

Minutes of Regular Meeting
November 2, 2018

The Voting Members of Butte-Glenn Adult Ed Consortium met in regular session on Friday, November 2, 2018, at 8:30am, at the Oroville Adult School in Chico, California.

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 Silvia Robles, Hamilton Union School District

1. **Agenda Approval**

It was moved by Voting Member Jhan Dunn, second by Jeff Ochs, 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 Charles Tracy, seconded by Voting Member Jeff Ochs, to approve the agenda as presented. Motion carried unanimously.

4. **Information and Reports**

- a. **2018-19 Allocation Agreements and Invoices** – Jennifer Macarthy notified the group that all agreements have been executed, and payments have been made to consortium partners for Q1 and Q2.
- b. **Data and Accountability Funds** – Jeff Ochs explained that he can have his staff person provide info to the members related to reporting, and assist with troubleshooting. He and Jennifer Macarthy are working out the details of a contract, but will not need all of the funds remaining in the Data and Accountability Fund for the Consortium. The members all agreed that they would like any remaining funds to be used for labor market data and occupation analysis. It would also be a benefit if they had an outreach person to connect with individual employers about their needs. Jennifer Macarthy agreed to look into opportunities to gather the information/resources requested. Charles Tracy made the motion, seconded by Teresa Ward, to use remaining Data and Accountability Funds to obtain necessary labor market and occupational data. The motion passed unanimously.
- c. **Marketing** – 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. Jennifer Macarthy noted that the final guidance on the Three Year Plan requirements has not yet been provided.
 - ii. The consortium members developed a list (see Attachment A) of partner organization programs related to: Career and Technical Education, Adult Basic Education, Adult Secondary Education, and ESL Program.
 - iii. The consortium members developed a list of funding sources for their various Adult Education Programs (see Attachment B).
 - iv. The consortium members agreed to provide information on existing programs either through links to websites or program flyers. Several of the members discussed new or emerging programs. Jennifer Macarthy will develop a document outlining all programs she receives information on (see Attachment C).

5. **Communications from the Public**

There were no public comments.

6. **Future Dates**

- a. December 7, 2018, 8:30am-1:00pm – Glenn County Location TBD
- b. January 25, 2019, 8:30am-1:00pm – Paradise Location TBD
- c. March 1, 2019, 8:30am-1:00pm – Butte County Office of Education CTEC Center, Chico

7. **Adjournment**

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| <p>For Information concerning the Meeting Minutes, please contact: Jennifer Macarthy, 3536 Butte Campus Drive, Oroville CA 95965 (530) 895-2862</p> |
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**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 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 B -
Butte-Glenn County Adult Education Consortium Member Program Funding Sources**

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

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

| Member Organization | Website | New/Emerging Programs |
|---|---|--|
| Butte-Glenn Community College | http://www.butte.edu/ | |
| Butte County Office of Education | http://ctec.bcoe.org/ | Entrepreneurship, Welding, Construction, Culinary |
| Glenn County Office of Education | http://www.glenncoe.org/Departments/Glenn-Adult-Program/ | Truck Driving, Electronic Health Records, Western Electrical Contracting |
| Hamilton Unified School District | http://www.edlinesites.net/pages/Hamilton_Unified_SD | Floral Design |
| Oroville Adult Education Career & Technical Centers | http://www.oroilleadulted.com/ | |
| Paradise Unified School District | http://www.pusdk12.org/ | |