



Butte-Glenn Adult Education Consortium Draft Minutes of Regular Meeting

The Voting Members of Butte-Glenn Adult Ed Consortium met via Zoom on
September 3, 2021 | 9:00am

<https://cccconfer.zoom.us/j/97886472702> or call +16699006833,668259978#

Access the recording [here](#)

Voting Members Present

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

Voting Members Absent

Jeremy Powell, Hamilton Union School District

Others Present

Melisse Boyd, Butte College, Consortium Fiscal Agent
Lourdes Ruiz, Glenn County Office of Education
Elena Jones, Glenn County Office of Education
Heather Tovey, Butte County Library

1. **Agenda Approval**

Lisa Morgan made a motion to approve the Agenda as presented, seconded by Jennifer Foglesong. Motion carried unanimously.

2. **Communications from the Public – Consent Agenda**

None

3. **Approval of Consent Agenda**

Lisa Morgan made a motion to approve May 7, 2021 Minutes. The motion was seconded by Jennifer Foglesong. Motion carried unanimously.

4. **Information and Reports**

- a. Contracts Status 2021-2022 Sending out for signature this week
- b. Website Update: DK Web Design Website Review and Launch
<http://198.12.254.81/~butteglennadult/>
Melisse will email link for review of draft of website prior to official launch
- c. NOVA Reporting and [Upcoming Deadlines](#) – Informational Report & Discussion

- Sep 1: 19/20 and 20/21 Member Expense Report due in NOVA (Q4)
- Sep 1: July 1, 2020 to June 30, 2021 expenses by program area due (estimates only) in NOVA *
- Sep 1: 21/22 Certification of Allocation Amendment due in NOVA (new)
- Sep 30: 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q4) *
- Sep 30: 21/22 Member Program Year Budget and Work Plan due in NOVA
- Sep 30: End of Q1

d. 2022-2025 Three Year Plan

- <https://caladulthood.org/Administrators/43> Three Year Plan Resources

e. Member Agency Reporting Assistance – Oroville Adult Education – Discussion of Services

f. Consortium Member Conference/Training Report Out and Resources – Informational Report

- <https://www.caadulthoodtraining.org/> Upcoming events and trainings
- <https://caladulthood.org/Administrators/381> Fiscal Reporting
- <https://caladulthood.org/Administrators/379> and <https://caladulthood.org/Administrators/43> Annual/3 year plan
- <https://caladulthood.org/Administrators/383> Outreach
- <https://caladulthood.org/Administrators/382> Leveraging Resources
- Others

g. Consortium Member New or Noteworthy Programs, Program Changes – Informational Report & Discussion

5. **Action Items**

Consideration and proposal of Three Year Planning Session Kick Off Meeting and Discussion

First Fridays 9-10:00am via Zoom:

- November 5, 2021
- November 12, 2021
- Add to existing Dec 3, 2021 Quarterly Meeting at 9am

Motion to approve Three Year Planning Session to be added to existing Dec 3 meeting motion made by Jeff Ochs. 2nd by Teresa Ward. Motion carried unanimously. Melisse to add to Dec 3 agenda.

6. **Communications from the Public**

Heather Tovey, Literacy Specialist, Butte County Library, Literacy Services

Many services and connections available including:

- Tutoring, Conversation/Chat opportunities, Career Online High School, Day Reporting Tutoring, Literacy Coach/New Vehicle and more! The library often refers students to Adult Ed offerings. Contact Heather for more information or questions.

7. **Next Meeting Dates**

First Fridays 9-10:00am via Zoom:

- December 3, 2021
- March 4, 2022
- May 6, 2022

8. **Adjournment –** _____

The meeting was adjourned at 9:50am