

# AGENDA

## North Coast Adult Education Consortium

**August 5th, 2021**

**1:00pm – 3:00pm**

Zoom:

<https://redwoods-edu.zoom.us/j/92368579195?pwd=TUxSWHVVVzBYMDh3QmN2aSt5aWd5dz09>

669 900 6833 (US Toll)

Meeting ID: 923 6857 9195

Passcode: 293691

<u>Time</u>	<u>Agenda Topics</u>	<u>Action</u>
1:00-1:10pm	<b>Call Meeting to Order</b> <ul style="list-style-type: none"><li>• <b>Welcome &amp; Introductions</b></li><li>• <b>Additions/Adjustment to Agenda</b><ul style="list-style-type: none"><li>o Public Comment</li></ul></li><li>• <b>Approve Consent Agenda</b></li><li>• <b>Approve Minutes from 4-16-2021</b></li></ul>	Members  Public Members
1:10-1:30pm	<b>Allocations for 2021-22 &amp; 2022-23</b> <ul style="list-style-type: none"><li>• Allocation Revisions</li></ul>	Members  Approve
1:30-2:15pm	Annual Plan – Due August 15,2021 <ul style="list-style-type: none"><li>• Approve and finalize</li></ul>	Discussion  Approve
2:15-2:30pm	Upcoming Deadlines <ul style="list-style-type: none"><li>• See attachment</li></ul> Meeting Dates – <ul style="list-style-type: none"><li>• Discuss and set dates for 2021-2022 Nov. 5<sup>th</sup>, Feb. 4<sup>th</sup>, Apr. 8<sup>th</sup>, Aug. 4<sup>th</sup>, other meetings as needed</li></ul>	Discussion
2:15-2:30pm	Member Updates	Discussion
2:55-3:00pm	Closing Remarks  Meeting Adjourn	All

Next Meeting

TBD (after discussion)

1:00pm – 3:00pm

## Meeting Minutes

North Coast Adult Education Consortium

Zoom: <https://cccconfer.zoom.us/j/94341515549>

1 669 900 6833 (US Toll)

Meeting ID: 943 4151 5549

April 16, 2021 // 1:00pm – 3:00pm

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

Others present: Colby Smart (HCOE), Jennifer Fairbanks (HCOE)

### **Call Meeting to Order**

Pru Ratliff called the meeting to order at 1:04 PM.

- Additions/Adjustment to Agenda – There was no adjustment to the Agenda.
  - Public Comment – There were no public comments.
- Approve Minutes from Apr. 16<sup>th</sup> / Consent Agenda – Brad Albee made a motion, Pru Ratliff second. Motion approved.

### **Allocations, for 2021-22 & 2022-23**

- Pru Ratliff reviewed allocations for 2021-22 & 2022-23, and commented that at this time, the allocations are pretty much the same as last year. No further discussion.

### **Annual Plan –**

- Discussion among consortium members about how to proceed and approach of annual plan. Brad Albee and Randy Fugate will be attending the upcoming webinar, then will proceed with review. Discussion about meeting sometime in June to get Annual Plan completed. Meeting date set for June 14<sup>th</sup> at 10am.

### **Cyber High Renewal**

- Cyber High is up for renewal on June 30, 2021. Consortium members in attendance agreed to renew.

### **Member Updates**

- Jack Bareilles: No updates at this time. Asked about College of the Redwoods' plans for face-to-face classes for Fall 2021. Life Skills students are eager and ready to attend.
- Brad Albee: has a teacher out on leave; but has coverage. Mentioned some of their Adult Ed curriculum is outdated. Planning to use carryover funds to purchase new curriculum.
- Randy Fugate: no updates. Excused from meeting at 1:36pm

- Pru Ratliff: ESL curriculum being updated, to improve meeting student's needs. Announced classes for Summer 2021 (ESL, ASL, GED Prep, Getting Started with Computers) Reminder about the Medical Assisting program moving from Community Ed to Adult Ed for Fall 2021

#### **Closing Remarks and Public Comment**

- **Due Dates / Deliverables** – quick review of remaining due dates for this year.
- **Public Comment:** Jennifer Fairbanks from HCOE inquired about upcoming classes / opportunities at College of the Redwoods. Pru Ratliff to send flyers / information. HCOE attendees Smart and Fairbanks extended their gratitude for being invited to the meeting.

Pru Ratliff adjourned the meeting at 1:59 PM.

Next Meeting  
August 5, 2021  
1:00pm – 3:00pm

# CAEP Deliverables Calendar

*\* Items with an asterisk are consortium deliverables*

## August 2021

- **Aug 1:** Student Data due in TOPSPro (Q4) FINAL
- **Aug 15:** Annual Plan for 2021-22 due in NOVA \*

## September 2021

- **Sep 1:** 19/20 and 20/21 Member Expense Report due in NOVA (Q4)
- **Sep 1:** July 1, 2020 to June 30, 2021 expenses by program area due (estimates only) in NOVA \*
- **Sep 1:** 21/22 Certification of Allocation Amendment due in NOVA (new)
- **Sep 30:** 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q4) \*
- **Sep 30:** 21/22 Member Program Year Budget and Work Plan due in NOVA
- **Sep 30:** End of Q1

## October 2021

- **Oct 30:** 21/22 Member Program Year Budget and Work Plan certified by Consortia in NOVA \*
- **Oct 31:** Student data due in TOPSPro (Q1)

## December 2021

- **Dec 1:** July 1, 2020 to June 30, 2021 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium \*
- **Dec 1:** 19/20, 20/21 & 21/22 Member Expense Report Due in NOVA (Q1)
- **Dec 31:** 19/20, 20/21 & 21/22 Member Expense Report certified by Consortia in NOVA (Q1) \*
- **Dec 31:** End of Q2

## January 2022

- **Jan 31:** Student Data due in TOPSPro (Q2)

## February 2022

- **Feb 28:** Preliminary allocations for 2022-23 and 2023-24 released by this date.

## March 2022

- **Mar 1:** Member expense report is due in NOVA.
- **Mar 31:** 19/20 and 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q2) \*
- **Mar 31:** End of Q3

## April 2022

- **Apr 30:** Student Data due in TOPSPro (Q3)

## 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 15:** Annual Plan for 2022-23 due in NOVA \*

## September 2022

- **Sep 1:** 20/21 and 21/22 Member Expense Report due in NOVA (Q4)
- **Sep 1:** 22/23 Certification of Allocation Amendment due in NOVA (new)
- **Sep 1:** July 1, 2021 to June 30, 2022 expenses by program area due (estimates only) in NOVA \*
- **Sep 30:** 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q4) \*
- **Sep 30:** 22/23 Member Program Year Budget and Work Plan due in NOVA
- **Sep 30:** End of Q1