

San Diego Adult Education Regional Consortium (SDAERC)

Date: Thursday November 17th, 2022

Time: 3:00-4:30

Location: Teleconference <https://sdccd-edu.zoom.us/j/92053716869> **Access Password:** SDAERC

<u>Agenda Item</u>	<u>Lead/Presenter</u>
1. Call to Order	All
2. Adoption of Agenda & Selection of Chair	All
3. Public Comment	
4. Consent Items: a. Approval of Minutes: September 15th	All
5. Action Items: a. Consortium Voting Membership & Bylaws b. Certify State PY 22/23 Member Agency Budgets and Workplans c. Site Improvement SDCCE Mira Mesa Child Development Center	a. Kelly Henwood, SDCCE b. Kelly Henwood, SDCCE and Nate Sachdeva, SDUSD c. Dean Jacqueline Hester, SDCCE
6. Presentation Items: a. District to District MOU: Data Sharing Provisions b. Member Agency Program Area Reports	a. Dean Amertah Perman, Career Education and Workforce Development b. Kelly Henwood, SDCCE
7. Discussion Items: c. SDAERC 2023-2025 Strategic Plan Implementation: https://bit.ly/3OpCLMc	All
8. Information Items: a. Introductions SWP K12 Pathways Coordinator b. Introductions SDCCE CAEP Counseling Coordinator c. Introductions SDCCE Professional Development Coordinator d. Career & College Readiness (CCR), FELI, and Career Bridge Pathways Updates for Spring 2022 e. SDCCE Student Services Updates: ▪ New OSS Structure and Areas of Responsibility ▪ SEMP Updates ▪ College and Career Transition Hiring Events, Recruitments, Promise ▪ Counseling Updates - Contact List ▪ Outreach Updates f. Community Partnership Updates ▪ SDCOE Vocational & Apprenticeship Expo Recap ▪ Roundtable g. Upcoming CAEP Due Dates: https://caladulthood.org/DueDates	a. Donny Tenorio, K-12 Pathway Coordinator, SDUSD b. Carolina Gonzalez, Counselor, SDCCE c. Carla Grossini-Concha, SDCCE d. Veleka Iwuaba, Program Chair, SDCCE e. Dr. Shakerra Carter, Ed.D, VPSS, SDCCE ▪ Dean Stephanie Lewis, SDCCE ▪ Dean Roberta Krauss, Counseling, SDCCE ▪ Dean Tavaris Franklin, Acting Dean Student Equity, SDCCE ▪ Ernesto Rivera, Project Specialist- Work Based Learning, San Diego County Office of Education
Adjournment: Next Meeting January 19th 3:00-4:30, 2023	



San Diego Adult Education Regional Consortium (SDAERC)

Date: September 15, 2022

Time: 3:00p-4:30p

Location: Online Zoom

Teleconference Access:

<https://sdccd-edu.zoom.us/j/92053716869>

Agenda Item	
<p>1. Call to Order</p>	<p>Call to order at 3:03pm</p> <p>Members Present:</p> <ol style="list-style-type: none"> 1. Michelle Madrid-Novak (proxy for Shakerra Carter), SDCCE 2. Michelle Fischthal, SDCCE 3. Ingrid Greenberg (proxy for Leah Gualtieri), SDCCE 4. Nate Sachdeva, SDUSD 5. Veleka Iwuaba (proxy for Lorie Crosby Howell), SDCCE 6. Kirsley Tate, SDUSD 7. Megan Timmons, SDUSD <p>Members Absent:</p> <ol style="list-style-type: none"> 8. Sarah Vielma, SDUSD 9. Shakerra Carter, SDCCE 10. Leah Gualtieri, SDCCE <p>Guests:</p> <ol style="list-style-type: none"> 1. Michelle Gray, SDCCE 2. Kelly Henwood, SDCCE 3. Steph Johnston Austin, SDCOE 4. Edith Quintero, SDCCE 5. Monica Rosas, SDUSD 6. Diana Vera-Alba, SDCCE 7. Olivia Flores, SDCCE 8. Daria Ortiz Beltran, SANDAG

