North Central California Adult Education Consortium (NCAEC)
Executive Committee Meeting Minutes
Regular Meeting, Tuesday, August 26, 2025, 2:00-3:30 PM

Meeting Location: Woodland Community College
Colusa County Campus
99 Ella Street
Williams, CA 95987

Members Present: Garth Lewis, Superintendent, Yolo County Office of Education; 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; Brock Falkenberg, Superintendent, Lake County Office of Education; Lizette Navarette, President, Woodland Community College.

Guests Present: Jacob Holms, Assistant Superintendent of Career and Adult Education, Sutter County Office of Education; Karin Liu, Principal, Woodland Adult Education and Proxy for Elodia Ortega-Lampkin; Kristina Vannucci, Dean of Arts, Humanities & Education, Yuba; College; and Lorilee Niesen, Director, North Central Adult Education Consortium (Yuba).

1.0 CALL TO ORDER IN OPEN SESSION

Chairperson Dotson called the meeting to order at 2:16 p.m.

1.1 Roll Call- taken through roll call and representation of a leadership team member as proxy.

Action **1.2** No changes to the agenda; therefore**, Lizete Navarette moved to approve the agenda and Brock Falkenberg seconded the motion.**

Agenda approved by all members stating "aye/yes"

Action **1.3** Approve Minutes of 04/09/25 Meeting- **Brock Falkenberg moved to approve the minutes of the 04/09/25 meeting and Mike West seconded the motion.**

Minutes approved by all members stating "aye/yes"

Note: Lorilee Niesen advised members that minutes of the 06/09/25 special meeting needed to be approved as well. **Garth Lewis moved to approve the minutes of the 06/09/25 special meeting and Tom Reusser seconded the motion.**

Minutes approved by all 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:

- ELL Grant Update
  - ELL Grant Update: Round 1: LCOE, Sutter COE, WJUSD, Yolo COE, and Yuba College Grant of $281,022
  - 2024-25 Q2 expenditures: $69,552 funding years 2023-4 & 2024-25
  - Round 2: all agencies except for LCOE Budget of $359,716 Funding timeline 2024-2026; Jake has sent out ELL Round 2 MOUs to all agencies.

- CAEP Update
  - Q4 will be due on Sept. 1, 2025, certified by consortia on September 30. This is the one we cannot change. We need to ensure this is accurate.
  - Member Budget and Workplans will need to be completed prior to September. 23 so that they can be certified by October 30th.
  - NCAEC Allocation was reduced by $5090 for 2025-26-Lorilee-not too bad of a hit considered what some consortiums experienced.
  - Lorilee will be attending CAEP Director's event on September 23.
- Carryover Update
  - Current carryover percentage at the end of Q3 was 23.05%. Lorilee-this is looking really good that we will make our 20%
- Annual Plan
  - Objectives, activities and outcomes were chosen at the Leadership Meeting on August 07, 2025
  - Further discussions at the next Leadership Meetings will determine timelines for each of the activities chosen for 2025-26. Those activities include Design, enhance, and broaden educational programs; Strengthen and Expand data-driven practices; Targeted Professional Development; and Consortium Systems to improve outcomes and access
- Consortia Costs/Succession Plan
  - Lorilee retired on July 1, 2025. With SCSOS continuing to serve as the consortia lead, a request was made by Tom Reusser to contract with RDA Consulting to fund the NCAEC Director position for 2025-26. Leadership is bringing forth a recommendation (item 3.3 on the agenda)
  - Lorilee and Jake have developed a transition plan to train Jake to take over the Director's duties. These include a bi-weekly meeting to discuss the deliveries, timelines, and various CAEP topics, updating the spreadsheet of tasks of the director, and working in tandem to approve the member agencies Budgets and Workplans.
  - For subsequent years, it was requested that Lorilee do a projection of a percentage of the total allocation and develop a draft of what the funding allocations would look like for each agency if a percentage was taken off the top. Lorilee has developed the model using the 2025-26 Actual Allocation and differing percentages.
  - Discussions at the next NCAEC Executive Meeting in October could entail establishing the Consortia Lead percentage cost in the NCAEC By-laws
  - Agency MOUs for funding will be sent out after the amendment is completed in NOVA and any changes from today's meeting are implemented. Tawny-but not in NOVA? Lorilee-correct. The allocation adjustment has to be made on September 15. Tawny-any questions for Lorilee. No questions posed.

