

A shared
leadership vision
that creates an
Adult Education
system that
works.

SAN DIEGO EAST REGION ADULT EDUCATION CONSORTIUM

GOVERNING BOARD MEETING

January 26, 2016 1:30 pm

Foundation for Grossmont & Cuyamaca College
Grossmont College, Griffin Gate

Minutes

I. OPEN/PUBLIC SESSION – CALL TO ORDER 1:30 PM

Minutes: SDERAEC Executive Director Gary Schwartzwald convened the meeting at 1:43 pm. The following SDERAEC Governing Board Members were present: Theresa Kemper, Ralf Swenson, Dr. Cindy Miles, and John Valencia.

II. AWARDS/RECOGNITIONS/SPECIAL REPORTS OR PRESENTATIONS

- a. Welcome and Introductions

III. COMMUNICATIONS FROM THE PUBLIC

Minutes: There were no speakers

IV. APPROVAL OF AGENDA

Motion Passed: Agenda Passed with a motion by Dr. Cindy Miles and a second by Ralf Swenson.

Yes Theresa Kemper

Yes Ralf Swenson

Yes Dr. Cindy Miles

Yes John Valencia

V. INFORMATIONAL REPORTS/DISCUSSIONS

- a. Director's Report

Minutes: SDERAEC Executive Director Gary Schwartzwald gave a brief history and a vision for the future of Grossmont Adult Education.

VI. ACTION ITEMS/DISCUSSIONS

- a. Appointment of Board Officers

Motion Passed: Approved appointment of Theresa Kemper to serve as SDERAEC Governing Board President and John Valencia to serve as SDERAEC Governing Board Vice President with a motion by Dr. Cindy Miles and a second by Ralf Swenson.

SDERAEC Governing Board Agenda
January 26, 2016

Yes Theresa Kemper
Yes Ralf Swenson
Yes Dr. Cindy Miles
Yes John Valencia

b. Appointment of Community Member

Motion Passed: Approved appointment of Eric Lund to serve as Community Representative to the SDERAEC Governing Board with a motion by Ralf Swenson and a second by Dr. Cindy Miles.

Yes Theresa Kemper
Yes Ralf Swenson
Yes Dr. Cindy Miles
Yes John Valencia

c. Approval of Bylaws

Motion Passed: Approved Bylaws with a motion by Dr. Cindy Miles and a second by Ralf Swenson.

Yes Theresa Kemper
Yes Ralf Swenson
Yes Dr. Cindy Miles
Yes John Valencia
Yes Eric Lund

d. Approval of Annual Plan

Motion Passed: Approved Annual Plan with a motion by Dr. Cindy Miles and a second by John Valencia.

Yes Theresa Kemper
Yes Ralf Swenson
Yes Dr. Cindy Miles
Yes John Valencia
Yes Eric Lund

e. Approval of 3-Year Plan

Motion Passed: Approved 3-Year Plan with a motion by Ralf Swenson and a second by Dr. Cindy Miles.

Yes Theresa Kemper
Yes Ralf Swenson
Yes Dr. Cindy Miles
Yes John Valencia
Yes Eric Lund

f. Approval of SDERAEC Budget

Motion Passed: Approved SDERAEC Budget with a motion by Ralf Swenson and a second by Dr. Cindy Miles.

Yes Theresa Kemper
Yes Ralf Swenson
Yes Dr. Cindy Miles
Yes John Valencia
Yes Eric Lund

g. Approval of Future Meeting Dates

Motion Passed: Approved future meeting dates with a motion by Eric Lund and a second by Ralf Swenson.

Yes Theresa Kemper
Yes Ralf Swenson
Yes Dr. Cindy Miles
Yes John Valencia
Yes Eric Lund

VII. COMMUNICATION FROM BOARD MEMBERS

VIII. ADJOURNMENT

Date of Next Board Meeting:

April 26, 2016 1:00-2:30 pm

Location TBA

Minutes:

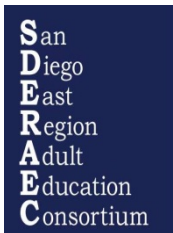
The meeting was adjourned at 2:21 pm.



