



Agenda  
April 29, 2024, 2:30-4:30pm  
ZOOM Meeting

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Time	Activity
2:30-2:45	<b>Welcome and introductions</b> <i>Stephanie Chenard, Consortium Director of Adult Education Programs, CCSF</i>
2:45-3:00	<b>Adopt agenda (procedural)</b>
3:00-3:10	<b>Approve minutes from 2023 (procedural)</b>
3:10-3:20	<b>Public comment on items not on the agenda</b>
3:20-3:40	<b>Reports on 2023-24 academic year highlights:</b> <ul style="list-style-type: none"><li>• SFUSD</li><li>• CCSF</li></ul>
3:40-4:30	<b>Adoption of Consortium Fiscal Administration document (discussion and action item)</b>
4:30	<b>Adjourn</b>

**April 24, 2023, 2:00-3:30pm**

*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: Stephanie Chenard, CCSF; Gwen Lin, SFUSD; Tary Acebey, CCSF; Arlette Marcial, CCSF

Attendees: Nuala Sheetz, Anna-Lisa Helmy, Jessica Buchsbaum, Gregoria Cahill, Theresa Woo, Dept. of Rehabilitation, Cherisa Yarkin

Welcome & Introductions: Stephanie Chenard, Consortium Director

### Discussion and Action Items

- Approve of 2023 SFAEC Annual Meeting agenda. AVC Cooper Wilkins moved, AVC Charles seconded. Approved
- Approve minutes of April 22, 2022. AVC Charles moved, Joana Feit seconded. Approved.
- Approve 2023-2024 allocations to members and Consortium Fiscal Administration Declaration (CFAD). Joana Feit moved, Kristin Charles seconded. Approved.

Public Comment: Theresa Woo with Department of Rehabilitation introduced herself. Anna-Lisa Helmy, CCSF ESL Faculty asked a question about IBEST funded by AEP and why it was cancelled.

### Consortium Updates

- Gwen Lin presented SFUSD's College & Career Readiness Early College (presentation slides available on sfadulthood.org). Focus is to have high school students to start off at CCSF. SFUSD is serving more English language learners.
- Stephanie Chenard presented CCSF's Adult Education – students served, program enrollments, program successes. Also provided 2022-2023 CAEP's budget and activity as well as highlights and accomplishments (e.g., relaunching of Culinary CTE program at Chinatown Center, outreach materials translated to multiple languages, and in-person registration events at multiple centers.)

### Q&A and Discussion

- Anna-Lisa Helmy posed a question regarding FY23-24 projects and how to make sure these planned projects move forward.
- AVC Cooper Wilkins provided comment on continued relationships with student affairs and continued partnerships with CAEP and expressed appreciation.
- Jessica Buchsbaum, ESL Department Chair, expressed appreciation to CAEP staff for supporting ESL Department and to continue classroom instruction with AEP funding.

Adjourned 2:42 pm

SFAEC Virtual Meeting, April 29, 2024

**Action Item:** Review, discuss, and approve Consortium Fiscal Administration Declaration (CFAD) for Fiscal Year 2024-2025.

2024-2025 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 = \$4,772,881**

- SFUSD allocation = \$477,288
- CCSF allocation = \$4,295,593