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# Butte-Glenn Adult Education Consortium – Notice of Regular Meeting

## September 2, 2022 | 9:00am

## In-Person: Butte College – Center for Excellence, Room LB 210

## Zoom Meeting: <https://cccconfer.zoom.us/j/97886472702>

**DRAFT AGENDA**

**Call to Order**

Elena Jones, Glenn County Office of Education

Mike Lerch, Paradise Unified School District

Jeff Ochs, Oroville Union High School District

Jennifer Foglesong, Butte County Office of Education

Jeremy Powell, Hamilton Union School District

Teresa Ward, Butte-Glenn Community College District

1. **Approval of Agenda**

Consideration of approval of the Agenda as presented - Action

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

This time is set aside for comments on the Consent Agenda. The Voting Members may undertake discussion only to provide clarification to the public or schedule a matter for a future meeting.

1. **Approval of Consent Agenda**

Consideration of approval of Minutes – May 6, 2022 - Action

1. **Information and Reports** 
   1. NOVA Reporting and [Upcoming Deadlines](https://caladulted.org/DueDates) – Informational Report & Discussion

April 2022

* **Sep 1:** 20/21 and 21/22 Member Expense Report due in NOVA (Q4)
* **Sep 1:** July 1, 2021 to June 30, 2022 Instructional Hours and Expenses by Program Area due (estimates only) in NOVA and certified by Consortium \*
* **Sep 14:** Annual Plan for 2022-23 due in NOVA\* (Extended for 2022)
* **Sep 30:** 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q4) \*
* **Sep 30:** End of Q1
* Oct 30: 22/23 Member Program Year Budget and Work Plan due in NOVA (Extended for 2022)
* **Oct 31:** Student data due in TOPSPro (Q1)
* **Oct 31:** Employment and Earnings Follow-up Survey
* **Nov 30:** 22/23 Member Program Year Budget and Work Plan certified by Consortia in NOVA \* (Extended for 2022)
* **Dec 1:** July 1, 2021 to June 30, 2022 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium \*
* **Dec 1:** 20/21, 21/22 & 22/23 Member Expense Report Due in NOVA (Q1)
* **Dec 31:** 20/21, 21/22 & 22/23 Member Expense Report certified by Consortia in NOVA(Q1) \*
* **Dec 31:** End of Q2

* 1. Member Agency Reporting Assistance – Oroville Adult Education – Discussion of Services
  2. Consortium Member Conference/Training Report Out and Resources – Informational Report
     + <https://www.caadultedtraining.org/> Upcoming events and trainings
     + <https://caladulted.org/Administrators/381> Fiscal Reporting
     + <https://caladulted.org/Administrators/379> and <https://caladulted.org/Administrators/43> Annual/3 year plan
     + Others
  3. Program Map, Consortium Member New or Noteworthy Programs, Program Changes – Informational Report & Discussion

1. **Action Items**

None

1. **Communications from the Public**

This item on the agenda provides an opportunity for the public to address the Voting Members on any topic that is or is not on the Agenda. The Voting Members may also hear any written correspondence addressed to the Voting Members at this time. **A three minute time limit will be allotted to each speaker. Twenty minutes shall be the maximum time allotted for public speakers on any one subject regardless of the number of speakers at the meeting.**

1. **Next Meeting Dates**

First Fridays 9-10:30am

* December 2, 2022: Glenn County Office of Education (tentative)
* March 3, 2023: Oroville Adult Ed, Room 3 – 2750 Mitchell Avenue, Oroville
* May 5, 2023: Butte County Office of Education, Suite 200 – 2491 Carmichael Drive, Chico

1. **Adjournment**

For Information concerning this Agenda, please contact:

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