



Salinas Valley Adult Education Consortium (SVAEC)
Regular Steering Committee Meeting Minutes
May 19, 2021, 2:30-5:00 p.m.
Location: Virtual meeting via ZOOM

Meeting documents can be found in these 2 locations:
 Shared Google Drive folder – <https://tinyurl.com/yd9gyhk>
 SVAEC website – <https://svaec.org/steering-committee/>

Attendees:

SVAEC Member Designees	District/School	Present	Absent
Yvette Irving <i>Superintendent</i>	Gonzales Unified School District (GUSD)		X
Candice Camacho <i>Director, College & Career Readiness</i>	Gonzales Unified School District (GUSD)	X	
Clint Cowden <i>Dean, Career Technical Education/Workforce Development</i>	Hartnell College		X
Mostafa Ghous <i>Dean, South County Education Services</i>	Hartnell College		X
Ana González <i>Director, Adult & Continuing Education</i>	Hartnell College	X	
Chris Devers <i>Senior Director, Alternative Education</i>	Monterey County Office of Education (MCOE)	X	
Joe DeRuosi <i>Coordinator, College & Career Readiness Programs, Alternative Education</i>	Monterey County Office of Education (MCOE)	X	
Kari Yeater <i>Superintendent</i>	North Monterey County Unified School District (NMCUSD)		X
Aida Ramirez <i>Director, Educational Options</i>	North Monterey County Unified School District (NMCUSD)		X
Margarita Palacios <i>Assistant Principal, Educational Options</i>	North Monterey County Unified School District (NMCUSD)	X	
Ana Aguillon <i>Chief Business Official</i>	Salinas Union High School District (SUHSD)		X
Graciela Hidalgo <i>Manager of Fiscal Services</i>	Salinas Union High School District (SUHSD)		X
Tatiana Roganova <i>Director, Salinas Adult School</i>	Salinas Union High School District (SUHSD)	X	
Jeff Lopez <i>Principal, Soledad Adult School & Pinnacles Continuing High School</i>	Soledad Unified School District (SUSD)	X	
Francisco Pinedo <i>Lead Teacher, Adult Education</i>	Soledad Unified School District (SUSD)	X	
Gene Miller <i>Director, Educational Services</i>	South Monterey County Joint Union High School District (SMCJUHSU)		X
Paige Leebrick <i>Coordinator, Alternative Education</i>	South Monterey County Joint Union High School District (SMCJUHSU)	X	



Others in Attendance:

Other Member District Representatives	District/School
Laura Zavala, <i>HEP Director</i>	Hartnell College
Greg Ludwa, <i>Teacher</i>	MCOE Adult Education
Ivan Pagan, <i>SVAEC Director</i>	SVAEC
Christian Regalado, <i>Program Assistant II</i>	SVAEC
Maria De Leon, <i>Program Assistant I</i>	SVAEC
Ana Mendoza, <i>ESL Program Specialist</i>	Salinas Adult School
Araceli Maupin, <i>Career Advisor</i>	Salinas Adult School,
Gloria Adame, <i>Teacher</i>	Gonzales Adult School

Guests/Other Attendees	Affiliation
Kevin Manzano, <i>CSUMB Student Ambassador</i>	Monterey Bay Career Connect
Chris Devers, <i>Senior Director, Alternative Education</i>	Monterey County Office of Education
Lupita Garcia, <i>Family & Community Engagement Specialist</i>	Greenfield USD

Call to Order, Roll Call, Agenda & Minutes, Introductions

Ivan called the meeting to order at 2:34 p.m.

Roll call was held and it was confirmed that 6 board-approved Designees from the seven member districts were present at the time of roll call, making 86% quorum. All attendees present were asked to sign in to the meeting by typing their name and agency in the Zoom meeting chat box or, if calling in by phone, to speak their name and agency. Guests were also asked to introduce themselves by speaking via their phone or computer audio, if possible.

Approval of Agenda

VOTE: Tatiana Roganova (SUHSD) motioned to approve the agenda; Paige Leebrick (SMCJUUSD) seconded the motion; there were no questions, comments, or discussion; the 7 members present voted in favor; motion carried.

