Siskiyou Adult Education Consortium

Attendance:

^Bonnie Wood

^Ed Stokes

^Mark Evans

Pam May

^Randy Baker

Robert Taylor

Vanessa Jones

^Ed Brown

^Blaine Smith

Joanie Zarzynski

^Hud Oats

Ray Keller

Kermith Walters

AB 86/104 Adult Education Consortium

College of Siskiyous Distance Learning Building

November 19th, 2015

8:00 am

Minutes

1. Welcome & Roll Call – Called to order 8:05am and Roll
2. Fiscal Agent – Discussion and review of possible change of Fiscal Agent
* Blaine – It is taking some time to get money divided out, purchase orders processed and with getting the system signatures. It has taken up to 5 weeks to process. So this is a concern going forward. Karen, our Grant Coordinator has brought to my attention that Nancy Funk will take no lower than 5% in-directed costs. We have only budgeted 3.3% indirect. So I would like to open up the discussion of what the consortium thinks of the $12,000 different for indirect cost to the consortium and any direction. If asked by College of the Siskiyou to have the indirect cost 5%.
	+ Randy- I have some concern in the processing of purchase orders, that a particular approval takes 4-5 signatures. That there is a need and could be a streamline process; I would like to see them take action in addressing this before we ever considered a higher indirect amount. I would also like to open it up to the consortium if anyone else would take on the fiscal agent for 3.3%. Improve the process, or we will look for another fiscal agent.
	+ Ed Brown- We ran a pretty good ROP program as a JPA thru the Yreka School district. Worked out pretty well. I am not really clear on how this process would work.
	+ Blaine – important piece of these is that every purchase will come thru the Asst. Grant Manager no matter who the fiscal agent is, so that we are not wasting or duplicating funds.
	+ Mark Evans – I have two questions, is the slow processing strictly College of the Siskiyou fault? What would the county office due this for?
	+ Randy – That is what I would be interested in knowing, and it is the COS process the state has already released the funds.
	+ Blaine – If COS was to streamline its processes and work with the consortium, would the consortium be willing to increase the
	+ indirect to 5% or keep it at 3.3%.
	+ Consortium group – Consensus that they would like to entertain if someone else would do it for 3.3% before increasing it to 5%, also to see the process move along quicker.
1. ACT/GED Academy – Info Session
* Bonnie Wood Presentation and introduction to ACT online.
	+ See attached packet
	+ Randy Baker introduction to GED academy and materials passed out.
1. Timeline for implementation
	1. GED Program
	2. ESL Program
	3. Program Needs
* Blaine/Randy – Introduction of 1st timeline for implementation of projects and funding. This timeline can be modified, projected of funding. Phase 1, 2 and 3. Need to do info session, staff trainings, our instructors are the ones that should be participating in this.
* Bonnie- It would be nice if the teachers can work together in a computer lab.
* Randy – Our staff in Yreka is already training.
* Blaine – Any webinar?
* Bonnie- Are done with webinar for the holiday, but should be more coming up.
* Randy- Our staff has started some training, so we can use that staff for training. Hands on setting up students, and there is multiple ways we can go with this.
* Bonnie – I have done 3 webinar’s, so I am well versed and can share notes.
* Blaine – Sounds like we need to find a good date and time for all adult educators to come together to be trained on ACT.
* Blaine – If I can get everyone Adult educators, so I can send out a Doddle for the training.
* Randy- GED academy, web based license software. 24/7 access, we have some experience using this and it has been very useful. Has a lot of useful pre-test, and have lots of free resources. It is case by case basis; it also has textbook options too. $2500 for 50 seats for online work. For an additional $500 we can purchase the books. Very helpful tools for the GED.
1. Planning Grant Money – December 31st deadline
* By next meeting we will talk hard numbers, and talk about what we will do with the rest of the planning monies.
1. Next Meeting
	1. Set standing meeting day and time every month
* Vanessa shared in an email she had blocked out the 2nd Tuesday of each month for AEBG meetings, so the December 10th date was purposed and approved. Next meeting will be DEC. 10th at 8am in DLC 4.

1. Other
* Will be attending the Readers conference at the state to review and work with other consortiums on our plans.