



Sonoma County Adult Education Consortium Oversight Committee Minutes

DATE: September 20, 2023

TIME: 4:30- 5:30 PM

CALL TO ORDER: Chair Nancy Emanuele called the meeting to order at 4:36 pm

ROLL CALL: Secretary Joan Barrie took a verbal roll call. Present at the meeting were: Nancy Emanuele, Daniela Kingwill; Liz Liscum and Samuel Martinez. Absent for the roll call were: Georgia Ioakimedes, and Brian Williams. Also present at the meeting were: Director Marlyn Garcia and Secretary Joan Barrie. They did both join later in the meeting.

APPROVAL OF MINUTES OF MEETING HELD ON August 9, 2023

Samuel made a motion seconded by Daniela to approve the Minutes from August 9, 2023. The Minutes were approved by the following vote: **AYES:4; NOES:0; ABSTAIN:0; ABSENT:2**

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

No one from the public was in attendance so there were no public comments.

CAEP BUDGET AND WORK PLAN DUE 9/30

Marlyn reported that there were technical issues with the online NOVA reporting system, so the CAEP office pushed back the due date for submitting the Budget and workplan.

Marlyn briefly went over the budget allocations. For SRJC there was \$984,000 carried over from last year and then this year's allocation (23/24) is \$1,273,000. By the end of this fiscal year (June 30, 2024) 80% of the combined total of funds will be spent down.

PRELIMINARY DISCUSSION ON UPDATING THE SCAEC BYLAWS

Marlyn stated that the Consortium Bylaws need to be updated to include the new bill, Ab 1491 which is in regards to the 20% carry over. We need to include it to be in compliance with the bill. She provided a copy of bylaws from another Consortium that has the information in Section 5, member effectiveness. We can use this as a guide to update ours. We can also make any other changes that the committee members would like to include.

INFORMATION ITEMS

a. Member Reports and Announcements

Marlyn reported that she had attended the CAEP Directors' meeting in Sacramento and they were already talking about the next three-year plan. She would like to start the



process for the next plan earlier. One task to do early is to send out surveys to students and instructors so that we make sure to include that feedback in the new plan.

Marlyn also reported that a few years ago, SRJC had received a grant to build a construction center on the Petaluma campus. Construction is progressing, and the center is scheduled to open in fall 2024. New courses and certificates in carpentry and Fire Resilient Landscaping will be offered at the center. They have also developed a Contractor License course. She mentioned that these courses are longer (have more hours) than other Adult Ed. classes because there is more content to cover.

Georgia asked for a meeting with Marlyn and the other SRJC people who will be overseeing these programs to discuss how these classes align with the construction classes that SCOE is offering.

Marlyn also announced that there is a Los Cien event taking place on the SRJC campus tonight starting at 6:15 pm.

Marlyn also mentioned that this term SRJC is offering Adult Ed., ESL, and College Skills classes at some Santa Rosa City School sites. There is interest from other Santa Rosa schools to host classes at additional schools.

Georgia reported that the SCOE construction classes will be starting tonight at Amorosa. Unfortunately, there were not enough signups to run the class in Sonoma Valley so it had to be cancelled. However, she has been working with the Cloverdale school district to hopefully have a class be in that location, which will serve the north county.

Nancy reported that all the classes at Petaluma Adult School (PAS) are up and running with full enrollment. ESL has a wait list and there are 200 students enrolled in the HSE classes. PAS is also partnering with the Hannah Academy to offer high school diploma classes there as well.

Nancy suggested that the instructors from PAS and SRJC (both campuses) possibly form an HSE instructor group to share ideas and best practices.

Secretary Barrie announced that Brian Williams has been officially appointed to SCAEC.

b. Requests for Information

There were no requests.

c. Upcoming Member agency special events and announcements

None were given

ADJOURN

Chair Emanuele adjourned the meeting at 5:03 pm