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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 MINUTES**

**Voting Members Present**

Elena Jones, Glenn County Office of Education

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

**Voting Members Absent**

Mike Lerch, Paradise Unified School District

**Others Present**

Lourdes Ruiz, Glenn County Office of Education

Linda Riggle, Glenn County Office of Education

Wendy Porter, Butte College

Erik Shearer, Butte College

1. **Approval of Agenda**

Jeff Ochs made a motion to approve the Agenda as present, seconded by Teresa Ward. Motion carried unanimously.

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

None

1. **Approval of Consent Agenda**

Jeff Ochs made a motion to approve the May 6, 2022 Minutes. The motion was seconded by Teresa Ward. Motion carried unanimously.

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

The WIO money window has just opened up and the RFA will be available later this year.

* 1. 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
  2. Program Map, Consortium Member New or Noteworthy Programs, Program Changes – Informational Report & Discussion
* Oroville Adult Ed: HISET will be provided this year, not just in Chico, via computer testing. Recruiting for spring EMT program. PASSAGES is paying for their older adults to take classes here.
* Butte College: New contacts for CASAs and NORTEC and Melisse will send out their information. Offering two specialized CNA classes in acute care and home health on the main campus. Working towards an LVN program at the Glenn Center for Fall 2023. Industrial Technologies program is receiving some extra attention due to a Perkins Reserve grant that was awarded.
* Glenn County Office of Ed: The Medical Assistant class has it’s most enrolled ever with a waiting list. Aviation simulation program has begun in Willows. An NST subgrantee this year. Working towards an LVN program.
* Hamilton City Adult Ed: Added a Fine Arts Cake Decorating class which is full and has been met with great success, thus they are looking to offer another one soon.
* Butte County Office of Ed: Had successful Career Camps this summer. Looking for a welding instructor. Medical Assistant program has an open application right now for front and back office work.

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.**

Wendy Porter is the Assistant Director Employer Partnerships with North Far North Consortium works to increase work-based learning, increase job placements for students and strengthen relationships with employers. She shared her work history in this area and with ICT. Wendy shared herself as a resource to connect anyone in the Butte-Glenn Adult Ed Consortium with regional programs.

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**

The meeting was adjourned at 10:00am.

For Information concerning this Agenda, please contact:

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