



Sonoma County Adult Education Consortium Oversight Committee Meeting MINUTES

DATE: November 20, 2024

TIME: 4:30 PM - 5:30 PM via Zoom

CALL TO ORDER: Chair Aaron Gildengorin did not attend the meeting so Director Marlyn Garcia ran the meeting/ She called it to order at 4:35 pm.

ROLL CALL: Secretary Joan Barrie took a verbal roll call. Present at the meeting were: Michelle Devereaux, Daniela Kingwill, Liz Liscum, Stephen Jackson, and Brian Williams. Also present at the meeting were: Director Marlyn Garcia, Secretary Joan Barrie. Absent from the meeting was Aaron Gildengorin.

APPROVAL OF MINUTES OF MEETINGS HELD ON August 7, 2024 and September 18, 2024

Minutes of 8/9/24: Due to the fact that two of the six members that were part of the Oversight Committee are no longer members, and one of the current members was absent on August 7th, an official vote approving this set of minutes cannot be recorded. Therefore, when this set of minutes are posted to the SCAEC website, there will be a note added stating that they have not been officially approved by the Oversight Committee.

Minutes of 9/18/24: A motion was made by Daniella Kingwill, seconded by Brian Williams to approve this set of minutes. The motion was carried by the following vote: **AYES:** 4; **NOES:**0; **ABSTAIN:**1; **ABSENT:**1

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

There were no public comments.

REVIEW CAEP DATA REPORT- Q1

The first quarter (July – Sept. 2024) data was reviewed. The report shows the number of students enrolled for the 3 service provider agencies (SCOE, PAS, and SRJC).

DISCUSSION: CAEP 3-Year Plan 2025-2028

Marlyn explained that the Consortium needs to come up with some new goals for the new three-year plan, in addition to extending some of the last goals that may still be in progress. Surveys need to be sent out to students, faculty and community members to gather information and input. The surveys will help to inform us about areas that are going well, areas that need improvement, classes and services that people would like to see, etc.



Marlyn asked to create a Three-Year plan Committee among the Oversight Committee members. The Committee will include the 3 service providers, April Oliver, Siobhan McGregor, and two Outreach Specialists.

INFORMATION ITEMS

a) Upcoming CAEP Due Dates

- **Dec 2:** July 1, 2023 to June 30, 2024 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *
- **Dec 2:** 22/23, 23/24 & 24/25 Member Expense Report Due in NOVA (Q1)

b) Member Reports and Announcements

Stephen reported that SCOE is planning to run 3 construction classes in Cloverdale, Amarosa (in Santa Rosa) and Sonoma Valley. They will see how it goes with enrollment.

Marlyn reported that registration for Spring 2025 classes has begun just for students who have priority one. She has also been officially appointed to the Workforce Investment Board.

Michelle mentioned that the members were invited to the Petaluma Adult School holiday gathering on Friday, Nov. 22, 2024 at Mary's Pizza shack in Rohnert Park.

ADJOURN

Marlyn adjourned the meeting at 5:10 pm.