



Salinas Valley Adult Education Consortium (SVAEC)
Regular Steering Committee Meeting Minutes
January 20, 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 (SMCJUHS)		X
Paige Leebrick <i>Coordinator, Alternative Education</i>	South Monterey County Joint Union High School District (SMCJUHS)	X	



Others in Attendance:

Other Member District Representatives	District/School
Laura Zavala, <i>HEP Director</i>	Hartnell College
Fanny Salgado, <i>College Pathways Coordinator</i>	Hartnell College
Greg Ludwa, <i>Teacher</i>	MCOE Adult Education
Jocelyn Rios, <i>Educational Liaison</i>	MCOE Adult Education
Ernesto Vela, <i>Assistant Superintendent</i>	MCOE Adult Education
Maribel Hernandez, <i>Pier Professional III</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
Susan Landesman, <i>Program Specialist</i>	Salinas Adult School

Guests/Other Attendees	Affiliation
Cathy Andrews, <i>Senior Librarian for Adult Services</i>	Salinas Public Library

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

Ana González, Director of Continuing Education, at Hartnell College, called the meeting to order at 2:33 p.m.

Roll call was held and it was confirmed that 5 board-approved Designees from the seven member districts were present, making 71% quorum. All attendees 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: Jeff Lopez (SUSD) motioned to approve the agenda; Tatiana Roganova (SUHSD) seconded the motion; there were no questions, comments, or discussion; the 5 members present voted in favor; motion carried.

Approval of Minutes

VOTE: Paige Leebrick (SMCJUHSD) motioned to approve the minutes from 1.20.21 meeting; Margarita Palacios (NMCUSD) seconded the motion; there were no questions, comments, or discussion the 5 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; it had also been in the flyer and meeting notification email.

Public Comments

Ana González 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: commented that the interest on joining classes has increased due to DACA. All members commented it is happening at their Districts too. Tests could be taken in Spanish or English. Margarita is taking medical leave. Jose Yanez and Maximina Cortez will be working with Aida to make sure everything continues working smoothly. They are opening a computer Microsoft class this week. They are working on collaboration with CTES. They are having a 12 peer education series. Those series are connected to the parent survey was sent from the District. The parents asked for support in different areas. Independent study students are joining adult school classes to finish their High school diploma. A mental health counselor was assigned to provide services to that population of students.

Salinas Adult School: completed two of El Civics subject. 94 students were tested and 93% passed. In December student were tested on El Civics employment subject. 155 students were tested, 148 students passed representing a 95% rate. All testing was done online. They are having an event coming up on February 10th at 6:00 p.m. Salinas Adult School in Collaboration with SVAEC are hosting a virtual community resource fair. Christian and Maria from SVAEC will be assisting. Salinas Adult School in in the process of organizing and inviting community partners to the event. Everyone is welcome to attend. Flyer will be available soon.

Monterey County Office of Education: continue providing services to students who have been released.

HEP: Laura Zavala mentioned that the Hartnell Center of Equity has a partnership WF foundation free or low cost support with DACA for student. Mi CASA equity center can assist with the legal component. She reported that they are starting classes today. They hosted workshops focused on how to use Zoom and utilize teaching platforms. They had a Student Success Conference yesterday and offered two workshops; career exploration and stress management and time management. They spitted this conference in two section. Second section in the students success conference is planned to be offered in the spring. One of the workshops will focus on financial literacy. HEP extended the invitation to all SVAEC's students. HEP grant deadline is Friday. They submitted all documentation today. Laura Zavala mentioned that they have 19 spaces available with HEP. She asked the members of the consortium to direct students who are seasonal fam workers and who want to complete their High school equivalency diploma to her. Laura will be delivering backpacks for Salinas and South County students.

Hartnell: classes start next week. Receiving a lot of inters. Her staff is working on onboarding students. Their students have access to chromebooks and hot spots. Her staff is also working on reaching out and transitioning noncredit students to credit ESL or business classes. Hartnell is working on putting programs in the Soledad. They are not changing the program already in King City Center instead they are doing it simultaneously. It is not officially yet but Ana Gonzalez will be the Director in charge of the Soledad Center. She and her staff will be housed there. The Center will be open from 8:00 a.m. to 9:00 p.m. Monday to Thursday. They will offer evening and may have Saturday classes but that has not been determined. The College is offering Spring and Summer online courses. They are not sure if Fall is going to be face to face or online. The King City Education Center has a lot STEM base programs. Mostafa Ghous thanked Joseph DeRuosi, Tatiana Roganova, and Ana Gonzalez for being in the committee to hire Ivan Pagan. Mostafa welcomed Ivan Pagan to the consortium. Ana Gonzales informed everyone that this will be the last meeting she will be facilitating. Ivan will take the lead in the future meetings. Ana informed everyone that FIELD presented to the Hartnell Board. Field Presented on potential services that could be offered in the Salinas Valley and directed everyone who is interested to the Hartnell website under board meetings where people could find the notes related to that presentation.

