



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

Regular Meeting, Tuesday, August 13, 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: 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; 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 1:03 p.m.

1.1 Roll Call- taken through roll call

Action **1.2** No changes to the agenda; therefore, **moved by** Brock Falkenberg **seconded by** Garth Lewis
Agenda approved by all "ayes"

Action **1.3** Approve Minutes of 04/12/24 Meeting- Lizette Navarette **moved to approve the minutes of the 04/12/24 meeting**
and Garth Lewis **seconded**. Minutes approved by roll call voting.

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 LOGO & Marketing

- NCAEC has a new logo. Developed by Target River, chosen by the Leadership Team Leads. Identifies all counties in the consortium. Lorilee also shared that pop-up tents were ordered for all members that will be used at career events, job fairs, etc. along with SWAG to promote consortium programs.
- Brochure of NCAEC Programs is in the final stages of development.
- New Website design is being updated and will be rolled out in September.
- Garth asked about pamphlet-who is the audience what is overarching message for audience? Lorilee-when we go to events, and we have a huge tri county career fair-it is for students to see all our programs. For adults as well as high school students to know what is out there for students to be able to enroll in and be trained. Garth-is the message that regardless of the geographic location, you have access to these programs? Lorilee-absolutely. There is a lot of discussion about how we are going to work together. Provided example: Health and Human services option between Yolo County and Sutter County. Bringing

programs together. Garth-first time this has been framed to folks as accessible outside of county lines. Lorilee-trying to break down silos.

CAEP State Updates:

- Three-year plan guidance has been released for the new plan: 2025-28. Lorilee-current 3 year plan will expire June 2025
- Closing California's Digital Skill Divide- Grants are open and due 9/23/2024 Lorilee-if you have adults in your area that don't have devices and are in need, you can apply for this grant. Cautioned about 10% matching funds required for grant. Lizette shared with her advocacy organizations that it would be good to have a broader perspective about the digital divide. We are battling a losing fight when private industry is not putting in towers and doing their part. We need to advocate that the state put in for actual infrastructure. Michael-do you have people who are asking for this? Lizette-not exactly. It becomes a prevalent issue for rural serving agencies like us. Michael-are you saying you need help from us? Lizette-yes.-if others beyond our consortia were saying a similar message it would help. Please invest in other digital infrastructure to truly close the digital divide. Michael-we need to talk with AT&T and T-Mobile to stop lying about their coverage areas. Infrastructure improvements are needed. Lizette- at that point there is a broader conversation about public utilities approach.
- Administrator Fact Sheets are available on the CAEP Website by consortium. These sheets include demographics of the state and consortia. Lorilee shared that this gives you an "at a glance" approach to data points. This will assist with writing our 25-28 Three-Year Plan.

CARRYOVER Update:

- Current carryover percentage at the end of Q3 is 26.38%, so it looks like we are on track to meet our consortia carryover compliance of 20% or less. Lorilee-confident that we are going to meet our 20% percent carryover target.
- Based on Q3 reporting, some consortia members may not meet the 80% threshold- We still have some consortium members that will exceed their 80% carry over. These will be reported at our October Executive Committee Meeting.

Three-Year Plan/Annual Plan Update:

- PPT Slideshow presented to Executive Members regarding 3-year plan Objectives, Strategies, Activities, and Metrics Lorilee-reviewed slide deck. Per Ed code 84906. As three year plan was written in 2022, we wrote strategies to address each of these. We looked at our short term, intermediate term, and long-term activities. Those activities that Leadership felt we didn't meet were addressed in our annual plan. We did this for each of the objectives. The nice thing was that we broke up by the goal and we had teams get together and respond to these and then we came back together as a group and determined our action for our Annual Plan. Now we get to the metrics. These are the targets we wrote in 2022 as our metrics. As you can see, as a consortium, we are doing great. We have met our targeted metrics. Lizette-how are we defining adults served? Lorilee-Service, transcript evaluation-not 12-hour participants-just students that we provided services to. All of this is from TOPSpro. Based upon data that is submitted in TOPSpro Enterprise.
- Three Year Plan review resulted in the development of the 2024-25 Annual Plan. Garth-Adults who become participants-is that a different criterion? Lorilee- number of adults served= received some type of service. Participants= Adults who receive 12 hours or more of instruction. Brock-is there a reason that we are excluding a jail program? Lorilee-not all programs have a jail program. To keep the comparison of apples to apples, we didn't include the jail program in this report. Also, completely separate ID for a jail programs. Lorilee-not sure why state did it that way. Lorilee-explained that data was captured in early June so not complete. This is just from a point in time. Also reviewed spending targets. Lorilee-Annual plan is before you. Long document based upon areas we feel we haven't met. Working to accomplish these will allow us to say we effectively met our Three-Year Plan. Annual Plan is Due August 15. Peruse and see if anything needs to be changed.

