire a few new teachers but there is a big discrepancy in the rate of pay for an Adult School teacher and SRJC, so it has been challenging to find teachers. She also reported that they just graduated a bunch of folks who had completed the Spanish HiSET subtests, so there will be a little bit of a lag until more people can go through that process. She mentioned that there was turnover in the company that sells the HiSET exams and vouchers and it has been very challenging working with the new company. They also offer High School diploma (HSD) classes in Sonoma and have also



experienced challenges in enrollment numbers in this location. They started a class at Hannah Boys Center, but the enrollment has been low there as well. They are now waiting for their residential program for 18-22 year olds to get started again, which hopefully will provide a core group of students who need the program. They have also offered classes at Creekside school in Sonoma and have experienced low enrollment there as well.

Liz suggested that there needs to be more of a connection with community liaisons to talk about ways to tap into the community more. She suggested that Nancy and her team could come to Sonoma to present about the programs because she thinks there are some “untapped funnels of information” that could help get the word out.

Nancy also reported that they just wrapped up their Federal program monitoring in December and was pleased that there were no findings! She also just finished the WIOA application, which is done every three years.

**c. Requests for Information**

None of the members had any requests for information. Marlyn asked if the members wanted to go back to meeting in person. It was agreed that it is certainly more convenient and less time consuming to not have to travel to meetings, but perhaps the last scheduled meeting could be done in person.

**ADJOURN**

Chair Emanuele adjourned the meeting at 4:53 pm