	<p>9. Desiree Payne, SDCCE</p> <p>10. Frank Pancucci, San Diego Workforce Partnership</p> <p>11. Jessica Luedtke, SDCCE</p> <p>12. Jesus Rivas, SDCCE</p> <p>13. Jose Cruz, San Diego Council on Literacy</p> <p>14. Pricila Roldan, SANDAG</p> <p>15. Shirley Pierson, SDCCE</p> <p>16. Valeria Ramirez, SDCCE</p> <p>17. Tavaris Franklin, SDCCE</p> <p>18. River Shaw, SDCCE</p>
2. Adoption of Agenda & Selection of Chair	<p>Selection of Meeting Chair</p> <p>Discussion: Michelle Fischthal nominated herself to chair the meeting, as it was her turn.</p> <p>Motion: Michelle Fischthal</p> <p>Second: Nate Sachdeva</p> <p>Nays: None</p> <p>Abstentions: None</p> <p>Action: Approved; Michelle Fischthal to chair the meeting.</p> <p>Adoption of Agenda</p> <p>Discussion: Michelle Fischthal requested that the Annual Plan be moved from Discussion Items into Action Items.</p> <p>Motion for Approval of Amended Agenda: Michelle Fischthal</p> <p>Second: Megan Timmons</p> <p>Nays: None</p> <p>Abstentions: None</p> <p>Action: Amended agenda approved</p>
3. Public Comment	None
4. Consent Items: a. Approval of Minutes: 7/21/22	<p>Approval of Minutes from 7/21/22</p> <p>Discussion: None</p> <p>Motion: Nate Sachdeva</p> <p>Second: Megan Timmons</p> <p>Nays: None</p> <p>Abstentions: None</p> <p>Action: Approved</p>
<p>5. Action Items:</p> <p>a. Approval 2022 Annual Plan</p> <p>b. Approval of PY 21/22 End of Year Fiscal Expense Reports</p> <p>c. Review Fiscal Year 2022-23 Beginning of the Year Letter</p>	<p>Approval 2022 Annual Plan- Kelly Henwood, Consortium Lead, SDCCE</p> <p>SDAERC is a Brown Act group funded through the California Adult Education program. It is one of about seventy regional consortia across California which foster partnerships between the K-12 adult education system and the noncredit community college system. This particular regional consortium consists of a partnership between</p>

<p>d. Changes in Regular SDAERC Meeting time</p>	<p>SDCCE and the SDUSD Adult Education Program. Each year, the Consortium must submit an annual plan to the State. Every three years, it must also formulate a Three-Year Strategic Plan. The Three-Year Strategic Plan was completed in July, and the 22/23 Annual Plan was due September 14th, so as of this meeting it was late.</p> <p>The 22/23 Annual Plan is essentially a reformulation of the Three-Year Plan. The Annual Plan outlines the responsibilities of each agency and the collaborations between the agencies and with community partners. There are four main focuses: addressing educational needs, integrating services and transitions, achieving effectiveness, and addressing regional needs in gaps and services.</p> <p>Discussion: The Consortium was asked to preliminarily approve the Annual Plan today for submittal to the State, with the agreement that members and constituents will review the Plan and meet in October to have a collaborative discussion on how SDAERC will move toward its implementation. If members have any questions during the review process, they are encouraged to contact Kelly Henwood, Diana Vera-Alba, or Nate Sachdeva.</p> <p>Motion: Veleka Iwuaba Second: Megan Timmons Nays: None Abstentions: None Action: Approved</p> <p>Approval of PY 21/22 End of Year Fiscal Expense Reports- Kelly Henwood, Consortium Lead, SDCCE The allocations for 21/22 are being spent this Fall, and the 22/23 funds were just allocated. SDAERC is a direct-funded consortium, which means SDUSD and SDCCE each receive their allocation directly. There are quarterly reporting requirements, as well as the End of Year Fiscal Expense Report. Each allocation is good for a thirty-four-month-period, so SDAERC manages multiple allocations at the same time. The Consortium has currently spent out 86% of its 21/22 allocation. Some changes in the legislature mean that it is likely that in the future, SDAERC cannot have more than 15% carryover from year to year (i.e., it will have to spend the allocations during the year in which it receives them). The Fiscal</p>
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	<p>Report outlines the actions the Consortium is taking to catch up and spend down its allocation.</p> <p>Discussion: None Motion: Michelle Fischthal Second: Nate Sachdeva Nays: None Abstentions: None Action: Approved</p> <p>Review Fiscal Year 2022-23 Beginning of the Year Letter- Kelly Henwood, Consortium Lead, SDCCE Please have all lead personnel involved with financial and data reporting read through this letter. Of special note is the fact that all agencies that are both CAEP and WIOA Title II grantees are required to report student data in TOPSpro Enterprise and to merge data reporting with the Chancellor's Office Management Information System.</p> <p>Changes in Regular SDAERC Meeting Time- Ginger Davis, Administrative Assistant, Instructional Services, SDCCE SDCCD Board meetings have no further conflicts with this year's SDAERC meetings. Nate Sachdeva will determine whether SDUSD has a schedule conflict for the January 19th meeting and report. No action was currently taken.</p>
<p>6. Presentation Items:</p> <p>a. SDUSD Career Assessment and Planning OTAN DLAC</p> <p>b. Get Connected San Diego!</p> <p>c. SDAER Consortium Effectiveness Survey 2022</p>	<p>SDUSD Career Assessment and Planning OTAN DLAC- Nate Sachdeva, Program Manager, SDUSD and Kirsley Tate, Counselor, SDUSD Kirsley Tate and Nicole Lincoln participated in the Digital Leadership Academy for the past two years. Adult Education professionals found it hard to build relationships with students in a virtual environment. However, a virtual environment enabled working students to have access to education in the evenings and on the weekends. So SDUSD will continue offering online classes while seeking to build personal relationships with students. This project centered on an orientation course in which students would meet with a counselor, take a strength inventory assessment, and create a career plan. Kirsley Tate shared that meeting with a student one-on-one allows the student to open up more and share their struggles and aspirations, helping the counselor to better advise them. The counselor can also guide students</p>

