

# Siskiyou Adult Education Consortium

## Adult Education Pathways

College of Siskiyou  
(Room #5) Yreka Campus

Nov 9, 2017

8:30 am – 10:00am

### Meeting Minutes

#### Attendance:

- Bonnie Wood
- ✓ Regina Hanna
- Randy Baker
- ✓ Joanie Zarzynski
- Ray Keller
- ✓ Kermith Walters
- Leticia Rascon
- Jason Allen
- Todd Scott
- Marie Caldwell
- ✓ Jessica Bowman
- ✓ Carrie Williams
- ✓ Heather Stafford
- ✓ Janie Gaither
- ✓ Jason Allen
- Jill TeVelde
- Karen Pautz
- ✓ Kim Freeze
- Leticia Rascon
- ✓ Lorinda Meyer
- Mark Greenfield
- ✓ Mark Klever
- Michael Perry
- ✓ Pam May
- ✓ Rhonda Daws

#### 1 Introductions & Approve Meeting Minutes

- Heather presented the meeting agendas and packets to consortium members and called for a vote to approve the meeting minutes from the September 21, 2017 meeting.
- Motion to approve was made by Kim Freeze of College of the Siskiyou, motion was seconded by Joanie Zarzynski of STEP Inc. All members in favor approved, none abstained.

#### 2. Director Update

- Heather started the meeting by delivering a presentation called “The Future of Work: Innovation & the GIG Economy”. A discussion on freelancing and career technical education followed.
- Members considered a Navigation Specialist position description for the consortium that the Director would hire and manage. There is still deliberation that needs to happen at the consortium level whether this position is most beneficial centrally or whether distributed capacity at each site with more central management from the Director would be more effective. The PD will be sent out after the meeting to each member to review, edit and consider, along with the salary and benefit package associated with this position at the County Office of Education.
- The AV conversation was tabled until COS could provide the proper equipment list and implementation timeline for all the sites and bringing things on centrally at the College.
- Community Pro Suite has received feedback from the consortium about usability and had an opportunity to get some questions answered regarding the interface and design of the platform. More action on the adoption of this platform will happen in January.
- Yreka Adult School submitted a proposal for the consortium to consider about adjusting the use of some of their carryover funds from 2016-17 to do renovations on a new adult school closer to campus. Rhonda Daws presented the proposal to the consortium for consideration and Heather sent the proposal out to the consortium after the meeting for a closer read, for members to ask any questions and eventually vote. The consortium voted unanimously to approve Yreka’s use of funds request on November 15, 2017 and on November 28<sup>th</sup>, the Director received approval from Neil Kelly at the Chancellor’s office to move funds into capital outlay.

### **3. Data & Accountability**

- The Siskiyou Adult Education consortium met its deadline of Oct 31<sup>st</sup> to supply the state, via TopsPro Enterprise software, all our student data for the first quarter of 2017-18. Thanks in no small measure to our contract with STEP Inc and the work of Janie Gaither. We were 100% in compliance with reporting, even though our student numbers are quite low. The next student data report is due January 31<sup>st</sup> and the Director recommends a contract with STEP Inc for Janie's support for one month each quarter to assist with student data collection and reporting. This was supported by Dunsmuir and COS verbally at the meeting. This will require a consortium vote at the December meeting in order for the Director to draw up an annual contract for 4 months of Janie's time.

### **4. Consortium Business**

- Budgets will be due on December 15<sup>th</sup>. The state has built another reporting platform called NOVA, where each member must report their 2017-18 budget and 2016-17 carryover. This is an effort on the state's part to align AEBG with Strong Workforce, WIOA and other workforce/education related programs around the state so they can more effectively track the impact of these investments. The Director will assist each site with navigating NOVA, filling out their work plan and budget as needed.

### **5. Other Business & Public Comment**

- A discussion around non-credit at College of the Siskiyous was brought up to be discussed at a future meeting by Mark Klever. Lorinda Meyer at College of the Siskiyous also addressed the need to further clarify the role of non-credit at the college and how AEBG funding and programs are developing outside the college as well.

### **6. Adjourn**