

AGENDA

North Coast Adult Education Consortium

Zoom: <https://redwoods-edu.zoom.us/j/99844198038?pwd=Ui9yUXQ4cCtTYlJmSE5qMTZhNEZhZz09>

April 1, 2022

1:00pm – 3:00pm

Time	Agenda Topics	Action
1:00 – 1:05pm	Open Session: <ul style="list-style-type: none">Meeting Called to Order	Members
1:05 – 1:10pm	Approval of AB361 for NCAEC Board Meetings Humboldt County Health Alert: September 23, 2021: "The CDC continues to recommend avoiding large events and gatherings in areas of high COVID-19 transmission, which includes Humboldt County. Public Health officials encourage organizers to consider postponing or canceling local events at this time. For those who choose to hold a gathering or event, CDC offers guidance to help prevent the spread of the virus, and officials strongly recommend the use of as many of these risk reduction measures as possible. Those include masking, physical distancing, enhanced ventilation, modified layouts, handwashing, vaccination verification, pre-entry questionnaires, pre-entry testing, signage and other messaging that clearly instructs attendees on the use of these measures." Public comments may be, but are not required to be, submitted in advance. Members of the public will be allowed to address the board in real-time during the meeting. In the event of a technical disruption, the board cannot take any further action on the agenda until the issue is resolved. https://www.nossaman.com/newsroom-insights-everything-local-public-agencies-need-to-know-about-california-virtual-meeting-laws	Discussion Action: Recommend Approval
1:10 – 1:15pm	<ul style="list-style-type: none">Welcome & IntroductionsAdditions/Adjustment to AgendaApprove Consent AgendaPublic Comment	Public Members
1:15 – 1:20pm	Consent Agenda <ul style="list-style-type: none">Approve Minutes from Feb 4, 2022 – Appendix A	Action: Recommend Approval
1:20 – 1:25pm	CFAD Preliminary Allocations – Appendix B <ul style="list-style-type: none">Due in NOVA May 2, 2022	Action: Recommend Approval
1:25 – 1:35pm	Proposed Amendment change to Bylaws – Appendix C <ul style="list-style-type: none">Article III Purpose – Board Packet posting dates	Action: Recommend Approval
1:35 – 1:40pm	3 Year Plan – Due June 20, 2022 <ul style="list-style-type: none">Timeline – Appendix D	Review
1:40 – 1:45pm	<ul style="list-style-type: none">Upcoming Due Dates – Appendix E	Review
1:45 – 2:20pm	<ul style="list-style-type: none">Targeted Technical Assistance<ul style="list-style-type: none">What are our coaching needs?Meetings w/consortium members	Presentation Carol Hirota
2:20 – 2:55pm	<ul style="list-style-type: none">Member updates	Discussion
2:55 – 3:00pm	<ul style="list-style-type: none">Closing RemarksMeeting Adjourn	All

Next Quarterly Meeting: August 4, 2022 – 1:00pm – 3:00pm

Appendix A: Minutes

MEETING MINUTES

North Coast Adult Education Consortium

Zoom:

<https://redwoodsedu.zoom.us/j/93679039742?pwd=cXlLejN1MEsrc2huNVlvZUtvdXBhUT0>

9 February 4, 2022

1:00pm – 3:00pm

Open Session: Pru Ratliff called the meeting to order at 1:09pm

Members Present: Pru Ratliff, Brad Albee, Randy Fugate, Jack Bareilles

Approval of AB361 for NCAEC Board Meetings: Motion to approve by Jack, 2nd by Brad

Consent Agenda

Welcome & Introductions - No introductions needed for today's meeting

Additions/Adjustment to Agenda: No additions or adjustments to this month's agenda

Approve Consent Agenda: Motion to approve by Brad, 2nd by Jack

Public Comments: There were no public comments

CFAD Preliminary Allocations – Appendix B: Summary/Review of Appendix B and timelines.

Allocations for 2022-23 and 2023-24 are preliminary only at this point. Final allocations should be released at the end of February.

3 Year Plan – Due June 20, 2022: We have plenty of time allocated to discuss and complete the 3 yr. plan. We need to make sure we have metrics set not only at a consortium level, but as individual members, too.

Review of Executive Summary draft narrative – Appendix C: Discussion on ensuring we follow the state priorities. Pru will email to members. Discussion on timeline and strategies for completing.