Approval of Minutes

VOTE: Jeff Lopez (SUSD) motioned to approve the minutes from the 4.21.21 meeting; Paige Leebrick (SMCJUUSD) seconded the motion; there were no questions, comments, or discussion; the 6 members present voted in favor; motion carried.

The link to the materials for this meeting, saved in an open and public folder on Google Drive, was placed in the chat box; the link had also been in the flyer and meeting notification email.

Public Comments

Ivan Pagan opened up the meeting for member and partner program updates and announcements, which could be made by speaking or typing in the chat box. Everyone was unmuted during this time to ensure anyone could speak if they desired.

Member & Partner Updates and Announcements



North Monterey County: reported they are offering a new beginning computer class in partnership with Hartnell.

Hartnell: informed everyone that finals week is in place. They will offer summer noncredit ESL distance education classes.

HEP: Laura informed the consortium that they received the award grant notification for five more years ('21-'26). They will continue to serve farm seasonal workers in the area.

Salinas: they are currently teaching in person and online. Campus is well equipped for instruction return. They are having graduation ceremony in person at Mount Toro high school on May 27th. They reminded everyone about the citizenship event on May 29th. Ana Mendoza shared the link to that event in the chat box.

MCOE: they are working on solidifying summer schedule which includes four days in person courses. They are having a drive-thru in-person graduation ceremony at MCOE.

Gonzales: they are working on the summer schedule, which is a 4-week summer session. They will be doing HiSET testing over the summer. They are planning on having graduation in person on July. They are offering one more cohort in partnership with Loaves Fishes and Computers.

Soledad: they are planning on having graduation in the fall. Francisco and Ana Mendoza met with Assembly Rivas who is committed to adult education. Francisco invited him for graduation in the fall. Soledad is finishing up the year. Students showed interest for virtual classes and hybrid model. Their registration numbers increased in the last quarter. A Soledad local Winery outreached to them and asked the school to offer a vocational class at their facility. Soledad is working on an MOU.

South Monterey County: they completed post-ESL testing and reported massive improvement. Five students signed up for Hartnell. They are having graduation on June 3rd at Salinas Fairgrounds. HiSET, diploma track, and citizenship classes will continue through June 30th.

SVAEC Staff: Christian reported that he had the opportunity to do a couple of in-person presentations in South County and Salinas Adult School. He informed that radio campaign schedule runs from April 26th through May 26th. He is coordinating interviews with students and recording in-session videos. He will use the footage for those videos to use them in social media and for the production of the video ads. He is assisting laptop distribution for literacy and Loaves Fishes and Computer classes. Maria reported that last month the office was working on different reports such as Q3 student data and expenditures reports. Maria thanked all members for certifying 21-22 CFAD in NOVA. She mentioned that Q3 expenditure reports were due in Smartsheets. She announced that they are having a TE meeting and technical support workshop for ESL noncredit Hartnell students on June 4th. She is expecting that about 30 students will attend it. She reported that there are about 1200 views of the Spanish technical support videos posted on her YouTube channel. Maria gave a short report about the rent and utility session she attended that was hosted and presented by Hartnell College. Christian and Maria's complete report is available in the Shared Google folder.

Action Items

Review and approve Final Draft of 21-22 SVAEC Member Annual Workplan & Budget



Members had the opportunity to highlight new changes in their activities since first draft was presented and any new changes in their activities between this year and next year.

North Monterey County: mentioned that the report was left the same way since last time they presented. New activity: use the alternative educational counselor support for students coming from central bay high school because they are turning 18 years old and they want to obtain their high school diploma.

Hartnell: made some changes to the budget because benefits have increased. Many budget lines were zeroed out. Support for HEP program and support for pre-GED students was zeroed out. Student worker was also zeroed out. Funds are going directly to salaries. Continue with same activities.
New activities: none

Salinas: did not made any changes since last time.

New Activity: they are offering a home care aid 8-week class and an additional change if COLA gets through.

MCOE: did not make any changes since last time. They are facing the challenge of providing services at two facilities.

New Activity: If COLA goes through, they will get support for CASAS testing for two sites.

Gonzales: nothing changed from what was previously presented.

