



Salinas Valley Adult Education Consortium (SVAEC)
Regular Steering Committee Meeting Minutes
June 16, 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
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
Fanny Salgado, <i>College Pathways Coordinator</i>	Hartnell College
Dina Uribe, <i>Program Assistant I</i>	Hartnell College

Guests/Other Attendees	Affiliation
Hayley Mears, <i>Workforce Development Program Manager</i>	Monterey Bay Economic Partnership
Sarah Hoeffel, <i>Literacy and Volunteer Services Manager</i>	Monterey County Free Libraries
Paul Tenenbaum	Defense Language Institute English Language Center - Lackland AFB, TX

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

Ana Gonzalez, Director, Academic Affairs, called the meeting to order at 2:35 p.m.

Roll call was held and it was confirmed that 5 board-approved Designees from the seven member districts were present at the time of roll call, making 71% 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; Candice Camacho (GUSD) seconded the motion; there were no questions, comments, or discussion; the 6 members present voted in favor; motion carried.

Approval of Minutes

VOTE: Candice Camacho (GUSD) motioned to approve the minutes from the 5.19.21 meeting; Paige Leebrick (SMCJUHS) 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

Ana Gonzalez 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: None present



Salinas: they informed everyone that they had about 106 graduates. Families and friends came to the event by invitation only. They are offering summer ESL and high school classes in the morning and evening. They have about 125 people enrolled in hybrid model and in person classes.

MCOE: they are having graduation at 5:30 p.m. tomorrow evening for high school equivalency and high school diploma students. Families will come by car. Next Tuesday they will have the grand opening of the Salinas Community School. Greg will send invitation to Maria. She will share it with everyone. MCOE posted a new full time adult education teacher position.

Hartnell: they are in the second week of the summer semester. Classes are offered online and full. They will offer face to face and online classes in the fall. Ana announced to everyone one that she is in the new office at the Soledad Center and offered the space for future Steering Committee meetings.

Gonzales: they are in the second week of school. Gonzales is having graduation day on June 29 at 6:00 p.m. in the cafeteria of the Gonzales High School.

Soledad: they will have in-person graduation in November or December, location to be announced. Francisco is teaching a workforce, ESL class at the local winery. They finished their program and will start hybrid and online classes in August.

South Monterey County: they had graduation in June 3rd. They had 2 adult graduates. South Monterey County is offering summer school through June 30th. On June 22th, Catholic charities is coming to prepare students for citizenship test.

SVAEC Staff: Did not present

Action Items

SVAEC Dates and Times for Activities

SVAEC retreat (approximate date). Everyone agreed to have the retreat on October.

VOTE: the 6 members present voted in favor; motion carried.

SVAEC monthly community meetings (September, October, November and February, March, April). The SVAEC office will do all the work related to those meetings. Meetings will take place every other month and will be held for the benefit of instructors and students. It was suggested to work on the title of this agenda item.

VOTE: the 6 members present voted in favor; motion carried.

SVAEC branding (timeline and goals)

July: Put all logos and other media files in SVAEC Google Drive; work on social media

August: work on print media (flyers, brochures, etc.)

September: work on electronic media (email, website, Canvas, LMS)

October: link to our YouTube content

November: post banner in schools and use at events

December: distribute giveaways (pens, pencils, erasers, magnets)

The SVAEC office will do all the work related to this agenda item. Candice Camacho and Ana Gonzalez offered paying for the supplies (giveaways).

VOTE: the 6 members present voted in favor; motion carried.



ECE Pathways program (approve Soledad and Gonzales as pilot sites). Gonzalez is still up in the air. Ivan Pagan mentioned that the SVAEC office cannot do this with only one site. Ivan will keep everyone posted on the second site. South Monterey County is interested to have it at their site next year. South County is currently working with United Way and AmeriCorps ECE program.

VOTE: the 6 members present voted in favor to approve the continuation of the ECE pathways pilot program in Soledad Adult School; motion carried.

Affirmation of election to employ a fiscal agent for FY 21-22

VOTE: the 6 members present voted in favor; motion carried.

Affirmation of election to use Hartnell College as fiscal agent for FY 21-22

VOTE: the 6 members present voted in favor; motion carried.

Affirmation of electronic vote for TV Commercials

VOTE: the 7 members voted electronically via email on June 2, 2021; motion carried.

Discussion Items

Monterey Bay Economic Partnership. Presentation available in the shared Google folder.

Employment and Earnings Survey (presentation by Francisco Pinedo). Presentation available in the shared Google folder.

Strain on resources due to moving men to a new prison and having to duplicate services in two locations. Tabled for next Steering Committee meeting.

Quarter 3 Targets. Information will be available via email.

Information Items

21-22 SVAEC Allocation Schedule with COLA (CAEP May Newsletter).

Ana Gonzalez informed everyone that budget has not been finalized. Ana invited everyone to refer to the information related to COLA which is included in the May Newsletter. Copy of the May Newsletter available in the shared Google folder. Ivan Pagan communicated that CDE and the Chancellor's Office administer the COLA across the board to all active members. Meaning everyone gets the increase. So if the COLA is 4.05%, then everyone gets a 4.05% increase in their allocation.

PLC Update

It was formally communicated to everyone that Mr. Ludwa is the coordinator of the PLC meetings. Discussion around postponing this meeting to July and paying instructors for attending took place. June 24 meeting is rescheduled for July due to the fact that it may affect the end of the fiscal year.

VOTE: Tatiana Roganova (SUHSD) motioned to postpone this meeting to next fiscal year; Francisco Pinedo (SUSD) seconded the motion; the 6 members present voted in favor; motion carried.

Budgetary Support Meeting June 23 at 3:00 p.m.

Ana Gonzalez communicated to everyone that Maria has scheduled a budgetary support meeting on June. Invitation was sent to SVAEC members and fiscal support staff. The main points that will be touched in this meeting is to hear from all sites on things we could improve, Smartsheets, NOVA, and preparation for next fiscal year.



Final questions, comments, and reminders; adjourn

- **TE Users Meeting:** June 17, 2021 at 3:00 p.m.
- **Budgetary Support Meeting:** June 23, 2021 at 3:00 p.m.
- **PLC Meeting:** June 24, 2021 at 3:00 p.m. (possibility)
- **Jun 1:** 19/20 and 20/21 Member Expense Report due in NOVA (Q3)
- **Jun 30:** 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q3) *
- **Jun 30:** End of Q4
- **Q4/EOY Invoices due to Director for approved expenses:** July 9, 2021
- 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 Last day to register for the online conference Tuesday, June 15, 2021

Next Regular Steering Committee Meeting: By action of the SVAEC Steering Committee, the July Steering Committee meeting is canceled. The next steering committee meeting will be held on **August 18, 2021 at 2:30 p.m. (virtual)**

VOTE: Francisco Pinedo (SUSD) motioned to cancel the July Steering Committee meeting; Tatiana Roganova (SUHSD) seconded the motion; the 5 members present voted in favor; motion carried.

The meeting was adjourned at 4:47 p.m.

Minutes prepared by Maria De Leon and Ivan Pagan.