Review Survey Questions – Appendix D: Questions have been drafted by CR's Dean of Institutional Research, Dr. Angelina Hill. Community members' survey: Brad made a suggestion to add "lack of technology resources" as a response for barriers. Group discussion entailed adding Del Norte's CTE / Short Term training. High School Equivalency/Diploma, ESL. Faculty: No suggestions or additions. Members in agreement that questions are clear and concise. Students: Suggestion to add citizenship to list of why Adult Education courses were taken. Suggestion to add website on "how did you hear", Marquee, banner and Constant Contact should also be added. Difficulties question: suggestions to modify "afraid to go to college" to read college/adult or, or back to school" Suggestion to add comment box – may help them elaborate on time/transportation. Suggestion about "what are the 2 best things about the program"

Timeline – Appendix E: 3 yr. plan Timeline for draft narrative – Pru would like to have feedback sent to her. Narratives needed for all areas listed on March 4th meeting. We need all members to send email info for those who will be receiving surveys (community, faculty/Instructors, students) Survey scheduled to be sent on March 11th. Members need to logon to NOVA and review items. Full plan needs to be finalized by June 3rd, and certified by June 30th 2022. Randy asked to have state priorities, guidance and template for 3 year plan, and previous 3 year plan to be sent to all members in preparation for March 11th meeting.

Upcoming Due Dates – Appendix F: Members reviewed dates listed in Appendix F

Member updates:

Randy - ESL classes are going well, working to build up Smith River location. Welding class coming up soon. Working on Loan Literacy class.

Pru - 40 hr. Wildland Fire School coming up 3/14-3/18. Review of current Adult Ed classes Enrollments are still low; CR Adult Ed has acquired space next to our Suite B classroom, that will house free childcare for our face to face classes. Community Education updates: Truck Driving Program is preparing to start, Informational meetings still occurring. Class starts March 21. Medical Billing and Coding, Pharmacy Tech (both online). Working on summer 2022 and Fall/Spring 2022-2023 Adult Ed schedules. Humboldt County Correctional Facility classes are currently running thru correspondence, and will remain this way thru summer 2022. Meeting with HCCF staff on fall 2022 face to face schedule.

Jack: no updates /report out.

Brad: no updates / report out.

Closing remarks: none to report

Adjourn: Motion to adjourn meeting by Brad – 2nd my Randy. Meeting adjourned at 2:30 pm

Appendix B: CFAD Allocations

2022-23 Allocations:

College of the Redwoods:	\$792,791.
Eureka City Schools:	\$217,791.
Del Norte Unified:	\$109,772.
Total Allocation:	\$1,219,679.

Appendix C: Bylaws Amendment change

Current Language: For formal meetings the date, time, place and agendas with supporting documents will be published no later than one week before the meeting date for Consortium and public attendance.

Proposed new language: For formal meetings the date, time, place and agendas with supporting documents will be published according to Brown Act.

Appendix D: 3 Year Plan Timeline

- 2/4/2022 – Section 1: Review Draft Narrative
 - Review Survey Questions
- 3/4/2022 – Section 2: Narratives Discussion
 - Discuss plan for write up of each area:
 - Overview and Preparation
 - Regional Alignment and Priorities
 - Adult Educational Needs in the Region
 - Contributions by Entities
 - Current levels and Types of Education and Services in the Region
 - Stakeholder email contacts due
- 3/11/2022 – Send Survey Questions to Stakeholders
- 4/1/2022 – Section 3: Metrics
 - Section 4: Objectives Narratives – Assign Writers
 - Section 5: Activities and Outcomes
 - Section 6: Funds Evaluation
- 4/11/2022 – Survey Closes
- 4/22/2022 – Survey Results presented to Consortium
- 5/6/2022 – Review Plan for input in NOVA
- 6/3/2022 – Finalize Plan
- 6/20/2022 – Due & Certified in NOVA

Appendix E: Upcoming Due Dates

April 2022

- Apr 30: Student Data due in TOPSPro (Q3)
- Apr 30: Employment and Earnings Follow-up Survey

May 2022

- May 2: CFAD for 2022-23 due in NOVA *

June 2022

- Jun 1: 20/21 and 21/22 Member Expense Report due in NOVA (Q3)
- Jun 30: 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q3) *
- Jun 30: End of Q4

August 2022

- Aug 1: Student Data due in TOPSPro (Q4) FINAL
- Aug 1: Employment and Earnings Follow-up Survey
- Aug 15: Annual Plan for 2022-23 due in NOVA *