

Minutes of Regular Meeting
April 16, 2019

The Voting Members of Butte-Glenn Adult Ed Consortium met in regular session on Tuesday, April 16, 2019, at 9:00am, at the Oroville Adult School - Chico Center, 3760 Morrow Lane #C, Chico

Voting Members Present Jhan Dunn, Glenn County Office of Education
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 Mike Lerch, Paradise Unified School District

Guests Present Jennifer Macarthy, Grant Manger
Amber Tamagni, Admin. Sec. Grants, Butte College

1. Agenda Approval

It was moved by Voting Member Jeff Ochs, second by Teresa Ward, 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 Jhan Dunn, seconded by Voting Member Jeff Ochs, to approve the March 1st Minutes with the type correction on page 2, from "Farm Working" to "Farm Worker". Motion carried unanimously.

4. Information and Reports

-
- a. **NOVA Reporting and Upcoming Deadlines** - Jennifer Macarthy alerted the consortium members of the following upcoming deadlines:
- **April 30, 2019** Student Data in TopsPro due. Anyone who needs help with reporting can contact Sandy in Jeff Ochs' office to assist.
 - **May 2, 2019** Certification for CFAD for 2019-20 annual allocation. Jennifer noted that the allocation includes a 3.46 percent COLA adjustment. Chuck Tracy suggested that the COLA could be used to hire an individual to help grow the program. The other consortium members felt that since costs to provide programs are rising, they would prefer to use the COLA on their programs. The consortium agreed to allocate the annual allocation based on the percentage previously set for each member organization. Jennifer will complete the CFAD, and alert the members when it is ready for their approval.
 - **June 1, 2019** Quarter 3 Fiscal reports due in NOVA (reporting activity thru end of March 2019).
 - **June 7, 2019** Three-Year Plan needs to be certified.

- b. **Butte-Glenn Adult Education Consortium Three Year Plan -**
- i. Pre-Planning Assessment - Complete
 - ii. Community Need - Complete. Jennifer noted that the community need documents were sent previously to the consortium members via email (Glenn County Labor Market Analysis, and Butte and Glenn County Occupational Analysis). The group discussed how to best use and assimilate the data. It was decided to review the data twice a year - fall and spring, for planning purposes and review of currently offered programs and classes. Jennifer noted that the data documents will be inserted into the appendix of the Three-Year Planning document.
 - iii. Goals and Strategies - The Consortium reviewed and approved the goals that were drafted pertaining to the Consortium and to the Community. The group then reviewed previously developed information related to Participants, discussed goals for success, and actions to get there. Jennifer noted that this information will be drafted into goals to be reviewed during the next planning meeting. The group also reviewed the 2015-18 goals, and the impact that these measures have had on the Consortium. Jennifer will also include this information in the Three-Year Planning document.
 - iv. Implementation - Jennifer stated that this section of the plan will be developed during the next planning meeting with the Consortium.
- c. **Data and Accountability Funds** - Jennifer explained that all funds must be spent by June 30th, 2019, and roughly 15k is available. She noted that during previous planning meetings, the Consortium had requested additional professional development. The CASAS summer conference would be an eligible expense. The members discussed their interest in attending. It is estimated that the Consortium would have the funds available to send seven individuals to the conference. Amber Tamagni will work with each of the members on how best to handle travel arrangements.
- d. **Adult Education Construction Training Programs** - Questions from March meeting regarding the Construction programs at Butte College were answered. Mandy Leahy stated that BCOE is planning on a start date of July 1st, Jhan Dunn stated that GCOE is planning on running the program in August. Jennifer suggested that we use this as an example of our collaborations and sharing of resources as a pilot program in our Three-Year Planning document.
- e. **Communications from the Public**
There were no public comments.
- f. **Future Dates**
i. May ,17 2019, 9:00am-12:00pm - Glenn County Office of Education
- g. **Adjournment**

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