through the next steps of applying for community college and financial aid. This has been successful not just with new students but also with returning students. Nate Sachdeva encouraged members to view the attached informational video for more information.

Kelly Henwood asked how SDCCE could better support SDUSD's programming in this area. Nate Sachdeva replied that a common theme among Adult Education students is that they felt disengaged from teachers in high school and had no personal relationships with staff tethering them to school. He felt that ensuring a warm hand-off between SDUSD counselors/instructors and SDCCE counselors/instructors will keep students engaged and pursuing higher education. Michelle Fischthal replied that SDCCE is working on structures to ensure that this happens.

Get Connected San Diego!- Pricila Roldan and Daria Ortiz Beltran, SANDAG

High-speed internet is essential to our way of life today, but many people in the San Diego region still do not have access. Twenty to forty percent of students in many local districts lack home internet access. Low-income and rural households are less likely to have internet access at home. There are several programs in place to serve this need.

1. [FCC Affordable Connectivity Program](#)
 - a. [Internet Service Providers that participate in this program](#)
 - b. [Eligibility](#)
2. [SANDAG Get Connected Campaign](#)
3. Partnership with [2-1-1](#), a hotline to connect people with community services. This is useful since people who need access to internet cannot access websites to start the process of getting connected. People can call the hotline and receive information about the two previous programs.

To collaborate with SANDAG, contact [Pricila Roldan](#) and [Daria Ortiz Beltran](#).

**SDAERC Consortium Effectiveness Survey 2022-
Jesus Rivas, Research Analyst, SDCCE**

This was the third year the survey has been run. In years past, the survey was only emailed to voting and nonvoting members of SDAERC, but this year, additional