Gary Schwartzwald, Executive Director



January 26, 2016



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SAN DIEGO EAST REGION ADULT EDUCATION CONSORTIUM

GOVERNING BOARD MEETING

April 26, 2016 1:00 pm

Grossmont Union High School District Office
Main Conference Room

Minutes

I. OPEN/PUBLIC SESSION – CALL TO ORDER 1:04 PM

Minutes: SDERAEC Governing Board President, Theresa Kemper, convened the meeting at 1:04 pm. The following SDERAEC Governing Board Members were present: Theresa Kemper, Ralf Swenson, Dr. Cindy Miles, and John Valencia.

II. AWARDS/RECOGNITIONS/SPECIAL REPORTS OR PRESENTATIONS

- a. Welcome and Introductions

III. COMMUNICATIONS FROM THE PUBLIC

Minutes: There were no speakers

IV. APPROVAL OF AGENDA

Motion Passed: Agenda Passed with a motion by Dr. Cindy Miles and a second by Ralf Swenson.

Yes Theresa Kemper
Yes Ralf Swenson
Yes Dr. Cindy Miles
Yes John Valencia

V. INFORMATIONAL REPORTS/DISCUSSIONS

- a. Director's Report

Minutes:

All-PAC meeting—SDERAEC Executive Director Gary Schwartzwald gave a brief overview of the All-PAC meeting that was held at Health Occupations Center on April 8, 2016. Ute Maschke went into more detail about the meeting stating that the goal of the meeting was to communicate to all PAC members what has been achieved by the Consortium and gather input to further define educational maps/pathways for Adult Education programs. The meeting involved students

whose insights and recommendations contributed to outlining next steps for the PACs.

Annual Plan for Year 2—The Consortium is currently working on the plan (due July 15, 2016) and will address it at the August Board meeting.

Subcontract Agreement—Sally Cox summarized the agreement between GCCCD and GUHSD. The fiscal chain of distribution will remain as originally designed. The terms of the agreement will expire September 30, 2016 to accommodate 2015-2016 funding.

Advisory Committee Meeting—Robyn Wiggins outlined the expectations for the Adult Education Annual Community Advisory meeting to be held August 28, 2016. In addition to sharing the progress of the Consortium and a WASC update, the focus will be on identifying the skills an Adult Education student needs to successfully transition to further education or the workforce. Another topic that will be discussed is how best to market Adult Ed, “the best well-kept secret”.

Student Services Activities—Ute Maschke shared the progress of hiring Transition Specialists. Nikki Middleton was hired as the Transition Specialist Coordinator. Interviews for two to four Transition Specialists are scheduled for the beginning of May.

Potential Partnership (GKN)—Gary Schwartzwald described his outreach to GKN, a large international company that is based in El Cajon. The Adult School will work with GKN to pilot classes in ESL, math, and blueprint reading intended specifically for their employees. The class(es) will start out with approximately 25 or 30 students. Upon successful implementation, GKN will help us reach out to other companies with similar needs.

VI. ACTION ITEMS/DISCUSSIONS

- a. Approval to Complete and Submit Consortium Fiscal Administration Declaration (CFAD) for the 2016-2017 School Year

Motion Passed: Approved to complete and submit the Consortium Fiscal Administration Declaration (CFAD) with a motion by Ralf Swenson and a second by John Valencia.

Yes Theresa Kemper

Yes Ralf Swenson

Yes Dr. Cindy Miles

Yes John Valencia

SDERAEC Governing Board Agenda
April 26, 2016

- b. Approval of San Diego East Region Adult Education Consortium (SDERAEC) Master Agreement

Motion Passed: Approved the SDERAEC Master Agreement upon GUHSD Board Approval with a motion by Ralf Swenson and a second by Dr. Cindy Miles.

Yes Theresa Kemper
Yes Ralf Swenson
Yes Dr. Cindy Miles
Yes John Valencia

VII. COMMUNICATION FROM BOARD MEMBERS

Minutes:

- Ralf Swenson announced that a new Superintendent for GUHSD has been named, Dr. Tim Glover. Dr. Glover will take office beginning July 1, 2016 and assume the roles currently held by Ralf.
- Dr. Cindy Miles commended the team and praised Ute Maschke for her role in the process.
- John Valencia also praised the team for their hard work and will attend the Advisory meeting on April 28, 2016.
- Theresa Kemper voiced her excitement to see the plan coming to fruition.

