
Minutes of Regular Meeting
January 25, 2019

The Voting Members of Butte-Glenn Adult Ed Consortium met in regular session on Friday, January 25, 2019, at 8:30am, at the Glenn County Adult School in Orland, CA.

Voting Members Present Jennifer Macarthy, Grant Manger
Jhan Dunn, Glenn County Office of Education
Mike Lerch, Paradise Unified School District
Jeff Ochs, Oroville Union High School District
Mandy Leahy, Butte County Office of Education
Teresa Ward, Butte-Glenn Community College District
Charles Tracy, Hamilton Union School District

Voting Members Absent None

Guests Present Jennifer Foglesong, Butte County Office of Education

1. **Agenda Approval**

It was moved by Voting Member Mandy Leahy, second by Jhan Dunn, to approve the agenda as presented. Motion carried unanimously.

2. **Communications from the Public - Consent Agenda**

There were no public comments.

3. **Approval of Consent Agenda**

It was moved by Voting Member Jeff Ochs, seconded by Voting Member Teresa Ward, to approve the agenda as presented. Motion carried unanimously.

4. **Information and Reports**

- a. **NOVA Reporting and Upcoming Deadlines** - Jennifer Macarthy reminded the group that on January 31st, Q2 data will be required to be entered into TopsPro. She also noted that the Program Expenditure Data Report will be due on February 15, 2019. Jeff Ochs provided information on where to find training of the completion of this form.
- b. **Data and Accountability Funds** - Jennifer Macarthy informed the consortium that she is working with Jeff Ochs on the execution of an \$80,000 contract to provide assistance with data and reporting per the request of the consortium. She also stated that she per the request of the consortium she is also working on a \$10,000. Chuck Tracy noted that the data should support assistance with training for construction. The consortium discussed the concept of coordinating in order to develop a regional adult education construction course or series of courses. The consortium members agreed to meet on February 5, 2019 at BCOE CTE Center to discuss the concept of a coordinated construction training offering in the Butte-Glenn County region.
- c. **Butte-Glenn Adult Education Consortium Three Year Plan** - Jeff Ochs reported that last time the marketing video aired in the movie theaters, the cost was \$4,000, and the cost for 15-20 television commercial spots was \$1,000. Jeff also noted that he recently changed the distribution for the Oroville Adult School catalog, and now 90,000 catalogs are distributed. He offered all of

the members the opportunity to advertise specific programs in the Oroville catalog. The members will individually reach out to Jeff if they are interested in the advertising opportunity.

- d. **NOVA Reporting and Upcoming Deadlines** - Jennifer Macarthy explained the current budget reporting requirements in NOVA.
- e. **Oroville Adult School - Tour**
- f. **Butte-Glenn Adult Education Consortium Three Year Plan**
 - i. Pre-Planning Assessment - Jennifer Macarthy provided the consortium members with a self-assessment that was developed to be used as part of the three-year planning process to gain a better understanding of how we all felt the consortium was meeting the needs of its members, the community, and the students. The results are attached. In addition, the consortium revised previously developed exhibits related to funding sources, partner programs, and consortium member programs. See attached.
 - ii. Community Need - Jennifer explained that the data that is being developed by NoRTEC will be used to inform the community need and will be an appendix to the plan. The data will hopefully be available by the March consortium meeting date.
 - iii. Goals & Strategies - Jennifer informed the consortium that the goals & strategies will be developed through a roadmap process. This process began, however due to time constraints it was not completed.

5. **Communications from the Public**

There were no public comments.

6. **Future Dates**

- a. March 1, 2019, 8:30am-1:00pm - Butte County Office of Education CTEC Center, Chico
- b. April 16, 2019, 9:00am-1:00pm - Oroville Adult School, Chico
- c. May 10, 2019, 9:00am-1:00pm - Glenn County Adult School, Orland

7. **Adjournment**

<p>For Information concerning the Meeting Minutes, please contact: Jennifer Macarthy, 3536 Butte Campus Drive, Oroville CA 95965 (530) 895-2862</p>

Butte-Glenn Adult Education Consortium Self-Assessment

Capacity

1.1	Consortium maintains effective collaborative processes for planning, implementation and accountability.	SCORE	5
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1.2	Consortium agencies have the leadership, management, and accountability processes necessary to meet community need for adult education.	SCORE	4
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1.3	Consortium agencies have resources that promote adult learning and provide high levels of access to communities of need.	SCORE	4
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1.4	Professional development provides opportunities for faculty and staff to turn new knowledge into practice.	SCORE	3
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Connection

