

Siskiyou Adult Education Consortium  
Adult Education Pathways  
College of Siskiyou  
**Siskiyou County Office of Education**  
609 S Gold St, Yreka, CA 96097  
(530) 842-8400

September 21, 2017  
8:30 am – 10:00am

**Meeting Minutes**

Attendance:  
Becky Vaughn  
Carrie Williams  
✓ Heather Stafford  
✓ Janie Gaither  
✓ Jason Allen  
Jessica Bowman  
✓ Joanie Zarzynski  
Karen Pautz  
Kermith Walters  
✓ Kim Freeze  
✓ Leticia Rascon  
✓ Marie Caldwell  
Mark Greenfield  
Michael Perry  
Pam May  
Randy Baker  
✓ Ray Kellar  
✓ Regina Hanna  
✓ Rhonda Daws  
Sandra Bignault  
✓ Todd Scott  
Others Present  
✓ Michelle O’Gorman  
✓ Bonnie Wood

**1. Introduce new Director**

**8:30-8:45am**

- a. Words of wisdom from consortia
  - i. Heather asked the consortia about anything that they would like to share with the group.
  - ii. Where we’ve come from so far, concerns, overarching themes....
  - iii. Our services to disabled adult learners shows zero, but not zero but it reads that way.
  - iv. Marie – We need to build more robust partnerships with the jail and library, and others. Things we are not tracking. How do we get on board with that.
  - v. From Scott Valley there are a lot more numbers than what it shows. Excited about adequately tracking the numbers but Tops Pro is a nightmare.
  - vi. Marie - Dumped data in, and in the check half wasn’t there.
  - vii. Marie - Make sure that our people are trained in the system. Asked countless times from Community Pro on how to connect to Aries, but haven’t heard from them.
  - viii. Marie – Would like to go with Laces. From a High School and District perspective they are already dealing with a large data base on site. So it would be helpful to get that on the ground and going. Big focus on that. Three/four classes going now and need a system in place 10-20-folks.
- b. Director’s report and updates
  - i. Handouts were discussed.
  - ii. Matrix. They are in sales mode and would like to get contracts. Bringing on some really big regions. We were one of the first and there are only two consortia that are on board in any kind of way. Mendocino and Lake Tahoe.
  - iii. This is from Community Pro and their list of what they need.
  - iv. Laces is easy for them but Aries would take some work.
    - v. They need information from Yreka and Butte Valley and spend more time with Airies schools.
    - vi. Marie would like to use Aries so it links. They need to figure out how to net work with it.
  - vii. Letty indicated that the contacts needed updated. Committee gave Heather their updates on the list as well.

- viii. Point of contact is not for IT but for Program. These are program contacts.
- ix. Heather will make connections with IT people and they will take that on.
- x. Promise Maybe October they will work with all of you and doing all the data. Translations between Aries and Laces. Then transition to Tops Pro.
- xi. With respect to data work entered in Marie asked if Heather had a chance to review consortia wide enrollment form last fall. Some data points not on that form.
- xii. Heather will look at the additional points.
- xiii. Leticia has the additional points and was updated. Leticia will e-mail to Heather and she can send out to everyone.
- xiv. If we can, we should schedule an hour webinar in the next week or two. They would like all Admin position specialist users and anyone who will touch it and as many that can listen to the initial webinar.
- xv. Training is offered on site with users. Can be a group or one on one.
- xvi. Kick off meeting is first thing to figure out. Beth from Community Pro will doodle to make a meeting.

## 2. MOUs

**8:45-9:15am**

### a. Budgets

- i. Budget has been approved for 2017-18 and attached.
- ii. See Handout.
- iii. Nothing to work through at this point.
- iv. I am working with COS and fiscal to see what is left in that pool. Don't know what's left exactly until Dec 30 then this budget kicks in for 17-18.
- v. Most are on Fiscal July – June calendar.

### b. 5%-10% set aside

### c. Distributed vs central capacity

## 3. Consortia Business

**9:15-9:45am**

### a. Meeting locations, dates, times, frequency and length

- i. Meetings will be held the 3<sup>rd</sup> Thursday from 8:30-10 and stay with that timeline.
- ii. Rotate to different locations.

### b. AV equipment – vote to move forward or wait for COS AV project

- i. Heather talked with Chris Wehman, Interim IT Director at COS regarding the USDA grant and AE equipment needs.
- ii. The USDA grant should have capacity for a classroom or connection system site at each consortia hub and each has money for a second site through AEBG
- iii. Chris asked if we needed this very expensive infrastructure or something much more lean like Zoom.
- iv. Maria purchased and is installed at their Adult Education center in Etna.
- v. Etna has the full Poly Com System. Etna worked with COS and it is up and running and working really well.
- vi. The leaner system must have a very well connected internet service. In the valley it works great, but outside the area out of Siskiyou County it gets glitchy.
- vii. Dr. Scott indicated if it was promised he will make sure it happens.
- viii. Nancy indicated what they will do with the new USDA grant and she retired and....
- ix. Dr. Scott indicated we would follow Etna's model and get IT moving. Dr. Scott will meet with Heather and more forward. For consistant instructional matters Poly Com is the way to go. Zoom depends on where you are at and it usually is not COS's internet connection the problem, but else where.
- x. Dr. Scott will be committed to get the sites up-to-date.

