

**Siskiyou Adult Education Consortium**  
**Adult Education Pathways**  
Siskiyou County Office of Education  
609 S Gold St, Yreka, CA 96097  
(530) 842-8446

**January 18, 2018**  
**8:30 am – 10:00am**  
(DLC 8) College of the Siskiyous Weed Campus  
800 College Ave, Weed, CA 96094  
Zoom Videoconference  
<https://cccconfer.zoom.us/j/461354276>  
Or Telephone Dial +1 646 876 9923 (US Toll)  
Meeting ID: 461 354 276

**Meeting Minutes**

Attendance:  
✓ Carrie Williams  
✓ Chad McCall  
✓ Christina Van Alfen  
✓ Heather Stafford  
Janie Gaither  
✓ Jason Allen  
✓ Jessica Bowman  
Jill TeVelde  
✓ Joanie Zarzynski  
✓ Karen Pautz  
Kermith Walters  
Kim Freeze  
✓ Leticia Rascon  
✓ Lorinda Meyer  
✓ Marie Caldwell  
Mark Greenfield  
Mark Klever  
✓ Michael Perry  
✓ Pam May  
✓ Randy Baker  
Ray Kellar  
Regina Hanna  
✓ Rhonda Daws  
Todd Scott  
✓ Jimmy Smith  
✓ Bonnie Wood

**1. Introductions & Approve Dec 14<sup>th</sup> minutes**

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

- Rhonda Daws and Leticia Rascon dialed in remotely
- Minutes Bowman/Caldwell MSP

**2. Consortium Business**

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

- a. Director Updates – Heather introduced the agenda and that the consortium would develop a menu of priorities to use for the 3-year planning process. In order to better coordinate the student intake process as we didn't have sufficient funding to hire a central Transition Coordinator, a transition coordination team will be convened with one representative from each site, led by Heather Stafford. This team will work together to make the intake, records, assessment and Community Pro Suite process seamless for new students. They will also focus on referrals and partner programs. As part of the 3-year plan we must address marketing and outreach efforts to build guided pathways for new students to find adult ed services through one or more of our members/partners.
- b. Data & Accountability, Budgets & NOVA – Thanks to the help of Janie Gaither and STEP, all our Q2 student data was entered correctly and on time into TopsPro. Next reporting cycle Q3, will be a bit more work because COS will have all their Spring classes to support. STEP requested the timely delivery of all student data from each site in order to keep our good reporting standing going.
- c. Licenses (ACT and Newsela) – Randy Baker presented a short overview of each license up for renewal and encouraged the group to renew and also offered to deliver training on these platforms for the central consortia and for each site. Both licenses have been processed and renewal is underway.

- d. Community Pro Suite (Training February 15, 2018 8:30-1:00pm) – Members and partners have been sent invitations to this training by the Literacy Pro people, who are coming to Weed.

### **3. AV Equipment**

**9:15-9:30am**

- a. Budget, timeline, equipment quote – In the packet, board members had an equipment list to review and begin ordering the AV equipment for their site. They need to coordinate with COS technology team to make sure everything is installed properly and working. Heather informed all to bring their teams and a laptop for each person. Our shell site is built so this is a hands on walk through of the platform.

### **4. Partner Proposals, Q&A**

**9:30-9:50am**

- a. Siskiyou County Library – Michael Perry presented the proposal requesting \$10,000 and answered questions
- b. Mountain Medics – Chad McCall presented the proposal requesting \$16,500 and answered questions
- c. First 5 Siskiyou – Karen Pautz presented the proposal requesting \$15,000 and answered questions
- d. Black Fox – Jimmy Smith presented the proposal requesting \$24,000 and answered questions.

No vote was undertaken at this meeting as the budget still needed adjusting. Each site needed more time to consider how much was feasible to contribute to the shared pool that supports partner programs. The consortium had more partner requests for funding and expenses related to shared services than they had money allocated for. Even at 15% the budget is well shy of being able to cover all partner requests. Consortium will confer via email and phone individually until the next consortium meeting, where they will vote in and adopt the budget.

### **5. Public Comment**

**9:50-10:00am**

There was no public comment in addition to the discussion via each topic.

### **6. Adjourn**

**10:00am**