

**SDAERC Minutes May 2, 2019**

Item	
<p>1. <b>Call to Order</b></p>	<p><b>Call to order at 4:05pm</b></p> <p><b>Members present:</b></p> <ol style="list-style-type: none"> <li>1. Megan Johnson, SDUSD</li> <li>2. Mike Reynolds, SDUSD</li> <li>3. Michelle Fischthal, SDCE</li> <li>4. Lorie Crosby Howell, SDCD</li> </ol> <p><b>Guests:</b></p> <ol style="list-style-type: none"> <li>5. Leah Gualtieri, SDCE proxy for Magda Kwiatkowski</li> <li>6. Kelly Henwood, SDCE</li> <li>7. Eric Miller, SDCE- Zoom</li> <li>8. Esther Matthew, SDCE</li> <li>9. Monica Rosas, SDUSD- Zoom</li> <li>10. Rachel Rose, SDCE</li> <li>11. Becki Walker, Consultant- Zoom</li> </ol>
<p>2. <b>Adoption of Agenda &amp; Selection of Meeting Chair and Co-Chair</b></p>	<p>Adoption of Agenda</p> <p>M: Michelle Fischthal 2<sup>nd</sup>: Leah Gualtieri No discussion All in favor</p> <p>Leah Gualtieri Co-Chair meeting.</p>
<p>3. <b>Public Comment</b></p>	<p>No public comment</p>
<p>4. <b>Consent Items</b> a. Approval of Minutes April 11, 2019</p>	<p>Approval of Minutes from 4/11/19</p> <p>M: Michelle Fischthal 2<sup>nd</sup>: Leah Gualtieri No Discussion All in favor</p>
<p>5. <b>Action Items:</b> a. SDCE Member Agency voting Representatives b. Approval for Out of state travel: SDCE NCORE</p>	<p><b>Acceptance of resignation of Magda Kwiatkowski, as SDCE faculty representative.</b></p> <p>M: Michelle Fischthal 2<sup>nd</sup>: Leah Gualtieri No discussion All in favor</p> <p><b>Approval of Leah Gualtieri as SDCE faculty representative to the Consortia.</b></p>

	<p>M: Michelle Fischthal 2<sup>nd</sup>: Megan Johnson All in favor</p> <p><b>Discussion:</b> Welcoming Leah. Recognized for her involvement with the HSD curriculum and attendance at consortium meetings over the past year.</p> <p><b>Further Action needed:</b> Board of Trustees items need to be written to approve new SDAERC Membership.</p> <p><b>Action: Approval for the allocation of SDCE funds of \$15,000 for 5 SDCE individuals to attend the NCORE Conference in 2019.</b></p> <p>M: Michelle Fischthal 2<sup>nd</sup>: Megan Johnson No discussion All in favor</p> <p><b>Background:</b> NCORE (National Conference for Race and Ethnicity): Addresses equity and race issues in higher education. Support 5 individuals to attend this conference at an estimated amount of \$15,000 (approximately \$3k a person for conference fees, travel and incidentals.) Out of state travel used to require approval from the Chancellor’s Office; in November 2018 the form is no longer required but out-of-state travel should reflect in AEBG annual plan as a budgeted item and activity or be brought to the Consortium for approval. This is a Professional Development activity which is in the plan but out-of-state travel is not.</p>
<p>6. <b>Discussion Items:</b></p> <ul style="list-style-type: none"> <li>a. SDAERC Strategic Plan</li> <li>b. PY 19/20 Annual Meeting Calendar</li> <li>c. CAEP Summit and Session Proposal: October 29-30, 2019</li> </ul>	<p><b>SDAERC Strategic Plan:</b></p> <p><b>Discussion:</b> The Plan is due June 7, 2019. Handouts were provided including the executive summary, logic model, and partnership table. Since there will not be a Consortium meeting between now and when the plan is due, reviewing the vision statement to assure accuracy, executive summary and draft logic model, The format and content of the plan were discussed including a logic model is not required per each goal although these were drafted when work groups met. Only one logic model will be submitted in the official state submission. The Strategic Plan will need to match up to the annual plan. There will also be a PY 19/20 Year 5 plan submitted in August that will need to show activities. Also reviewed was the pre-planning, regional partners and leverage resource sections. The consortium has been involved in the three year strategic planning process since last summer’s workgroups. The Executive Summary and - highlights from each section were discussed noting items to expand on and incorporate. Items to add: Enrollment, Retention, Completion Report and serving Students with Special Needs (Homeless Youth Efforts, Basic Education, HS Diploma. Pages 9-12-Regional Service Providers is listed. SDUSD will send their provider information to Becki to compile. In the section that shows leveraged funding SDUSD will need to add provide amounts and types of funding that will be leveraged (i.e. CalWORKs and Administrator Salaries). Community Need: this section is around community need and customers, shared and unique customers, how it pertains to our customers and evaluating the alignment between the needs and the types of services provided. Goals and Strategies section- this will note things we will be doing</p>