New Activity: interested in looking at IT programs, home care aid, food handlers and other programs related to hospitality or paraprofessional.

Soledad: no new activities. Partnership with winery has impact on the budget. Developing family literacy program. Surveyed 20 serving families.

New Activity: partnership with winery will have zero impact on the budget. New ECE ESL pathway will be built into their budget.

South Monterey County: no new changes since last time.

New Activity: Negotiating Read to Me project for adult education students if enough students sign up for it.

Copies of the Final Draft 21-22 SVAEC Member Annual Workplan & Budget are placed in the Shared Google folder.

Approval of Final Draft 21-22 SVAEC Member Annual Workplan & Budget

VOTE: Jeff Lopez (SUSD) motioned to approve the Final Draft 21-22 SVAEC Member Annual Workplan & Budget; Joe DeRuosi (MCOE) seconded the motion; there were no questions, comments, or discussion; the 7 members present voted in favor; motion carried.

Review and approve Final Draft 21-22 SVAEC Shared Annual Workplan & Budget

Ivan Pagan, SVAEC Director, examined the 21-22 Shared budget and workplan with everyone present. Since last time he presented the shared budget was balanced; however, the increase of the health and welfare benefits for next year impacted the Shared budget, so there was a need to revisit it. He took two actions to balance the budget. He thanked the SVAEC members for their generosity and for sacrificing \$1,000 from their budgets so those funds could be transferred to the Shared budget. He also informed everyone that he was able to negotiate with the Fiscal Agent (Hartnell) a one-time, one-year reduction in the indirect cost



going from 5% to 2.5%. Ivan invited everyone to examine the budget which was displayed on the screen. He reviewed all budget line items included in the budget with everyone. If COLA gets through, the office will have more comfortable budget and will come back to present and speak about more options to spend those funds.

New Activities: For the SVAEC members' consideration, Ivan proposed four new SVAEC Initiatives for the 2021-2022 Fiscal Year.

- Annual SVAEC virtual conference: a one-day virtual conference in April that could be modeled after the LARAEC Edge conference.
- SVAEC Branding and marketing campaigns: for example, using official SVAEC logo in all flyers and events.
- SVAEC Monthly meetings: The purpose of these meeting will be to connect students and instructors to resources that will contribute to their knowledge and growth. Community meetings every other month; one for students, one for instructors. Particular topics will be talked about later.
- ECE Pathways pilot program: in collaboration with Soledad Adult School, Gonzales Adult School (potential partner, still have to speak with Candice in more detail), Hartnell College, Bright Beginnings, and United Way. The idea is to establish an education career pipeline that will interconnect adult schools, high schools, community colleges, universities, and ECE employers to promote ELL adults to pursue careers in ECE. Key elements of the program include the following: a one-year ESL for ECE class at the adult school; a bridge class to help students transition smoothly to Hartnell college; ECE and ESL classes at Hartnell; wraparound services, academic services, student support services, and placement services. At this point, the piece that the office is focusing on is the link between adult schools and Hartnell college. If pilot program is successful, this model will be opened up to all adult schools and will be promoted with other consortia so that it can be reproduced throughout the state. In the future, more career education pathways could be created. Items were open for input.

Tatiana mentioned that the consortium used to have retreats every year for bonding activities, talking about regional plans, and other items. Ivan said that the annual SVAEC virtual conference was different and will be for students the consortium is serving and providers in the community. He also mentioned that the consortium could do that in addition to the conference. Francisco mentioned that people from other consortia or the local chapter CCAE conferences could be taken into consideration. To honor Tatiana and Francisco's proposals, Ivan proposed to plan a retreat 21-22 for members and in 22-23 do a conference. Laura informed everyone that she has experience on offering conferences for her students on financial literacy, health, and transitioning option. She offered her support to Ivan.

Copy of the Final Draft 21-22 SVAEC Member Annual Workplan & Budget is placed in the Shared Google folder.

Approval of Final Draft 21-22 SVAEC Shared Annual Workplan & Budget

VOTE: Margarita Palacios (NMCUSD) motioned to approve the Final Draft 21-22 SVAEC Shared Annual Workplan & Budget; Tatiana Roganova (SUHSD) seconded the motion; there were no questions, comments, or discussion; the 7 members present voted in favor; motion carried.

