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Minutes of Regular Meeting  
May 17, 2019

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The Voting Members of Butte-Glenn Adult Ed Consortium met in regular session on Friday, May 17, 2019, at 9:00am, at the Glenn County Office of Education Center - 129 East Walker St. Orland.

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

**Voting Members Absent** None

**Guests Present** Linda Riggle, Glenn County Office of Education  
Jennifer Macarthy, Grant Manger  
Amber Tamagni, Admin. Sec. Grants, Butte College

1. **Agenda Approval**

After review, Jennifer Macarthy suggested that item 4 E be amended to read "Medical Programs & Construction Training". It was moved by Voting Member Jeff Ochs, second by Mandy Leahy, to approve the agenda as modified. 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 Jhan Dunn, to approve the April 16th Minutes. Motion carried unanimously.

4. **Information and Reports**

a. **NOVA Reporting and Upcoming Deadlines -**

Jennifer Macarthy thanked the Consortium members for certifying the CFAD documents. Jennifer then notified the group that there was a difference in the anticipated COLA approved by the Chancellor's Office. The new COLA amount is 3.26% vs. the initial 3.46%. This amount will be allocated based on the percentage previously set for each member organization. Amber Tamagni provided the group with a breakdown of the revised allocation. A re-certification of the CFAD will be required, Jennifer will alert the members when it is ready in NOVA for their approval.

Jennifer Macarthy alerted the consortium members of the following upcoming deadlines:

- **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. The final rough draft will be circulated for approval via email by May 24<sup>th</sup>. Members will have three days to submit edits or

suggest changes. The final draft will be completed and uploaded in NOVA by June 4<sup>th</sup> for Member approval.

- **June 30<sup>th</sup>** Data and Accountability funds need to be fully expended.

**b. Butte-Glenn Adult Education Consortium Three Year Plan -**

- Pre-Planning Assessment - Complete
- Community Need - Complete. Jennifer Macarthy noted that the Labor Analysis has been received. Linda Riggle inquired as to the source of the report. Jennifer informed that it is a contracted item with NoRTEC. The Consortium determined that they will review the data on growing occupations in fall and spring to accommodate planning.
- Goals and Strategies - The previously developed goals, objectives, and implementation measures pertaining to Consortium, Community & Participants were reviewed and revised as requested. Jennifer Macarthy informed that the Goals needed to be associated with one or more of the AB 104 outcomes as well as have progress indicators for measurement purposes. The Consortium discussed each of the goals, the alignment to AB 104 and appropriate progress indicators for measurement purposes. When discussing progress indicators, the group agreed that they would need to focus on how each of the individual organizations report in order to determine the most appropriate way to benchmark progress over the next three years. The first consortium meeting in the fall will be utilized to discuss the necessary benchmarks.
- Pilot/Implementation - Jennifer Macarthy noted that the Three-Year Plan requires a section pertaining to piloting an implementation process. She encouraged the consortium to determine what problems most need solving, and lend themselves most effectively to a rapid prototype approach. Jennifer Foglesong indicated working effectively as a consortium and not duplicating work or working in isolations needs to be addressed. Jeff Ochs noted that the group had positively evolved, and are now at a place where they could consider prototyping programs in locations resources are in higher demand. Jhan Dunn suggested we are missing a link with Butte College representation. The group discussed interaction with Butte College, and felt that perhaps a pilot program could be developed to address program connections with Butte College (how to approach new courses, how to assist with issues of impaction, and how to assist with any legislative changes/requirements). Jennifer Macarthy will draft the Pilot/Implementation section of the report based on the group discussion, and send the narrative to the consortium for review.

- c. **Data and Accountability Funds** - Jennifer reviewed that all funds must be spent by June 30<sup>th</sup>, 2019, and roughly 15k is available. The Consortium is proceeding with the agreed upon plan to spend \$2,150/per person for up to seven individuals to attend the CASAS summer conference for professional development. The breakdown is as follows; BCOE - two persons, GCOE - two persons, HUSD - two persons & PUSD - one person. Funds spent for travel need to be invoiced to Butte College as soon as possible due to the expenditure timeline. Jeff Ochs informed the group that Oroville Adult Education has decided to send an individual to training, if there are any remaining funds. Amber Tamagni agreed to balance the remaining funds to see if there was money to send an additional representative.

- d. **Meeting Schedule - Discussion** - Jhan Dunn and Teresa Ward both suggested that quarterly meetings were best for the next year, this plan was unanimously agreed upon by the members. Jeff Ochs asked if in addition to the quarterly reports, the lager program impact report will be due again this year. Jennifer Macarthy informed the group that the report would again be required, but that the format may be changing slightly. She has been told by Neil Kelly that it will be due in August.

The following schedule for quarterly meetings was set:

- September, Friday 27, 2019, 9A.M.-11A.M. - Butte County Office of Education, 2491

- Carmichael Drive, Suite #500, Chico
- ii. December, Friday 6, 2019 9A.M.-11A.M - Glenn County Office of Education, 129 E. Walker St, Orland
  - iii. March, Friday 27, 2020, 9A.M.-11A.M - Oroville Adult Education Chico Center, 3760 Marrow Lane, Chico
  - iv. June, Friday 12, 2020, 9A.M.-11A.M - Paradise Location - TBD

e. **Adult Education Medical Program & Construction Training Programs - Status Report -** Mandy Leahy stated that BCOE is planning on a start date of July 1<sup>st</sup> for their Intro to Construction course. Jhan Dunn brought flyers for GCOE construction program running in August, as well as a Blue Print Class to be offered in July. Jeff Ochs stated that Oroville was waiting to offer the construction course until after they see how the community reacted with enrollments due to lack in facility space to hold the classes.

f. **Communications from the Public**

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There were no public comments.

g. **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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