



**North Central California Adult Education Consortium (NCAEC)
Executive Committee Meeting Minutes**

Regular Meeting, Tuesday, October 15, 2024, 1:00-2:30 PM

Meeting Location: Colusa County Office of Education
Education Village Conference Room
499 Marguerite Street
Williams, CA 95987

Members Present: Tawny Dotson, President, Yuba College; Rob Gregor, Superintendent, Yuba County Office of Education; Michael West, Superintendent, Colusa County Office of Education; Tom Reusser, Superintendent, Sutter County Office of Education; Elodia Ortega-Lampkin, Superintendent, Woodland Joint Unified School District; Brock Falkenberg, Superintendent, Lake County Office of Education; Lizette Navarette, President, Woodland Community College.

Guests Present: Karin Liu-Principal, Woodland Adult Education; Matt Russell- Lake County Adult Program Director, Lorilee Niesen, Assistant Superintendent- Career & Adult Education, Sutter County Superintendent of Schools; and Kori Ebenhack, Dean of WCC- Lake County Campus, and Colusa Center.

1.0 CALL TO ORDER IN OPEN SESSION

Chairman Rob Gregor called the meeting to order at 1:26 p.m.

1.1 Roll Call- taken through roll call by Rob Gregor

Action **1.2** No changes to the agenda; therefore, **MOVED BY:** Brock **SECOND:** Mike
Agenda approved by all "ayes."

Action **1.3** Approve Minutes of 08/13/24 Meeting- **MOVED BY:** Mike to approve the minutes of the 08/13/24 meeting
SECOND: Elodia
Minutes approved by roll call voting members stating "aye/yes."
1.4 There were no public comments.

2.0 COMMUNICATIONS/REPORTS

2.1 Executive Committee
No Reports from the Executive Committee Members

2.2 Secretary to Committee/Consortium Director: Sutter COE

- **NCAEC Update**
- One time Monies Proposal-Directed Executive members to meeting packet for the two proposals that were submitted. This will be item 3.5 on the agenda. Lorilee-quickly summarized requests. \$51,000 is the total for both requests. Last year we had agencies return \$6000 in PD monies. This will leave \$5000 in pot if you choose to approve these proposals. Leadership approved these proposals. Trying to get things out early to be able to spend. We took \$100,000 and pulled out \$40,000 for marketing, \$10,000 for PD and \$50,000 for one-time monies.
- ELL Grant Update- Awarded funding for round 2, a little over 85,000 for three agencies. Specific for identified healthcare pathways to serve students.
- CAEP Update Q4 is in the books. Member budget and workplans are submitted. Must be certified by October 31. Some agencies wanted budgets back to make changes.

- Carryover Update-NCAEC came in at 19%. We do have some agencies (3) that exceeded the 80% carryover limit. The State will have their eye on these agencies. We are off the hook this year- no technical assistance from the State is required. Brock asked for clarification. Lorilee-2 years. If you spend down your allocation, then you are off the watch of the state. Overall, agencies that do have carry over have great plans for spending down this money. All in NOVA now so we can see what we need to spend.
- Three-year Plan – due in June. The current year went through 2025. The new plan will be 26-28. Each agency will be setting targets. Leadership has a lot to do to develop the plan. We want to be intentional as we write this plan. Like we did with the annual plan-working together. We have this on our radar, and we will be working on this. Lizette-I have a new member on Leadership-what is required to build and develop a three-year plan? Lorilee-my first time writing a 3-year plan. CAEP has provided information on requirements. Lorilee-open to Executive assisting with writing. Leadership will create a flushed-out version of plan and then present to Executive. Agencies will need to set targets. Suggest Lizette meet with Kori to discuss target. Lizette -do we ever have common goals-overarching.? Lorilee-we set our strategies and action items in our annual plan. Lizette-do we have anything tailored to our specific region.? Lorilee-before, when we wrote the 3-year plan we had overarching goals: not duplicate services, transitions, meet the needs of our students- Approach we will take with our overarching goals will be that what we still want as targets for our group. Rob-in the past was it Executive bring to Leadership or Leadership bringing to Executive. Lorilee-Leadership to Executive. Rob -How does the group feel about this? Elodia-can we ask Leadership for common targets and then that is shared with Executive?
- NCAEC Metrics for 2023-2024-Lorilee-Asked Kari Hauser to provide metrics. Had slide deck and reviewed targets with members. We exceeded our target for the number of students served. Student barriers-we far exceeded our targets there, student barriers low literacy: we blew our target out of the water. Even at the CAEP meeting they said we are finally at the level we were pre-COVID as a state. Rob asked for clarification on numbers regarding low literacy. Lorilee-we are doing a better job serving our low literacy students. Rob-yes, but numbers went down. Lorilee-maybe agency members. I honestly do not know- wish we could ask Eric. Lorilee- will clarify with Kari. ELL and low-income numbers look great. We far exceeded our target. Lizette- presumably as we develop a three-year plan we need to set new targets. Do we have any metrics for how previous targets were set? Lorilee-we pulled these targets from our member targets, so these are an accumulation of all these targets. Mike-whether actual or perceived we are hearing ADA and enrollment is going down across the state. Are we going to see this trend with adults? Lorilee-I do not see this trend occurring in adult ed. Gave example of ESL students and moving from Level 1 to Level 2. If the State continues to be committed to CAEP funding, this should not impact Adult Ed. Discussion continued. Net loss across state, remote work, cost of having, commuting to other counties. Rob-Yuba numbers have gone up, but Butte County is going down. Lorilee-do we want to go program by program or do you want me to send you slides so that you can see your individual agencies in the essence of time? Mike would like to have it emailed. Rob-I would like to have it emailed. Lorilee- okay, I will email it out but will check with Kari to review numbers and then email it out.
- NCAEC Report Cards for 2023-2034. Lorilee- this should come as a surprise to anyone. This is an aggregate of the 23-24 data. This is not a gotcha. - Data from TOPSpro Enterprise. This is simply a way to show what areas we need to improve. Program area reporting is from 22-23 and will be reported in December 2025. Remember data is reported in arrears. Tawny-who gets this data? Lorilee-people in this room. Tawny-is there a way to include a footnote since we do not use this reporting system? Lizette-this would be important since Tawny, and I have the same information. Lorilee-data does not scale down as it all comes in at Yuba community college. Tawny-I understand the mechanics of that but if we are going to have a report that we use but we do not have a method to report this data it is a challenge. Lorilee-right-one goal/objective is regularly sharing and monitoring data within the consortium. This is tough because we have two different programs.