2.1	Consortia and members collaboratively engage prospective students from communities of high need to provide services in aligned program areas.	SCORE	4
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2.2	Consortium agencies demonstrate a "no-wrong door" approach to regional education and training.	SCORE	3
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Entry

3.1	Consortia and members orient adult learners in a manner that is culturally responsible and promotes self-efficacy and confidence.	SCORE	3
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3.2	Consortia and members use multiple measures to inform placement, education and career planning, classroom instruction, and continuous improvement activities.	SCORE	3
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3.3	Students complete individual education plans that reflect an informed understanding of their educational and career options.	SCORE	3
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3.4	Consortia and members collaborate in the provision of proactive counseling and support services to promote persistence and long-term student success.	SCORE	3
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Progress

4.1	Agencies have aligned and articulated programs.	SCORE	3
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4.2	Agencies offer robust integrated education and training programs.	SCORE	3
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4.3	Agencies provide coordinated, ongoing, consistent student support.	SCORE	3
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Completion/Transition

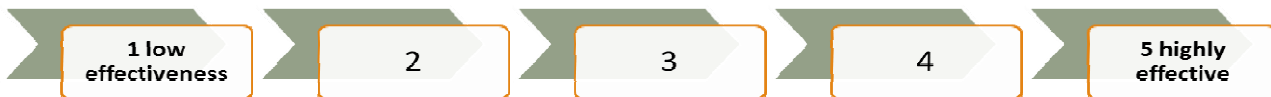
5.1	Programs demonstrate effectiveness in transitioning students into postsecondary and/or the workforce.	SCORE	3
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5.2	Partnerships with local workforce and community service providers are integrated into programs of study.	SCORE	3
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5.3	Programs conduct continuous improvement planning that is in conjunction with all regional adult education stakeholders.	SCORE	4
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NOTE:

Scoring based on 1= low effectiveness to 5 = highly effective.



Attachment B -**Butte-Glenn County Adult Education Consortium Member Program Funding Sources**

Member Organization	AEP	WIOA II	Course Fees	District Funds/ County Office of Ed	Far Northern	State Library	Donations	Cal Works	County Sheriff	Private Contracts
Butte College		X		X	X			X	X	X
Butte County Office of Education	X	X	X	X			X			X
Glenn County Office of Education	X	X	X	X	X	X	X			X
Hamilton Unified School District	X	X	X	X						X
Oroville Unified High School District	X	X	X	X				X		X
Paradise Unified School District	X		X	X						

Note:

1. Detailed funding information available in NOVA - Program Expenditure Report
2. Funding amounts and sources are variable.

**Attachment A -
Butte/Glenn County Adult Education Partner Programs**

Organization	Career & Tech Ed.	Adult Basic Ed.	Adult Secondary Ed.	English as a Second Language
Advance North State	X			
BCBC	X			
BCOE Leadership Development	X			
Butte County Alternative Custody			X	
Butte County Library		X		X
Butte County Probation			X	
Cal JAC - Fire Apprenticeship	X			
California Conservation Corp	X		X	
California Human Dev.	X			
Contracted Program Providers	X			
CTE Online	X			
Far Northern	X			
Farm Worker Camp				X
Glenn County Alternative Custody			X	
Glenn County Library		X		X
Glenn County Probation			X	
High Schools	X		X	
Jesus Center			X	
Jordan's Crossing			X	
NCCC/Glenn HHSA	X			
NORTEC/AFWD	X			
Private Co. Partnership	X			
Salvation Army			X	
Strong Workforce	X			
Torres Shelter			X	
Tri-Counties Rehab			X	
Work Training Center	X	X		

**Attachment C -
Butte-Glenn County Adult Education Consortium Member Program Summary**

Member Organization	Website	New/Emerging Programs
Butte-Glenn Community College	www.butte.edu	Occupational & Life Skills; Healthy Aging & Living
Butte County Office of Education	https://cte.bcoe.org	Construction, Culinary, Manufacturing
Glenn County Office of Education	www.glenncoe.org/Departments/Glenn-Adult-Program	Truck Driving
Hamilton Unified School District	www.husdschools.org	Floral Design, Fork Lift Operator
Oroville Adult Education Career & Technical Centers	https://orovilleadulthood.com	Certified Nursing Assistant, Emergency Medical Technician, Electrocardiogram (EKG) Technician
Paradise Unified School District	www.pusdk12.org	Adult Basic Education, Adult Secondary Education