Soledad: HiSET program is increasing. Some barriers students are facing are the access to technology. ESL students are taking their classes though CANVAS. They are getting students prepared on that teaching platform for when they transition to college. About 5 students finish their HiSet program. Francisco mentioned that due to the high demand on high school diploma classes, there would need to start opening up more testing dates.

Gonzales Adult School: not available to present



South Monterey County: reported that their HISET program went from 8 students to 31 students. Their High School diploma track is increasing too. They are expecting a grow in their adult education programs for about 35 to 40 students. Paige thanked Christian Regalado who helped with enrollment. School started this week. One of their teachers is helping student with computer literacy. ESL students started using Burlington English.

Action Items

SVAEC 20-21 Period 2 Timeline

Paige Leebrick (SMCJUHS) motioned to approve the SVAEC 20-21 Period 2 Timeline; Tatiana Roganova (SUHSD) seconded the motion. There were no questions, comments, or discussion; the 7 members present voted in favor; motion carried.

Monterey County Workforce Development Board Agreement

Went over responsibilities under the agreement, reimbursement process, and list of workshops and teacher availability. The Monterey County Workforce Interested on partner with SVAEC and developing 9 workshops for their students. They are paying at \$140/hour. Members provide workshop, Hartnell our Fiscal Agent will reimburse members, and Monterey County Workforce Development Board will reimburse Hartnell. The list of workshops and teacher availability sheet was made available to all 7 members via Google Shared folder. Members were asked to authorize teachers in the list. All members had the opportunity to discuss on the following: flexibility around location, include evening hours, clarification on number of students, and consumable materials, CTE type courses, and devices available offered by the workforce or the school site. All members were asked to forward questions to Ana Gonzalez by Friday noon. The SVAEC office will address these questions to the Monterey County Workforce Development Board and get back to members in the next Steering Committee meeting.

Motion to table this item until the SVAEC office gathers more information. Tatiana Roganova (SUHSD) motioned to approve to table the Monterey County Workforce Development Board Agreement; Paige Leebrick (SMCJUHS) seconded the motion. There were no additional questions, comments, or discussion; the 6 members present voted in favor; motion carried.

Discussion Items

Presentation by Salinas Public Library (Using JobNow/VetNow)

Presentation and materials are available in the Shared Google folder.

Transition to New Director, Iván Pagán

Ana welcomed Ivan Pagan to the Salinas Valley Adult Education Consortium. Ivan Pagan thanked Ana and everyone for the warmed welcome. Ivan provided a brief background of his professional career. Some of Ivan's priorities include; pathways for students, networks of support for adult education and other needs students may have, and improve services for our students. Ivan asked everyone to please extend the invitation to him to physically visit their centers when the current health environment is safe for everyone.

Review of Robert's Rules (located in the Shared Google Folder)

A copy of the Robert's Rules is available in the Shared Google folder.

Membership Funds (COABE, CCAE, CATESOL)

Maria will look for more information, costs related to memberships, and get memberships for all members in the consortium.



Professional Learning Community

Members discussed about recruiting a lead, proposed a meeting for January 28th , and the possibility of postponing PLC meetings for this year. Everyone agreed to offer a Socio emotional healing and training for faculty and staff. Maria De Leon will take the lead to send the Distance Learning PLC meeting invitation to everyone who attended last year's Distance Learning PLC meetings. The first PLC meeting will take place on January 28th. The SVAEC office will reach out to Tim Amaral and will report back to everyone in the next Steering Committee meeting.

Narrative Progress Report

Extended to January 22nd

Information Items

Monthly Student Outreach & Support Report

The Monthly Student Outreach & Support Report is available in the Shared Google folder.

Final questions, comments, and reminders; adjourn

- **Jan 15:** Q2 Invoices due to Director (for reimbursement from Shared Funds, if applicable)
- **Jan 15:** Q2 Expenditure reports due to Consortium in Smartsheets (Oct 1 – Dec 31)
- **Jan 15:** P1 Narrative Progress Report due to Director (Extended to January 22nd)
- **Jan 31:** Student data due in TOPSPro (Q2)
- **Feb 28:** Preliminary allocations for 2021-2022 and 2022-2023
- **TE Users Meeting:** January 21st at 3:00 p.m.
- **SAVE the Date 2021 Summer CASAS Institute:** June 17-18 & June 22-23. Registrations opened on January 15th
- **CASAS is asking us to collect these 4 demographics data elements on all tests**
 - Gender, Native Language, Ethnicity, and Race

Next Regular Steering Committee Meeting: **February 17, 2021 at 2:30 p.m. (virtual)**

The meeting was adjourned at 5:01p.m.

Minutes prepared by Maria De Leon and Ivan Pagan