3.0 INFORMATION/ACTION (Action may be taken on any items below)

Action 3.1 Officer Elections

Motion: **Motion for Tawny for chair** BY: Mike SECOND: Elodia

Motion: **Motion for Garth to be vice chair** BY: Tom SECOND: Lizette

Roll call-all ayes motion approved.

Action 3.2 By-law Amendment -Section 4: Consortium Membership Proxy Language

Motion: **Move to approve bylaw Section 4 as presented on agenda** BY: Tawny SECOND: Rob

Roll call-all ayes motion approved.

Action 3.3 By-law Amendment Discussion-Section 8: Member Effectiveness

Motion: **Move to approve bylaw Section 8 as presented on agenda** BY: Tawny SECOND: Lizette

Roll call-all ayes motion approved.

Action 3.4 By-law Amendment- Section 9: Funding and Fiscal Year

Motion: **Move to approve bylaw section 9 as presented on agenda** BY: Tawny SECOND: Lizette

Roll call vote -all ayes motion approved.

Action 3.5 One-time monies allocation

Motion: **Approve the one-time allocations as recommended by leadership** BY: Brock SECOND: Mike

Roll call vote- all ayes motion approved.

3.6 NCAEC Program Addition Process-How we roll out programs and if there are any new programs that are started in the consortium. A little bit of heated discussion at leadership regarding agencies starting programs without other agencies knowing about startups. Lorilee-wants to get input from Executive. No one can prevent anyone from starting a program but what does that look like? Do we bring it to leadership to Executive-there is no process. Mike-Elodia has to deal with her board. As superintendents, we can just start a program. As a courtesy, we need to have a way to let members know. Conflict-are we only limited to one program per member? Brock-this becomes a sticky wicket. I do not want this to have to come to this group. I would hope that Leadership would be communicating. Spoke specifically about Lake County and ROP with two community colleges to talk about programs and filling gaps to collaborate with each other. The purpose was to talk and make sure we were not stepping on one another's toes-feeling in the room was never that one agency could override the other two agencies. Example-the EMT Lakeport program meaningless to Clear Lake-we need a program in Clear Lake. Expectation of our Leadership team is to talk. Rob-if there was a protocol that would let people know "hey-we are doing this". Rob-up to a point I am good with working together in any way that I can. Discussed how things happen. Executive discusses but we let Leadership know that they need to communicate. We should give them a heads up that this is the direction that we are going. To me, I have only been in this consortium for a short time, but I see disparity in the amount of money agencies get. We want to bring opportunities that are viable and will grow our communities/program. Lizette-hate for us to get into the issue we are having with the CSU's where if we want to start a new program, we have to get the state legislature to approve it. Rob-I do not want to become territorial. Lizette-long term, your finances will speak for themselves. Long term if you start a program that is not viable. Elodia-common courtesy-no surprises. We are all working for the community. There should be an expectation of communication and heads up. Common courtesy and expectation that it should be brought up to work together-there should not be any surprises. Brock-relations-put a bylaw in place; however, even if we do, there is no hammer to put in place if this does not happen. Rob-maybe we need to bring this up as a reminder in our meetings to

remind everyone. Tawny-I agree. I think we are having this conversation because we have someone who came in and is not abiding by this principle. Perhaps we should have guiding principles that are shared in onboarding. Rob-open communication but I do understand that if you see the iron is hot and you are going to strike. I understand that. Used example of grant funding. I can see this but come back after the fact and share. Mike-that is what is unfortunate about Leadership having an agreement. We need to remind everyone that we are here for the greater good. I think you are right. We just need to keep talking about it. Elodia-Leadership needs to be reminded of this. Lorilee-we have norms. For Leadership and Executive, we have a standing agenda item that if you are planning a program you share as a courtesy. Lizette-I think this is fine but I like Tawny's idea of an onboarding-having a shared accountability.

- 3.7 Announcements-Tom-around week of 8th of NOV will be breaking ground on a 38,000 square foot training building. Room for up to 500- fee based programs be in here. Ed services...biggest thing: We wrapped up quite a bit of savings and we are putting it to good use. Side conversation regarding NPS ensued. No one made specific announcements pertaining to this topic-just general back and forth conversations regarding exorbitant costs, not conducive for kids or parents because of travel.

- 3.8 Next meeting- January 2025- January 14, 2025 @ 2:00 p.m. Colusa County Office of Education

Action 4.0 ADJOURNMENT-
MOTION TO ADJOURN: Tom
SECOND: Tawny
Motion approved by all members stating "aye/yes." No roll call taken.
adjourned the meeting at 2:32 p.m.