VIII. ADJOURNMENT

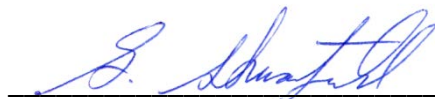
Date of Next Board Meeting:

August 23, 2016 1:00-2:30 pm

Location TBA

Minutes:

The meeting was adjourned at 1:34 pm.



Gary Schwartzwald, Executive Director
April 26, 2016

Minutes

I. OPEN/PUBLIC SESSION – CALL TO ORDER 1:00 PM

Minutes: SDERAEC Governing Board President, Theresa Kemper, convened the meeting at 1:02 pm. The following Governing Board Members were present: Theresa Kemper, Dr. Tim Glover, Dr. Cindy Miles, John Valencia, Dr. Kathy Granger, and Eric Lund.

II. AWARDS/RECOGNITIONS/SPECIAL REPORTS OR PRESENTATIONS

A. Welcome and Introductions

III. COMMUNICATIONS FROM THE PUBLIC

Minutes: There were no speakers

IV. APPROVAL OF AGENDA

Motion Passed: Agenda Passed with a motion by Eric Lund and a second by John Valencia.

Yes Theresa Kemper
Yes Dr. Tim Glover
Yes Dr. Kathy Granger
Yes Dr. Cindy Miles
Yes John Valencia
Yes Eric Lund

V. INFORMATIONAL REPORTS/DISCUSSIONS

Accomplishments and Milestones Achieved—Robyn Wiggins gave a brief history of Adult Education funding from the state. Our consortium is one of 71 consortia in the state and one of five consortia in San Diego County. This group of five, called the Super Region, have joined together to share ideas, strengths, and weaknesses so no one member has to reinvent the wheel.

The Consortium has achieved many accomplishments up to this point.

- Our new name, logo, and tag line was revealed at the Adult Education Back to School meeting.
 - The new name, East Region Adult Education (ERAE), represents adult education throughout the region of East San Diego County.
 - The new tagline, Education That Works, provides a positive, goal-oriented image for students to achieve their goals.
 - The logo represents the mountainous areas, the sun, the districts represented, and success.
- A Business Services Coordinator position has been established and filled. This person will reach out to local businesses to help identify ways we can prepare our students to fill their vacant positions.
- Orientations have been developed and have been piloted for Academic Programs.

Year 2 Planning—Ute Maschke discussed the Year 2 Plan that was recently submitted and the goals for the future.

Budget Updates—Sally Cox stated that they are finalizing the process of transferring funds from the Auxiliary to GUHSD. The funds are due to be transferred by October. The Consortium is starting to look at long-term budgeting. The 2016-17 budget will be ready for the next Board meeting.

The state has allocated \$205,280 for data planning/tracking. These funds may be used to hire a consultant. Last year's funds were reported in three separate ways which gave us the ability to look at the same funds more carefully.

Meeting Updates—An AEBG Summit will be held in Sacramento November 1 and 2, 2016. Each Consortia must send four representatives. Ute will attend as the Grant Manager but the other three representatives will be selected upon reviewing the agenda.

VI. ACTION ITEMS/DISCUSSIONS

A. Approval of Revised By-Laws

Motion Passed: Approved Bylaws with a motion/second by all members with the assumption that John Valencia's title will be corrected.

Yes Theresa Kemper

Yes Dr. Tim Glover

Yes Dr. Kathy Granger

Yes Dr. Cindy Miles

Yes John Valencia

Yes Eric Lund

VII. COMMUNICATION FROM BOARD MEMBERS

Eric Lund—Suggested the Consortium give a presentation at the next Business Education Committee meeting

John Valencia—Mentioned that GCCCD was not included in the recent class schedule

Cindy Miles—Suggested providing a list of acronyms to make it easier to understand

Kathy Granger—Expressed excitement to be involved. Would like the Consortium give a presentation at Mountain Empire's next Board meeting

Tim Glover—Stated that articulation is a key component of the Consortium's success

Therese Kemper—Suggested that an Adult Ed representative attend Cajon Valley's Welcome Back meeting. Theresa also suggested that the Consortium host events to meet refugees and introduce them to the programs and services East Region Adult Education offers

VIII. ADJOURNMENT

Date of Next Board Meeting:

October 25, 2016 1:00-2:30 pm

Location TBA

Minutes:

The meeting was adjourned at 2:24 pm.

