



Agenda  
April 20, 2021, 3:30-4:30pm  
ZOOM Meeting

Join from PC, Mac, Linux, iOS or Android: <https://ccsf-edu.zoom.us/j/98069825969>

Time	Activity
3:30-3:35	<b>Welcome &amp; Introductions</b> <i>Wendy L. Miller, Consortium Director and Associate Dean of Adult Education Programs, CCSF</i>
3:35-3:45	<b>Public comment (250 words or roughly 2 min per person)</b> <i>Comments may be submitted via email to <a href="mailto:wlmiller@ccsf.edu">wlmiller@ccsf.edu</a> in advance. Public comments will be read out.</i>
3:45-3:55	<b>Discussion and Action Items</b> <i>Wendy L. Miller, Consortium Director and Associate Dean of Adult Education Programs, CCSF</i> <ul style="list-style-type: none"><li>• Action Item: Approve minutes from April 28, 2020 meeting</li><li>• Discussion: Overview of member allocations for 2021-2022</li><li>• Action Item: Approve 2021-22 Consortium Fiscal Administration Declaration for submission to the State.</li></ul>
3:55-4:00	<b>Consortium Key Updates</b> <ul style="list-style-type: none"><li>• <i>CCSF updates: Wendy L. Miller Consortium Director and Associate Dean of Adult Education Programs, CCSF</i></li><li>• <i>SFUSD updates: Dr. Jennifer Fong, Executive Director, Student Learning Support, SFUSD</i></li></ul>
4:00-4:20	<b>Q &amp; A:</b> attendees may raise their hands to be recognized
4:20-4:30	<b>Next Steps and Adjourn</b>

**April 28, 2020, 3:30-4:30pm**  
**Virtual SF Adult Education Program Consortium Meeting**

**DRAFT Minutes**

Voting members present: AVC Kristin Charles, CCSF; AVC Dr. Theresa Rowland, CCSF; AVC Dr. Elizabeth Coria, CCSF; Dr. Jennifer Fong, SFUSD

Nonvoting members present: Associate Dean Wendy L. Miller, CCSF; Tary Acebey, CCSF

**Welcome & Introductions:** Wendy L. Miller, Consortium Director

**Public Comment:** no written public comment received in advance.

**Discussion and Action Items**

- Approve minutes of April 2019. Dr. Fong moved, Dr. Coria seconded. Approved.
- Discuss 2020-21 allocations to members and potential changes due to COVID-19 emergency:
  - Preliminary allocation from CAEP in March included a COLA. The CAEP office warned all consortia that the COLA would likely be eliminated, and that allocations may be reduced by up to 12%.
  - The members discussed maintaining current structure of 90% to CCSF, as the primary provider of adult education services in the county, and 10% to SFUSD.
  - There was extensive discussion re the possibilities of future cuts from the State, and how such cuts might reduce SFUSD's allocation to an amount that would limit their ability to be effective. It was agreed, in principle, that should such cuts occur, the consortium would reconsider the 90%-10% split structure, and instead set a minimum dollar amount of funding to SFUSD to ensure their efficacy.
- Approve 2020-2021 allocations to members and Consortium Fiscal Administration Declaration (CFAD). Dr. Fong moved, AVC Charles seconded. Approved unanimously.

**Consortium Updates**

- Consortium Director, Wendy L. Miller presented a brief overview of CCSF's activities and spending during the 2019-2020 program year. Major activities included support for noncredit instruction (ESL and TRST), SF-IBEST, Chromebook and wifi hotspot loan program, Language Line services, Mission Family Resource Center. Ongoing support for Online Learning and Educational Technology (OLET), Office of Research and Planning (ORP), counseling and DSPPS at Centers, and Professional Development.
- Dr. Jen Fong presented data regarding students served with AEP dollars at SFUSD, noting a steady increase since 2015 in numbers of SFUSD students over 18 years old also taking classes at CCSF.

**Q&A and Discussion**

- The members agreed we should re-convene should there be a largely reduced allocation to AEP in the State's May revise of the budget.
- Discussion re need to work on post-pandemic plan, expand online teaching and learning for noncredit at CCSF, look at future of SF-IBEST during and after the pandemic.

**Adjourned 4:30pm**

## SFAEC Virtual Public Meeting April 20, 2021

**Action Item:** Review, discuss, and approve Consortium Fiscal Administration Declaration (CFAD) for FY 2021-2022.

DRAFT 2021-2022 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.
  
- **Changes:**  
The slight changes in the individual allocation amounts reflect the 90% - 10% split of the total allocation to the Consortium and includes a proportional distribution of the roughly 1.49% COLA among the two members. CCSF's allocation is increased by \$54,055, and SFUSD's allocation is increased by \$5,157.
  
- **Total preliminary allocation = \$4,006,950**
  - SFUSD allocation = \$400,695
  - CCSF allocation = \$3,606,255