Approval of 21-22 SVAEC Timeline and the Steering Committee meeting schedule.



Part I and Part II of the 21-22 SVAEC timeline was shared in the April's meeting.

VOTE: Paige Leebrick (SMCJUHSD) motioned to approve the 21-22 SVAEC Timeline and the Steering Committee meeting schedule; Candice Camacho (GUSD) seconded the motion; there were no questions, comments, or discussion; the 7 members present voted in favor; motion carried.

ECE Pathways Project

Information related to this item was given, incorporated, and approved in the previous agenda item (New SVAEC Initiatives for the 2021-2022 Fiscal Year)

Soledad Adult School

Gonzales Adult School (Tentative)

Hartnell College

Discussion Items

Monterey Bay Economic Partnership presentation

Presentation available in the Shared Google folder. Links to the presentation were provided in the meeting chat box. Candice Camacho asked Kevin Manzano how adult schools could get on their directory. Kevin provided everyone with the email of his supervisor so adult school could get more information and get added on their directory. Monterey Bay Economic Partnership representative will come back to next month's meeting to answer any lingering questions.

MCOE Presentation – Reopening Plans

Chris Devers, Senior Director, Alternative Education at MCOE, will make presentation available to all SVAEC members via email.

Q2 Student Data Report presentation

Presentation available in the Shared Google folder.

Information Items

Email vote to transfer \$7,000 from member budgets to shared budget

VOTE: the 7 members voted via email in favor of this item; motion carried.

Budgetary Support

To prepare for end of the 20-21 fiscal year and prepare for the 21-22 fiscal year, the first meeting will be scheduled in June. Maria will send the Zoom meeting information to administrators and budget support staff.

Shortage of instructors

Last meeting Ivan asked members how can we help each other if we are in the situation of not having enough instructors. At the last steering committee meeting, Francisco mentioned that many years ago there was a list of all instructors at each agency. Maria developed a spreadsheet which was shared on the screen and will be shared and available to administrators and instructors via email so that instructors interested in subbing could fill it out.

Update Monterey Workforce Development Board Agreement/Amendment

Amendment included one additional fiscal year. The contract will end in the 21-22 fiscal year. The amount increased from \$160,000 to \$200,000. Ivan Pagan informed everyone that the amendment between SVAEC



and the Monterey Workforce Development Board was ratified by the Hartnell college Board of Trustees at the May 4th meeting. Preparation for these workshops will start in the fall. The Workforce Development Board – Course Description List was displayed on the screen and Ivan reminded everyone to continue to fill it in.

SVAEC Annual Conference

Information related to this item was incorporated in the previous agenda item (New SVAEC Initiatives for the 2021-2022 Fiscal Year).

SVAEC Workshops (technology workshops, community resources workshops, etc.)

Maria will develop workshops related to technology.

SVAEC Branding

Information related to this item was incorporated in the previous agenda item (New SVAEC Initiatives for the 2021-2022 Fiscal Year).

PLC Update

In this month's PLC meeting, a coordinator will be selected for next fiscal year. The group will revisit the already established workgroups and see if they want to continue with them.

Ivan on vacation in June

Ivan will be on vacation from June 1st to June 15th. Ivan will be back to the office on June 16th. He asked Ana Gonzalez to lead next month's steering committee meeting. Ana and Maria work together to prepare for next month's meeting.

Final questions, comments, and reminders; adjourn

- **TE Users Meeting:** May 20th at 3:00 p.m.
- **PLC Meeting:** May 27th at 3:00 p.m.
- **Q3 Expenditure Reports due to State in NOVA:** June 1st
- See Shared Google Folder for other CAEP deadlines & deliverables
- **SAVE the Date 2021 Summer CASAS Institute:** June 17-18 & June 22-23. Registrations opened on January 15th

Next Regular Steering Committee Meeting: **June 16, 2021 at 2:30 p.m. (virtual)**

The meeting was adjourned at 4:43 p.m.

Minutes prepared by Maria De Leon and Ivan Pagan.