Minutes

I. OPEN/PUBLIC SESSION – CALL TO ORDER 1:00 PM

Minutes: SDERAEC Governing Board President, Theresa Kemper, convened the meeting at 1:01 pm. The following Governing Board Members were present: Theresa Kemper, Dr. Tim Glover, Dr. Cindy Miles, John Valencia, Dr. Kathy Granger, and Eric Lund.

II. AWARDS/RECOGNITIONS/SPECIAL REPORTS OR PRESENTATIONS

A. Welcome and Introductions

III. COMMUNICATIONS FROM THE PUBLIC

Minutes: There were no speakers

IV. APPROVAL OF AGENDA

Motion Passed: Agenda Passed with a motion by Dr. Glover and a second by Dr. Granger.

Yes Theresa Kemper
Yes Dr. Tim Glover
Yes Dr. Kathy Granger
Yes Dr. Cindy Miles
Yes John Valencia
Yes Eric Lund

V. INFORMATIONAL REPORTS/DISCUSSIONS

Year 2 (2016-2017) Budget—Sally Cox gave a budget update. Grant money was transferred to GUHSD and MEUSD. There is a better understanding of the cycle as we are nearing the third year. Keep Budget Updates as an ongoing agenda item.

Summary of Priorities and Recent Accomplishments Across Members—Ute Maschke shared a PowerPoint presentation outlining the priorities and accomplishments. Priorities have been established and budgeted through June 2017. Dr. Miles also suggested that the priorities be principal and strategic based, not repetitive.

Program Area Councils (PACs) will be evaluating course content and updating curriculum in 2017. It was suggested that PACs do a presentation for the board during future meetings.

ERAE has established three (3) new programs plus two (2) programs that were introduced the previous year. The current plan is to expand transition services and budget money for curriculum writing. Dr. Miles suggested that 30-35% of the budget be allocated for new priorities/programs.

The Adult with Disabilities (AWD) PAC is working with GUHSD Special Education Department to determine the needs for students after they turn 22. Currently students are referred to East County Career Center (ECCC) to assist in job readiness.

Transition Services have utilized education maps, field trips, and ambassadors.

Robyn Wiggins outlined the next steps. The Consortium will be doing a needs assessment for adults in the MEUSD boundaries. There is also a need to target sectors outside of the healthcare industry. Eric Lund commented that job seekers are very diverse in some targeted sectors. The Consortium should explore the entire San Diego County, not just East County. Collaborate with other groups and expand the focus areas.

Meeting Updates—Dates for the 2017 calendar year were discussed and approved.

January 24, 2017	9:00 – 10:30 am	East County Chamber of Commerce
April 25, 2017	9:00 – 10:30 am	MEUSD District Office
August 29, 2017	1:00 – 2:30 pm	GUHSD District Office
November 14, 2017	1:00 – 2:30 pm	Grossmont College

VI. ACTION ITEMS/DISCUSSIONS

A. Meeting Dates 2017

Motion Passed: Motion to approve Meeting Dates 2017 as amended made by Dr. Granger and seconded by Dr. Miles.

Yes Theresa Kemper

Yes Dr. Tim Glover

Yes Dr. Kathy Granger

Yes Dr. Cindy Miles

Yes John Valencia

Yes Eric Lund

VII. COMMUNICATION FROM BOARD MEMBERS

John Valencia—Use Cuyamaca ambassadors to assist student transitions

Eric Lund—Regional Job Strategy meetings can assist research and developing job search tactics, get input from other entities

Dr. Tim Glover—Please with the transition services

Dr. Cindy Miles—Building an education eco-system; starting to include Adult Education; budget should be strategic and vision based

Dr. Kathy Granger—Information shared is very beneficial; might be helpful to do a presentation at their next registration meeting

Therese Kemper—Proud of the progress the Consortium has made to help students

VIII. ADJOURNMENT

Date of Next Board Meeting:

January 24, 2017 9:00 – 10:30 am East County Chamber of Commerce

Minutes:

The meeting was adjourned at 2:15 pm.