- xi. Marie asked if we purchased the equipment, COS will refund, and Dr. Scott said it is worth investigating. Give them the up-dated lists of what to order and invoice the college for payment.
- xii. Funds need to be spent by December 2017. 2015/16 funds need to be spent and closed

c. Community Pro Webinar & Training

- i. On a broader scale is whether the consortia feels like a greater capacity to support person would help.
- ii. Marie - It would be beneficial, we have budget for an admin person so there would be the possibility to bring on in January.
- iii. Marie - Second position would be helpful if they worked with Community Pro. They come in and make sure the data is going in and out right.
- iv. Marie. Just need Community Pro to connect with Aries.

**Other Business & Public Comment**

**9:45-9:55am**

- Annual Plan submitted to the state. See attachment.
- Will strive to get a lot more clear about goals and outcomes. Still setting up baselines.
- Heather will work with the state to make sure we are here and working.
- Fiscal management guide was discussed. More of a resource for you.
- All packets with dates on the corners are training opportunities. Please look through to see if you would like to attend. These are mandatory for the director to attend.
- Oct 23 dated packet. They are putting together a field team. Basically to further the school thought and participation of the consortia. It would be most appropriate on the admin side to volunteer to do so. Deadline is Oct 23 to apply. Kim Freeze offered to attend.
- CCCAOE meeting. Dr. Scott will be in attendance and indicated there will not be much in the AEBG content. It is exclusively Community College content.
- Heather questioned do you have to be 18 to attend Adult Education.  
Per Marie Ed code is 18, unless they are pregnant or parenting female or spouse.
- Testing question for citizenship students and parenting students.
  - Do they all need an assessment in the beginning?
  - 72 hour mark for Adult Ed curriculum that he mentioned. If citizenship classes and only 4-5 classes then no assessment is required unless moving into ESL or multiple things.
  - Do they have a GED or number of units. 60 units of HS credit they do not need to be assessed
  - If no diploma and under 60 units they do have to be assessed.
  - Students at the jail. Funding, the jail pays for it. The jail contracts with your school to serve those folks. You can register them, it just means it won't impact your AE funding, but you still count them.
  - Doesn't matter who is funded through.
  - Classes through COS, credit and noncredit in the same class. You only count the noncredit students for purposes of funding.
  - ESL Instructor, Shared ESL instructor. Fits in capacity for AV and video conferencing.
  - Driving all over the county is expensive and a challenge in the winter.
  - Having shared faculty make sense.
  - Can pipe into 3-4 different sites.
  - Leticia teaches ESL in Tulalake.
  - The consortia SCOE would hire that instructor and they would go to certain sites.
  - Steve is willing to teach in Butte Valley, but we need to figure out the car and contracting with Butte Valley and Etna.
  - Heather will discuss with Kermith. Possibly bill the consortia.

- Faculty invoices once and we will figure out how to pull from each budget for time.
- Butte Valley decided on hiring, contacted Steve and will see if that will work out.
- No bilingual staff members to do it, but trying to put a bilingual para pro in the classroom.
- Todd offered to free up a room at the Yreka Campus to use this site and video conference out.
- Night classes happening right now in Distance Learning.
- Put them in a noncredit ESL course. Absorb the cost of \$30/hr. COS has 3 levels of ESL classes on the books.
- Look at scheduling from COS/Butte Valley/Etna.
- Dr. Scott - First thing is check for rooms on Monday night, 6p-8p, and number of students. Etna has 5 and Butte Valley 2 showing up. Could have between 5-10. Pay him out of AEBG budget. Steve Hill as the instructor.
- Tuttlelake has around 40 people in ESL. Dr. Scott would like to roll them into the Non Credit courses so we can supplement the pay and receive apportionment.
- Lettie indicated the migrant people are there for about 2 months. A lot come back every year and pick up where they left off.
- Samantha from FIELD will contact with Lettie and travel and connect with Tuttlelake.
- Ray Kellar
  - Last spring Black Fox held a timber class. All students received jobs and are still employed. They want more of these people for their next class.
  - A second class will start the end of January. Looking for 10-12 people and will take 7 weeks.
  - Wants another class again in March 2018.
  - Dunsmuir has another 5-6 students ready to go.
  - Travel seems to be a problem, but all equipment is provided. After the second week they are in the field so not applicable to video conference.
  - Cost is about \$5,000+ per student. \$15/hour to start when hired.
  - Student went through STEP for prescreening.
  - They are then eligible for STEP they can help with the price. All equipment included.
  - Bonnie asked about possible apprenticeship and help with costs.
  - Ray talked about a model for night or weekend courses and it causes problems.
  - The class is scheduled for 7 weeks, full 8+ hour days. Must be dedicated to attend.

#### 4. Adjourn

**10:00am**

Adjourned at 9:56 a.m.