

**Minutes of Regular Meeting
September 14, 2018**

The Voting Members of Butte-Glenn Adult Ed Consortium met in regular session on Friday, September 14, 2018, at 9AM, at the Glenn County Center for Success in Orland, California.

Voting Members Present	Jennifer Macarthy, Grant Manger Tessa Miley, Grant Manager 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 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 Charles Tracy, seconded by Voting Member Jeff Ochs, to approve the agenda as presented. Motion carried unanimously.

4. Action Items

Data Collection Funds - Consideration of Oroville Adult School Staff Expenditure. Jennifer Macarthy and Tessa Miley explained that this was a topic that had been discussed and agreed upon in past meetings, but no formal action was taken. The purpose would be to pay for an individual at Oroville Adult School that could assist the consortium with data and reporting questions/needs. Jeff Ochs explained that this person could meet with each member to find out their needs, and set up follow-up times, or have a regular schedule set. It was moved by Voting Member Charles Tracy, seconded by Jhan Dunn, to approve the expenditure of \$104,423 in Data and Accountability Funds as presented. Motion carried unanimously.

5. Information-Reports

- a. **2018-19 Allocation Agreements - Status Report.** Jennifer Macarthy reported that all allocation agreements had been signed by member organizations and circulated for Butte

College signature. She also noted that Butte College is working on an internal process to front load quarterly payments, to begin as soon as the agreements are executed. Once existing contracts are in place, amendments covering the additional allocation amounts can be circulated. A spreadsheet was circulated showing the new totals for each of the organizations with the cost of living adjustment (see attached).

- b. **NOVA Utilization and Issues - Discussion.** Jennifer Macarthy noted that additional improvements are being made to NOVA, but NOVA should be updated before September 30, 2018, for the members to complete their 2017-18 expenditure reports. She noted that there will be a change in 2018-19 to the amount of indirect that can be charged - 5% or State approved rate, whichever lower. She then worked with the members to see individual issues that they may be having with NOVA.
- c. **Marketing/Newsletter - Discussion.** Jeff Ochs presented the concept that the consortium consider regional marketing. The members discussed past marketing efforts, and felt that although they each market separately, a regional marketing campaign would make sense again. It was suggested that perhaps the cost of living adjustment that each member receives could be used as the funds for a marketing program. Jennifer Macarthy noted that she will include this consideration on the agenda for the next consortium meeting.
- d. **Partner Organization Quarterly Presentations - Follow-up Discussion.** Tessa Miley reminded the group that in the past, regional partners had come to a few of the quarterly meetings to provide updates on programs/services. Jennifer Macarthy wanted to know if the group was interested in moving forward with this practice in the future. Charles Tracy stated that the focus of the meetings for 2018-19 should be on the 3-year planning process. The other voting members agreed.
- e. **3-Year Plan Development Process - Discussion.** Jennifer Macarthy informed the group that the new 3-Year Strategic Plan developed by the consortium will be due in May 2019, and therefore this will be the main topic of the quarterly meetings moving forward. Jhan Dunn suggested that the group extend the meeting time, and set up a meeting schedule for the 3-year planning process. The future meeting dates are noted under agenda item #7. **Glenn Success Square - Tour.** Jhan Dunn provided a tour of their facilities.

6. **Communications from the Public**

There were no public comments.

7. **Future Dates**

November 2, 2018	Oroville Adult School - Chico Center	8:30am - 1:00pm
December 7, 2018	Glenn County - Location TBD	8:30am - 1:00pm
January 25, 2019	Paradise - Location TBD	8:30am - 1:00pm
March 1, 2019	Butte County Office of Education - CTEC Center	8:30am - 1:00pm

8. **Adjournment**

For Information concerning the Meeting Minutes, please contact: Jennifer Macarthy, 3536 Butte Campus Drive, Oroville CA 95965 (530) 895-2862
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2018-19 Butte Glenn Adult Education Consortium Allocations

	Original Allocation	Increase	Total Allocation
Butte County Office of Education	\$180,354	\$368	\$180,722
Butte-Glenn CCD	\$73,634	\$152	\$73,786
Glenn County Office of Education	\$476,544	\$971	\$477,515
Hamilton Unified School District	\$202,188	\$412	\$202,600
Oroville Union High School District	\$1,122,638	\$2,287	\$1,124,925
Paradise Unified School District	\$107,775	\$220	\$107,995
TOTAL	\$2,163,133	\$4,410	\$2,167,543