	<p>in the next 3 years. In terms of ongoing project management, there are a lot of projects happening. It was discussed that starting off in September we will need to focus on specific goals that will to help the consortium to guide the work. It was noted that once submitted the Strategic Plan can be brought back to review the activities. Information form SDUSD was provided and will be included in this section. It was also noted that we should be looking at the plan from a guided pathways perspective. Next steps to be completed done electronically: Final draft to be done May 20<sup>th</sup>. Feedback/revisions to Kelly by May 29<sup>th</sup>.</p> <p><b>Further Action needed:</b></p> <ul style="list-style-type: none"> <li>- SDUSD to send provider information to Becki.</li> <li>- SDUSD to send financial leverage</li> <li>- SDUSD to send data on special populations (homeless youth, disabled youth).</li> </ul> <p><b>Action: Approval of the strategic plan goals as documented and the direction of the current draft.</b></p> <p>M: Michelle Fischthal 2<sup>nd</sup>: Leah Gualtieri No discussion All in favor</p> <p>Motion was amended to include the direction of the comprehensive regional 3-year plan, including the goals and current draft.</p> <p>M: Michelle Fischthal 2<sup>nd</sup>: Mike Reynolds No discussion All in favor</p> <p><b>PY 19/20 Annual Meeting Calendar</b></p> <ul style="list-style-type: none"> <li>- Will be brought for action/vote in July.</li> <li>- Meeting locations to be revolving for member convenience and will include Zoom conferencing.</li> </ul> <p><b>CAEP Summit and Session Proposal: October 29-30, 2019</b></p> <ul style="list-style-type: none"> <li>- Session proposals due June 15.</li> <li>- Looking for people to present. If there is anything we would like to share, this would be an opportunity to do that. (i.e. Curriculum, Homeless Youth)</li> </ul> <p><b>Action: N/A</b></p>
7. <b>Presentation Item(s):</b> None	None
8. <b>Informational Items:</b> a. Workgroup Updates b. Upcoming Due Dates c. Super Region Updates	<p>Workgroup Updates</p> <ul style="list-style-type: none"> <li>- None</li> </ul> <p>Upcoming Due Dates</p> <ul style="list-style-type: none"> <li>- Data and Accountability close out</li> </ul>

	<ul style="list-style-type: none"> <li>○ Budget amendments due June 17<sup>th</sup></li> <li>○ Final report due on August 30<sup>th</sup> with at least one Promising Practice</li> <li>- Q3 Expense Report due June 20<sup>th</sup></li> </ul> <p>Super Region Updates</p> <ul style="list-style-type: none"> <li>- None</li> </ul> <p><b>Action:</b> Add Q3 Expense Report to July meeting.</p>
<p><b>Adjournment Next Meeting:</b> <i>Thursday July 11, 2019 2:30 – 4pm</i></p>	<p>Adjourn 4:03pm</p>