



**Marin Adult Education Program Consortium
Governance Committee Agenda
February 7, 2024**

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[CAEP Fiscal Management Guide](#)

Meeting time: 2 – 3:10 pm, February 7, 2024

Zoom link: <https://tamdistrict-org.zoom.us/j/91885676452?pwd=aDJyQWw5MU5NUk1DUVQwRVprRUhHQT09>

Meeting Moderator: Kathleen Antokhin, College of Marin

Meeting minutes: Rebecca Nowlen, MAEP Outreach Coordinator & Data Analyst

CAEP Members: Ensure voting member or designee attends monthly meetings

FUNDING YEAR	SPEND BY
2022-23	6/30/2024; With written explanation: 12/31/2024
2023-24	6/30/2025; With written explanation: 12/31/2025

In Attendance: Julian Solis, Victoria Martin, Jenifer Russell, Sue Hall, Tonya Hersch, Rebecca Nowlen, Kathleen Antokhin, James Sarria, Alina Varona, Monica McMillan

Called to Order: 2:04 PM

- I. Public Comment: No Comment
- II. Member/Partner Updates and Handouts. Please share any changes / additions to planned programs and partnerships for 2024-25 school year
 - A. SUSD - No Update
 - B. COM - Kathleen
 - 1. Latinos in Finance running next year
 - a) Partnered with Canal Alliance
 - 2. CNA 2nd cohort in progress now, 3rd cohort to begin in March
 - 3. E2C Construction will continue
 - a) Seeing 30% wage increase!
 - b) Included OSHA 10 certification
 - 4. 1685 students in non-credit courses

- a) Filled, expanded, but still have a waitlist
- b) Hard to locate instructors. In the hiring process.
- c) Looking to partner with Canal Alliance

C. TUHSD- Sue

- 1. TAS HS diploma graduation requirements reduced to 150 from 200 credits
- 2. HCA Cohort #2
 - a) Hired a new credentialed nurse
- 3. ELL Medical Front Office Assistant program - under development in Spring 2024
- 4. Expanded ESL Classes @Archie Williams HS in San Anselmo
- 5. Has a hefty waitlist– has had a hard time finding / funding teachers

D. MCOE - No report

E. NUSD - Jenifer

- 1. Started Spanish GED class, enrollment is growing. Will continue next year
- 2. Exploring pre-GED / HSE courses
- 3. Wants to add advanced GED class next year
- 4. Hosting TAS' Home Care Aide class this spring

F. SRCS - Victoria

- 1. Shifting to GED from standard diploma for adult ed
- 2. Expanded bridge program retains most students at San Rafael High

G. Canal Alliance - James

- 1. Exploring and expanding relationship with College of Marin
- 2. Offers ESL to 120 students, working to provide digital literacy to students
- 3. Shifting into a Case Management model for ESL students

III. Outreach Coordinator Update - Rebecca - See [SLIDESHOW](#)

- A. End of Year timeline
- B. Spanish Literacy solutions
- C. Digital Literacy solutions
- D. Q2 Data Report
- E. AB 1491 Carryover and By-laws discussion
- F. Deliverables

IV. Items for Discussion and/or Action

- A. Approve Minutes of January 10, 2024 meeting
 - 1. Victoria moves, Jen seconds, approved
- B. Budget Workplan Revisions / Allocation Amendments should be processed and recertified by June 30 - Kathleen, Rebecca

1. TAS & MCOE have to complete the second part of their revision
- C. 2024-25 Pearson Vue Test Center Change Considerations @TAS - Sue / Jen
1. Testing center is expensive to run
 2. Novato may be a HiSET testing center
 - a) Jen will explore before CFAD
- D. ELL Pathways Grant - Kathleen / Alina
1. Specifically designed to provide English Language Proficiency to students in healthcare pathways
 2. Granted to COM, MCOE, and TAS
 - a) At COM, ESL support staff has been added to pre-existing courses
 3. Reorganized after low-paying pathways were removed
 4. Over half of funding has been disbursed
 5. Funds will go to TAS this month
 6. [ELL Pathways Memo](#)
- E. Funding difference in 2024-25 for MAEP Coordinator position - Sue
1. MAEP position is more expensive (by \$12K) than as currently funded
 2. Will address as we create 24-25 CFAD

Meeting adjourned: 1:57 PM