3.0 INFORMATION/ACTION

3.1 Website Feedback. Lorilee-this is a work in progress. We had to let website go live to work on specific content updating. Jasmine from Sutter County is making updates on the website. Website is something that we will constantly be updating. It is more user friendly than the last one. Tawny-who do we reach out to if we need changes? Lorilee-Jake or myself.

Action **3.2** CFAD Allocation Reduction Discussion and Approval. Tawny- outline in front of you. Explained Leadership's recommendation to use one-time monies.

Motion: Brock Falkenberg moved to approve recommendation of Leadership committee for one-time monies and Tom Reusser seconded the motion.

Lizette asked about use of one-time monies. Lorilee-discussed marketing. Rob-are we just approving the $5090? Tawny-yes.

Vote: All in favor, motion carries. Lorilee-this will come out in the form of an allocation amendment in NOVA. Tawny-so we have time to approve this. Lorilee-yes.

3.3 Consortium Lead Discussion and Approval. Tawny explained action item and explained this is a one-time reduction and this would not carry over into the future. Rob-asked about percent of COLA. Lorilee-2.34% COLA. Rob-how did we come up with $10,000 per agency? Tawny- since COLA is divided by the eight agencies, cost percentage is based on division by eight agencies as well. Rob-questioned fairness. Brock-we have been pretty consistent that when we receive a COLA, we divide it equally. We are applying this same philosophy. Tom- gave background on how this started with Eric Pomeroy.

Motion: Brock Falkenberg moved to approve and Tom Reusser seconded the motion.

Tawny-foundational challenges-there is a big difference in amounts going to different agencies. Lizette-when we determine how we fund a permanent position we can revisit this. Tawny-the permanent position is Jacob Holmes. Rob-my director is vehemently opposed to this. For the money we put in, I'm wondering if it is worth being a part of the consortium. Garth-Rob, the issue you raise conceptually makes sense to everyone at the table. Rob questioned about paying for two positions. Why didn't we look at this six months ago? Garth-with the Annual Plan, that process is driven by the requirements of the consortium. At some point we need to look at how we function. How do we define ourselves as a highly functioning team.

Vote: All in favor, motion carries.

3.4 Member Agency Report Cards. Lorilee-Since each of the agencies put targets into the Three-Year Plan for enrollment it might be better to put in targets because these are targets that are set by the individual agency. If you didn't meet or if you exceeded your target, you could share this. Lorilee-throwing this out as a possible replacement. We cannot do this until after Q4. Any other changes that you would like to see made? Lorilee-Tawny you and Jeremy and I talked that this might be a better measure for our Community Colleges. Tawny-this is the one that is driven by the system we do not use. Lorilee-if we move the target, this would be your actual enrollment for your agency. Garth-can you walk us through one example? What are we talking about? Lorilee- CC Jail Program-under programs reported enrollment measurable gains-some agencies did not have gains. Some agencies suggested this is not an effective way to measure Community Colleges. Tied to Three-Year Plan as opposed to TOPSpro Enterprise Reporting. This shows member effectiveness. Garth-is this a true reflection of the program? Tawny-this is why Jeremy suggested moving to targets. Lizette-targets are in NOVA. We should measure the things we are reporting out to the State and other public entities. Also, questioned numbers for CC Jail program. Lorilee explained ID for agency and for jail program. Lorilee-the rest is fiscal reporting, Tawny-is report card required? Lorilee-no. Eric started the report card. I just continued to build the report card and share it with each agency. We do not have it in our bylaws. We need to determine member effectiveness, and the report card is a good way to do this. Lizette-for the spenddown, is the percentage the spend down of the allocation or the carryover balance.? Lorilee- Carry over. Lizette- So is this percentage carryover percentage? Lorilee-Yes. Garth-so what is reported is only the carryover amount? Tawny-so there is no action on this today? Lorilee-yes. There is no action. Tawny-but Leadership is in support of this. Lorilee- the majority of our last leadership meeting was spent on our Annual Plan. Brock- I need feedback from the Leadership team. Garth-I request that Leadership develop a document to explain the report card. Work to develop some means of communicating these data to Executive in a meaningful way so that we can communicate as a consortium and individual members how effective we are. Tawny to Lorilee-do you have what you need to talk to the Leadership team? Lorilee- Yes

3.5 Program Updates-None

3.6 Next meeting- October 2025 date and location. Tawny-great time to remind you to participate in the Doodle polls. TBD

Action **3.7** **ADJOURNMENT-**

Motion: Mike West moved to adjourn the meeting and Garth Lewis seconded the motion.

Adjournment approved by all members stating "aye/yes"

Chairperson Dotson adjourned the meeting at 2:57 p.m.