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

3.1 Annual Plan Discussion/Approval due August 15 in NOVA – Garth-this has been reviewed by our advisory committee? Lorilee- Leadership committee, yes. We do not need an action item for approval. This goes through NOVA for approval. Rob-so this is discussion at this point and then approval on the 15 in NOVA. Does anybody want time to review, or do you want to take it home for homework to review? Lorilee-we have reviewed in detail the three-year plan to develop this annual plan. I didn't just want to send it out without showing the connection between the three-year plan and the annual plan. Rob asked for a summary from Lorilee. Lorilee reviewed document with group. Page 3 address educational needs-overarching goal that is in ED CODE-we haven't done that, and we really need to focus on making sure our courses our aligned with Industry Standards. The second large area is the improvement of integration and services. Align resources and improve transitions. What process can we put in plus to ensure that students can transitions between programs. Making sure we have systems in place. Also, leveraging resources-Ex: Navigators working to ensure services are similar in all programs. Improve effectiveness of service-this is to evaluate and monitor our data to establish need to ensure that programs we are offering based upon need in our area. Developing a program need matrix. What do agency partners need to be successful-one example is a guide for new administrators coming into the consortium would be help. Last part of three-year plan talks about fiscal. That is the annual plan in a nutshell. Brock-if not enough of us approve the plan online, what is the next step? Lorilee-I will send you reminders and reminders. Brock-what if we don't like the plan? Lorilee-talk to your leadership representative to provide suggestions.

3.2 By-law Amendment Discussion (Member Effectiveness & AB 1491)-Lorilee met with every agency except one and this is the feedback from each agency and their leadership person. Rob-red lettering is what we changed. Black is current by-law language. Lorilee-we had lengthy discussions at each of your agencies regarding this language. We can't accept this as a bylaw amendment without 7-day notice. Elodia-did leadership look at this already? Bring this item to October meeting.

3.3 By-law Amendment Discussion (Proxy Language) Lorilee-again I did not want to be presumptuous and put this in as a bylaw amendment. Rob-questioned blue color. Lorilee-I didn't catch it. I'll make the change. Rob-let's put this on our next agenda to vote on it.

Action

3.4 One Time Monies Proposal 2024-25 Lorilee-consensus was that part to go to marketing, part to PD, part to One-time time pool. Rob-is this the money that we did not allot to MJUSD? Lorilee-correct. Lizette-do we have an existing process for requesting PD resources? Lorilee-I have already developed a template for agencies to request PD. It will not just be "oh here's your money, then tell us. We need to document.

Motion: Tom Reusser moved to approve 2024-2025 one-time monies proposal as presented.

Seconded: Brock Falkenberg

Discussion: Tawny asked about what an agency does if they don't get their money spent

All ayes-motion carries.

Action

3.5 COLA Allocation for 2024-25 (\$12,015)

Motion: Tawny Dotson moved to divide \$12,015 equally between the eight funded agencies.

Seconded: Elodia Ortega-Lampkin

Lorilee-reminded group that this would need to go through an allocation amendment.

All in favor-motion carries.

3.6 Member Budget and Work plans are due in NOVA- Sept. 30. Rob-informational item. Any discussion-none

3.7 Yuba College Carryover Request- Tawny shared the issue with their furniture company. Also they could not get guarantee of delivery by June 30 so Yuba College chose to wait until 2024-2025.

Motion: Brock Falkenberg moved to allow Yuba College to spend the \$165,678 from their original request and \$60,384 from their 2023-24 allocation as indicated in the NCAEC Member-Carryover Plan.

Second: Garth Lewis

All in favor-motion carries.

Brock Falkenberg introduced Matt Russell and Kori Ebenhack-Dean of Lake County Campus and Colusa Center was introduced by Lizette Navarette.

3.8 Announcement: Lorilee-we will be electing officers at our next meeting. Garth-thank you for adjusting meetings between our meeting and the leadership meetings. Tawny-thanked Lorilee for all her work.

3.9 Next meeting- October 2024 date and location? October 15 at Colusa Center at 1:00. Lorilee will send out invitation.

Action 4.0

ADJOURNMENT-

Motion to Adjourn: Lizette Navarette



Seconded: Elodia Ortega-Lampkin

Motion approved by all members stating "aye/yes". No roll call taken

Rob Gregor adjourned the meeting at 2:00 p.m.