# 

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

## December 1, 2023 | 9:00am

## Zoom Meeting: <https://butte-edu.zoom.us/j/86937729495?from=addon>

**DRAFT MINUTES**

**Voting Members Present**

Elena Jones, Glenn County Office of Education

Mike Lerch, Paradise Unified School District

Corey Willenberg, Oroville Union High School District

Jeremy Powell, Hamilton Union School District

Teresa Ward, Butte-Glenn Community College District

**Voting Members Absent**

Jennifer Foglesong, Butte County Office of Education

**Others Present**

Amanda Sammons, CTE BCOE

1. **Approval of Agenda**

Teresa Ward made a motion to approve the Agenda as presented, seconded by Mike Lerch. Motion carried unanimously.

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

None.

1. **Approval of Consent Agenda**

Corey Willenberg made a motion to approve the September 1, 2023 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)
      * ﻿Dec 1: 21/22, 22/23 & 23/24 Member Expense Report Due in NOVA (Q1)
      * Dec 31: 21/22, 22/23 & 23/24 Member Expense Report certified by   
        Consortia in NOVA (Q1)
      * Dec 31: End of Q2
      * Jan 31: Student Data due in TOPSPro (Q2)
      * Jan 31: Employment and Earnings Follow-up Survey

* 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, reports

[Director’s Event Sept 14-15 Sacramento](https://www.caadultedtraining.org/CAEP/640?Type=16)

[CAEP Summit Oct 24-26 Universal City](https://summit.caladulted.org/Registration/)

* 1. Program Map, Consortium Member New or Noteworthy Programs, Program Changes – Informational Report & Discussion
     + PUSD: Enrollment increased to 13 students, staffing has stabilized and HISET is going again
     + Butte College: Take Sycamore Glenn off the Program Map as there is no instructor there
     + HUSD: Take Hunter Safety off and add Computer Basics 1 & 2 and Google Certification on the Program Map
     + BCOE: Adding in apprenticeships, starting with dental assisting
     + GCOE: 170 students across all programs. 24 students going to clinicals in February, Pharmacy Tech is a new program that they are trying to figure out and get new students into. Citizenship numbers are a little lower. Mac computer basics is an option now as well.

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.**

None.

1. **Next Meeting Dates**

First Fridays 9-10:30am:

* 3/1/24 In person – GCOE Success Room
* 5/3/24 Zoom

1. **Adjournment**

9:25am