



Agenda  
April 24, 2023, 2:00-3:30pm  
ZOOM Meeting

Join from PC, Mac, Linux, iOS or Android: <https://ccsf-edu.zoom.us/j/81922954257>

Time	Activity
2:00-2:05	<b>Welcome and Introductions</b> <i>Stephanie Chenard, Consortium Director and Director of Adult Education Programs, CCSF</i>
2:05-2:10	<b>Adopt agenda (procedural)</b>
2:10-2:15	<b>Approve minutes from April 22, 2022 (procedural)</b>
2:15-2:30	<b>Public comment on items not on the agenda</b>
2:30-3:10	<b>Reports on 2022-23 academic year updates:</b> <ul style="list-style-type: none"><li>• San Francisco Unified School District (SFUSD)</li><li>• City College of San Francisco (CCSF)</li></ul>
3:10-3:30	<b>Action Item</b> <ul style="list-style-type: none"><li>• Overview of member allocations for 2023-2024</li><li>• Approve 2023-2024 Consortium Fiscal Administration Declaration for submission to the State</li><li>• Discussion</li></ul>
3:30	<b>Adjourn</b>

**April 22, 2022, 1:00-2:30pm**

Virtual SF Adult Education Consortium Meeting

Meeting Minutes

Voting members present: AVC Kristin Charles, CCSF; AVC Dr. Lisa Cooper Wilkins, CCSF; Joana Feit, Director of College & Career Readiness, SFUSD

Nonvoting members present: Associate Dean Wendy L. Miller, CCSF; Gwen Lin, SFUSD; Tary Acebey, CCSF; Arlette Marcial, CCSF

Attendees: Elizabeth Cruz, Carol Leung, Carol Liu, Roy Camacho, Stevann Jones, Margaret Potts, Gwyn Leong-Fitz, Gurinder Pabla, Edith Kaeuper, Orlando Harris, Gregoria Cahill, Jennifer Fong, John Halpin, William Weisman, Cherisa Yarkin, Tessa Brown, Alexis Litzky, Meg Hudson, Monika Liu, Matthew Lavoie, Kara Schinella, Michelle Topete, Theresa Woo, Rashel De Leon, Cindy Mathison

Welcome & Introductions: Wendy L. Miller, Consortium Director

Public Comment: No public comment.

Discussion and Action Items

- Approve minutes of April 22, 2021. AVC Charles moved, Joana Feit seconded. Approved.
- Review of new 3-year consortium plan (SFAEC Plan 2022-2025). AVC Charles moved, Joana Feit seconded. Approved
- Approve 2021-2022 allocations to members and Consortium Fiscal Administration Declaration (CFAD). AVC Charles moved, Joana Feit seconded. Approved.

Consortium Updates

- Gwen Lin presented data regarding students served with AEP dollars at SFUSD (presentation slides available on [sfadulthood.org](http://sfadulthood.org)). Data has not significantly changed since spring of 2020.
- Consortium Director, Wendy L. Miller presented a brief overview of CCSF's activities and spending during the 2021-2022 program year (presentation slides available on [sfadulthood.org](http://sfadulthood.org)). Highlights include creating a welcoming environment for noncredit students – hiring noncredit specialist, translation of outreach materials in multiple languages; in-person registration events.

Q&A and Discussion

- AVC Charles commended Wendy Miller in facilitating an inclusive and comprehensive data informed process to develop the plan.
- AVC Cooper Wilkins echoed AVC Charles and expressed appreciation on the work we're doing with student affairs on our action plan and for being such a good partner.
- WLMiller announced her retirement.

Adjourned 2:00pm



SFAEC Virtual Meeting, April 24, 2023

**Action Item:** Review, discuss, and approve Consortium Fiscal Administration Declaration (CFAD) for Fiscal Year 2023-2024.

2023-2024 CFAD for SFAEC:

- **Consortium Name:**

49 San Francisco Adult Education Consortium

- **Funding Channel:**

Direct Funded

- **Narrative:**

The planned allocations are consistent with the Consortium's annual plan and our three-year plan. City College of San Francisco's noncredit programs provide the majority of Adult Education programs and services in the city, hence 90% of the total funding amount is allocated to the college, and 10% to the school district.

- **Total Preliminary Allocation = \$4,732,940**

- SFUSD allocation = \$473,294
- CCSF allocation = \$4,259,646