

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

March 15, 2018
8:30 am – 10:00am
Great Northern Services Inc.
310 Boles St, 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

Attendance:

Bonnie Wood
✓ Carrie Williams
✓ Chad McCall
✓ Heather Stafford
✓ Janie Gaither
✓ Jason Allen
Jessica Bowman
Jimmy Smith
Joanie Zarzynski
Karen Pautz
Kermith Walters
✓ Kim Freeze
✓ Leticia Rascon
✓ Lorinda Meyer
✓ Marie Caldwell
✓ Michael Perry
✓ Pam May
✓ Randy Baker
Ray Kellar
Regina Hanna
✓ Rhonda Daws
✓ Todd Scott
✓ Angela Cordell

Meeting Minutes

1. Introductions

8:30-8:45am

Those in attendance were introduced. Rhonda Daws, Leticia Rascon and Michael Perry dialed in through Zoom, however due to technical difficulties with the GNS AV system, they were disconnected and were not able to reconnect during the meeting.

Meeting minutes from the January 21, 2018 meeting were reviewed. A motion to approve was made by Marie Caldwell and a second was made by Kim Freeze. Meeting minutes approved unanimously.

2. Consortium Business

8:45-9:15am

a. Director Updates

- i. Heather Stafford overviewed the days agenda, highlighting key points and directing the consortium to their board packets to review attached handouts for the day. She provided an overview of recent news from the past month. This included a primary focus on the upcoming CFAD (Certified Financial Allocation Declaration), which she would focus on more at an upcoming agenda item.
- ii. She introduced the COLA to the board which included a \$37,000 increase from previous years and answered questions that this would indeed be a permanent base level increase for future budgets.
- iii. Director reviewed for the consortium her 2018-19 salary schedule from the Siskiyou County Office of Education to ensure the position was not receiving a raise of any kind. A reminder was given that the Director cannot give herself a raise, all spending changes must be voted on in a public meeting by the consortium. She reminded the board that last fall, the consortium agreed to wait to hire a transition coordinator position in order to support partner programs and integrate them into our student data records and internal program offerings. Director's recommendation to the consortium was that they use the 2018-19 COLA to revisit hiring this transition coordinator to work centrally for all

members under the supervision of the Director. A recommendation was made by STEP to write the position description at an administrative assistant level rather than a program manager as presented. This PD will be presented in April and if the consortium approves, a transition coordinator hired in June. Also, all meeting agendas and minutes are posted on the event section of the www.adulteducationpathways.org website. Director is building a page where previous minutes will be more easily downloadable as well.

b. Data & Accountability update

- i. All our student data reporting has been done on time and in compliance with TopsPro enterprise and the AEBG state requirements. The next data and accountability report is due April 31st. All members must get their data over to Janie Gaither at STEP by April 11th at the latest.
- ii. Mountain Medics brought enrollment forms from their most recent course in Etna and handed them over to Marie Caldwell so that site can enter them into AERIES.
- iii. A decision was made by the consortium to allocate partner student data to each site where an adult education partner course took place, rather than purchase individual LACES license for the 4 partners at \$5000 each.

c. Community Pro Suite

- i. Heather is still working the Community Pro Suite team and project manager Amy Maizarz to develop the Siskiyous database and get all the forms and student data programmed correctly.
- ii. The system should be ready for use by the consortium sometime in May and Heather will visit each site for a ½ day training with all adult education administration, staff and faculty on the system.

d. 3-Year Planning

- i. Our 3-year plan was postponed a year but will be due in June 2019 but the Siskiyou consortium will begin working on this plan in May so it more fully reflects our priorities, programs, gaps and opportunities.

3. CFAD Update and Upcoming Deliverable

9:15-9:30am

a. Budget, timeline, NOVA

- i. The Director walked through the timeline and deliverables for the CFAD, which stands for Consortium Fiscal Administration Declaration. These are due each year and this 18-19 CFAD will be done for the first time in the new NOVA system. The CFAD is due May 2nd and must be approved prior to that date in a public consortium meeting (ours is April 26th). Once the consortium reviews and approves the 2018-19 budget, each member must go into the NOVA system and click “approve” for their site.
- ii. The Director walked through the NOVA system with the consortium and all the sections of the CFAD. A few members needed their role increased so they could add people from their own site. Everyone was informed that in order for our CFAD to go into effect, all members must unanimously approve the budget.

4. DSN Presentation – Angela Cordell

9:30-9:50am

- Angela Cordell ran through several slides familiarizing the consortium with the North/Far North Regional Consortium model. She emphasized that this regional consortium does not directly oversee AEBG but is rather a partner in workforce education efforts. There are many

changes happening with this infrastructure and our region is losing the Global Trade DSN position and gaining a DSN dedicated to Hospitality, Tourism and Culinary.

5. Public Comment

9:50-10:00am

- a. There was no public comment

6. Adjourn

10:00am

- a. We adjourned on time

***Next Consortium meeting is April 26, 2018 in Yreka** (note correction from agenda that stated 4/19)