



Butte-Glenn Adult Education Consortium Minutes of Regular Meeting

The Voting Members of Butte-Glenn Adult Ed Consortium met via Zoom on
March 27, 2020 | 9:00am

<https://cccconfer.zoom.us/j/668259978> or call +16699006833,668259978#

Voting Members Present

Mike Lerch, Paradise Unified School District
Jeff Ochs, Oroville Union High School District
Jennifer Foglesong, Butte County Office of Education
Teresa Ward, Butte-Glenn Community College District
Linda Riggle, Glenn County Office of Education

Voting Members Absent

Lisa Morgan, Glenn County Office of Education
Jeremy Powell, Hamilton Union School District

Guests Present

Melisse Boyd, Butte College, Consortium Fiscal Agent
Tanna Neilsen, Butte College
Mandy Leahy, Butte County Office of Education

1. Agenda Approval

Jeff Ochs made a motion to approve the Agenda as presented, seconded by Linda Riggle. Motion carried unanimously.

2. Communications from the Public – Consent Agenda

None

3. Approval of Consent Agenda

Jennifer Foglesong made a motion to approve December 6, 2019 Minutes. The motion was seconded by Linda Riggle. Motion carried unanimously.

4. Information and Reports

a. Regional Marketing Efforts – Informational Report & Discussion

i. News & Review Publication

Voting members discussed concerns regarding closure of News & Review and distribution of publication. The special publication department is still running and should have a final draft for review by end of next week and will be able to make requested edits. Although distribution was planned for Spring, new distribution dates will need to be further discussed and possibly new distribution methods.

- ii. Website Improvements
Melisse Boyd met with Sarah Fontaine of DKWebdesign and within a month will be able to wrap up the website providing we get her the needed information. Jennifer Foglesong pointed out we may want to add a distance learning page, a resource page for students, and digital learning options. Melisse Boyd confirmed future edits to the webpages will be much easier via wordpress.
- b. NOVA Reporting and Upcoming Deadlines – Informational Report & Discussion
 - i. NOVA- Q2 submitted and certified ahead of the March 31 deadline
 - ii. **TOPSPro Data - Due April 30 (Q3)**
 - iii. **CFAD – Due May 2**
 - 1. New information coming out but no change to deadline anticipated
 - 2. Melisse to send out preliminary numbers with today's minutes
- c. Member Agency Reporting Assistance – Oroville Adult Education – Discussion of Services
Jeff Ochs noted users must be on a school computer to work and train with software. Linda Riggle noted their new data person is in training. Linda Riggle and Mike Lerch to send Jeff Ochs contact info to connect their data person and potentially start online training.
- d. Consortium Member Contracts – Status Report
Everyone has been paid up to Q3. Q4 coming in April. Contracts process has been improved to expedite next year's contracts.
- e. Consortium Member Conference/Training Report Out – Informational Report
 - i. None
- f. Consortium Member New or Noteworthy Programs – Informational Report & Discussion
 - i. New Programs - BCOE pointed out when current students are pushed back due to the pandemic, we need to make sure to communicate with each other regarding placement needs so there is no overloading. Voting members expressed concerns regarding story in newspaper stating Butte College is receiving 750k in training funds from campfire and Butte College chose the CNA and Arborist programs. Butte College members present were not familiar with the programs. Jeff Ochs will reach out to Training Place to learn more. Melisse Boyd to connect with Butte College administrators to learn more.
- g. Clinical Hours; consideration when placing students, for the remainder of 2019/20 and 2020/21
- h. Updates of COVID-19 impacts on programs
 - i. Butte College: all teaching remote through end of semester.
 - ii. PUSD: may be back by April 20. Nothing inputted in to TOPSpro because no training has occurred.
 - iii. BCOE: closed until April 20. Clinical hours not being completed. Possible plan to run classes simultaneously in fall.
 - iv. OUHSD: off until April 20th. Students picking up packets of work. Training classes for April canceled and added to July.
 - v. BCOE: Off until April 20.

5. Action Items

- a. Consideration of meeting dates/times/locations for 2020-2021
Wait until next meeting in June to discuss further meeting times and locations.

6. Communications from the Public

None

7. **Additional Discussion**

BCOE shared information regarding an agency database meeting which took place to discuss converging data. Previously lists weren't merged. Came up with idea to merge to a singular database which could be viewed, accessed and updated to create a comprehensive list of industry partners. Jennifer to forward notes and brief. BCOE also has interest in working together drawing programs out in a pathway model and options that fund that type of work with online options being shared and collaborative. Suggestion of working together to build distance learning model to draw larger geographical student populations and possibly look for other funding sources. BCOE also noted the second barrier after transportation is childcare and a need to identify solutions and funding.

8. **Next Meeting Date**

June 12, 2020 9:00am-11:00am – Paradise Adult School – Location TBD

9. **Adjournment** – The meeting was adjourned at 10:30am
