



VISION

All adults in the Salinas Valley will receive equitable access to the education, training, guidance, and support needed to set and achieve their educational and career goals.

MISSION

The Salinas Valley Adult Education Consortium fosters the expansion, improvement, and accessibility of adult education services in the region.

STEERING MEETING AGENDA: September 27, 2017

- | | |
|-------------|--------------------------------------------------------------|
| 3:00-3:20pm | Sign-in, Approve Agenda,
Introductions, Public Comments |
| 3:20-3:50pm | Consortium Administration
Updates & Action Items |
| 3:50-4:20pm | Fiscal Administration
Updates, Discussion, & Action Items |
| 4:20-4:35pm | Data Workgroup Updates |
| 4:35-4:50pm | Marketing & Outreach
Updates & Discussion |
| 4:50-5:00pm | Announcements, Reminders, etc. |

17-18 Annual Plan Overview

Maintain, Expand, Improve:

- ESL & EL Civics
- HSD/HSE
- Citizenship
- Digital Literacy
- Workforce Readiness
- CTE: Office Technology, Building Trades, CPR/First Aid, Paraprofessional, CNA, Transportation
- Family Literacy & Parent Training to Support Children
- Student Transitions Support
- Other Support: Childcare, Transportation
- Outreach & Marketing
- Teacher & Staff Professional Development
- Data, Assessment, Accountability
- Program Alignment

17-18 Annual Plan Overview

New Programs/Activities:

- CTE/Workforce Readiness:
 - Registered Dental Assistant
 - Food Safety and Handling, ServSafe Training
 - Microsoft Office Suite
 - Forklift Operation
- Internship & Job Placement
- County Jail College & Career Readiness Program
- Parents College & Career Readiness Program
- Learning Disabilities support
- Noncredit courses in ESL, VESL, CTE
- Basic Literacy – English and Spanish

17-18 Annual Plan: PROPOSED CHANGES

North Monterey County seeks approval of new activities:

- New short-term CTE courses:
 - Food Safety and Handling / ServSafe
 - Microsoft Office (MOS Certificate)
 - Basic Literacy – English and Spanish (at Castroville Library)
- Will primarily use carryover funds

Salinas Adult School seeks approval of new activities:

- New position: Data Specialist
- Will use carryover funds

Other changes by other Members?

Process Development for Effective Collaboration

GOVERNANCE STRUCTURES & PROCESSES



EVALUATION, PLANNING, FUNDING PROCESSES



- Meet Objectives
- Consortium Administration
- Collaborative Programming
- Leveraging Resources
- Professional Development
- Marketing
- Advocacy

Governance Structure

- Student Leadership Councils
- Professional Learning Communities (teachers/staff):
 - ESL, ABE/HSE, Workforce Readiness, Transitions Support
- Community Advisory Council
- Superintendent Meeting

STAKEHOLDERS

MEMBER LEADS

- Workgroups:
 - Data
 - Accountability
 - Planning
- Retreats (e.g. Governance)
- Project Advisors:
 - Marketing & Outreach
 - Professional Development

- 4-5 meetings/year – open & public – Member Leads & Stakeholders & Community
- Final votes:
 - Consortium Administration
 - Planning & Funding
 - Collaborative Activities

STEERING COMMITTEE

Governance Structure: Workgroups



17-18 Steering Meeting Schedule: Proposed Revisions

- Still 4th Wednesday of the month
- 3 hours – would 2:30-5:30pm work?
- 1st hour dedicated to public comments and program updates from Members and Community Partners
- Voting will take place at these Steering Meetings
- **Proposed 17-18 schedule:**
 - **September 27, 2017**
 - **November 29, 2017** (5th Wednesday)
 - **February 28, 2018**
 - **April 25, 2018**
 - **1 meeting in the summer, date TBD**

Fiscal Administration: Updates, Discussion, Reminders

Updates:

- Pass-through process for new funds for SVAEC
- New State-level fiscal system; more Member accountability
- New oversight requirements
- Still advocating for removal of “grant” and RC 6391
- Possible mingling of fiscal years (ensure “first in first out”)

Discussion:

- Discourage Member use of own allocation for collaborative activities

Reminders:

- Q1 Invoices due 10/15
- Q1 Expenditure reports due 10/15
- Q1 new fund disbursement late September/early October

Fiscal Administration: Shared Fund Requests

Professional Development funds available: ~ \$15,000

CATESOL Conference: Santa Clara, October 19-22

CCAE Conference: Fresno, May 3-5

Other?

Current Requests:

- Salinas Adult School –
 - \$2,000 max for CATESOL – 5 attendees (1-day registration)
 - \$? For CCAE - ? attendees

Others?

Data Workgroup

4 Projects:

- SVAEC Data Project
- Regional Research Projects
 - Community Needs Assessment
 - Environmental Scan
- SVAEC Strategic Planning & Evaluation
- Transitions for Adults with Disabilities in Monterey County

Updates:

- Seeking inter-agency student data & case management system
- Many updates and changes at state level; meetings, trainings, webinars for technical assistance

Upcoming Events

- October 2: CCAE Local Chapter Meeting
- October 19: County Jail Resource Fair
- October 27: Regional Adult Education PD Day
- November 8: CATESOL Local Chapter Event – “East of Salinas”
- November 13: Community Partner Event
- Nov/Dec?: Consortium PD Shareout

Important Dates & Reminders

- October 4: Data Workgroup Meeting
- October 6: Accountability Workgroup Meeting
- October 13: Planning Workgroup Meeting
- October 15: Q1 Invoices Due
- October 15: Q1 Expenditure Reports Due
- October 31: Q1 Progress Reports Due
- October 31: Q1 Student Data Reports Due (TE DIR)
- November 1: Data Workgroup Meeting
- November 29: Steering Committee Meeting



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