	<p>community members who are involved with SDAERC were surveyed. This survey was emailed to 736 people, and 10% responded (a normal response rate for an online survey). There were also about thirty more responses than in previous years. A majority of respondents were from SDCCE, with no responses from SDUSD. Common themes from the survey were the need for SDAERC to have more communication and collaboration and to have a greater focus on transitions, digital literacy, and student equity. If members want more information or have questions, they can contact Jesus Rivas.</p>
7. Discussion Items:	None
8. Information Items: a. State CAEP Summit b. Standing Item: Outreach Updates c. Standing Item: Career & College Readiness Course (CCR), FELI, and Career Bridge Pathways Updates d. Standing Item: SDCCE Student Services Updates: <ul style="list-style-type: none"> • College and Career Transition • Counseling Updates e. Community Partnership Updates e. Roundtable f. Upcoming CAEP Due Dates: https://caladulthood.org/DueDates	<p>State CAEP Summit, Kelly Henwood, SDCCE It is free and online. It will take place in October, so register now.</p> <p>Outreach Updates- Tavaris Franklin, Outreach Coordinator, SDCCE Outreach Services are building their schedule now, so if members have any upcoming events that they would like this office to attend, they should reach out to Tavaris Franklin.</p> <p>Career & College Readiness (CCR), FELI, Career Bridge Updates- Veleka Iwuaba, Program Chair, SDCCE Tabled.</p> <p>SDCCE Student Services Updates- Michelle Madrid-Novak, proxy for Shakerra Carter, Ed.D, VPSS, SDCCE Tabled.</p> <p>College and Career Transition- Stephanie Lewis, Dean, SDCCE Tabled.</p> <p>Counseling Updates- Roberta Krauss, Dean of Counseling, SDCCE Tabled.</p> <p>Community Partnership Updates- All Jose Cruz (San Diego Council on Literacy) shared that 50% of school-aged children in the San Diego area are not</p>

	<p>meeting the standard for Language Arts. During the pandemic, their average Language Arts score declined by 7%. The National Assessment of Educational Progress study will come out in October.</p> <p>Roundtable Tabled.</p> <p>Upcoming CAEP Due Dates- Kelly Henwood, SDCCE https://caladulted.org/DueDates</p>
<p>Meeting adjourned 4:30pm Motioned: Nate Sachdeva Seconded: Megan Timmons Action: Adjourned</p>	
<p>Next Meeting November 17, 2022</p>	

For more information about the SDAERC and CAEP: Visit our local websites: [SDCE SDAERC](#) and [SDUSD Adult Program](#) or the State CAEP website: www.caladulted.org

Consortium Agenda Item: Site Improvement

November 17th, 2022

Action Item: Review and approve SDCCE's Capital Outlay/Site Improvement for Child Development CTE apportionment generating program at Miramar Campus Child Development Area-Shade Structure for FY 22 in the amount not to exceed \$91,000.

Overview: Consortium is asked to review and approve the Shade Structure at Miramar as part of the FY 22 CAEP budget to be conducted at Miramar in the approximate amount not to exceed \$91,000 in CAEP funds in PY 22/23.

Overview of Project:

The child development outdoor play area at Miramar does not have any shade structures that protect students while playing on the playground or sandbox area. The amount of sun the playground receives makes it unbearable for students to play on the playground because of the extreme heat and the burns from the playground equipment. Thus limiting the size of classes that are offered at the campus and limiting the ability to meet student need.

The final project costs and specifications will be finalized within three months after approval, if possible, in the current calendar year. Costs include planning, design, equipment, and installation.

Justification of Need: This Site Improvement and expenditure will achieve the following CAEP Strategic and Annual Plan Objectives and Activities:

- Address Educational Needs through the purchase of Instructional Materials and Equipment



Current Photo of Miramar CTE Child Development Play Area

DAYCARE / EARLY CHILDHOOD CENTER



Proposed Structure Bid for Miramar CTE Child Development Play Area

Background:**CAEP Fiscal Management Guide (August 2018) Site Improvements defined as:**

“Any capital outlay (including building improvements, rental space, leases, construction, etc.) will also be closely scrutinized. It will require that you notify the CAEP Office of your consortium’s (including any member in that consortium) intent. This is an informational e-mail only. The CAEP Office reserves the right to ask questions regarding any purchase and can prohibit any activity that it deems not meeting the reasonable and justifiable criteria. The member must follow all state & local policies and procedures related to capital outlay. This would include district facilities approval, following procurement processes, and notification of state agency facility departments”

Actions Required:

“Capital outlay expenditures need to be submitted by the requesting Member-district to the consortium’s governing board for review and approval. Once the consortium has reviewed, approved, and established that the expenditures are aligned with the Consortium’s 3 Three Year plan, the consortium will send an informational email to the CAEP Office to inform them of the proposed expenditures.”



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