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

## May 6, 2025 | 8:00am Butte College Chico Center: CHC 134

## Zoom Meeting: https://butte-edu.zoom.us/j/86855958139?from=addon

**MINUTES**

**Call to Order**

Amanda Samons, Butte County Office of Education

Elena Jones, Glenn County Office of Education

Jeremy Powell, Hamilton Union School District

Mary Lynch, Oroville Union High School District

Mike Lerch, Paradise Unified School District

Teresa Ward, Butte-Glenn Community College District

Melisse Boyd, Butte-Glenn Community College District

**Other Attendees**

Lourdes Ruiz, Glenn County Office of Education

David Smith, Ridgeview High School

1. **Approval of Agenda**

Consideration of approval of the Agenda as presented – Action. Motion by Teresa Ward, Second by Lourdes Ruiz. Approved without objection.

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 – March 7, 2025 – Action. Edit from Jeremy Powell from ASL to ESL. Motion by Jeremy Powell, second by Mike Lerch. Approved without objection.

1. **Information and Reports**
   1. NOVA Reporting and [Deadlines](https://caladulted.org/DueDates)
      * May 2: CFAD for 2025-26 due in NOVA \*
      * Jun 1: 24/25 Member Expense Report due in NOVA (Q3)
      * Jun 20: CAEP Three-Year Plan Due
      * Jun 30: 24/25 Member Expense Report certified by Consortia in NOVA (Q3)
      * Jul 15: Student Data due in TOPSPro (Q4) FINAL
      * Aug 15: Annual Plan for 2025-26 due in NOVA\*
   2. CAEP Three Year Plan <https://caladulted.org/Administrators/43>
   3. Consortium Member Conference/Training Report Out and Resources – Informational Report
      * <https://www.caadultedtraining.org/> Upcoming events and trainings
   4. Program Map, Consortium Member New or Noteworthy Programs, Program Changes – Informational Report & Discussion
      * Resources to share
        1. OTAN – free setting up and getting wi-fi spots.
        2. One Flow – ASAP on steroids. It is an automation of student enrollment including goal assignments, appointments, etc. It would replace ASAP.
        3. Evolo AI – connects you to a platform and is a shared application.
      * Program Report
        1. BCOE: Decreasing hours of Dental Assistant program and increasing the hours of Medical Assistant program.
        2. Hamilton: Added certificates in backhoe and scissor lifts. Cooking program is very successful.
        3. Butte College: No updates. On the Program Map, edit to BGCC on the website link.
        4. GCOE: No updates. Program Map is accurate.
        5. PUSD: Hoping to add HISET prep and GED in the fall.
        6. OUHSD - Edits for the Program Map:
           1. Oroville Adult Ed – delete “TC” off title
           2. Add Conversational Spanish class
           3. Culinary Arts – adding a certificate program
           4. Financial Peace University – looking to add in the fall
           5. Digital photography - delete
           6. Microsoft Office - delete
           7. Unshakeable Confidence - delete
           8. Voice Overs - delete
           9. Sewing Class - add
        7. Services Across All – keep the same
2. **Action Items**

None. CFAD May revise – it would be good to have that information to vote on allocations – coming soon.

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: Zoom and send out a calendar Hold for these meetings and then will update if we move to in-person meetings in the future.

* 9/5/25
* 12/5/25
* 3/6/26
* 5/1/26 – This date does not work. Melisse will send a poll to find another date. 5/8 also does not work.

1. **Adjournment**

Meeting adjourned at 9:05am.