

AGENDA

North Coast Adult Education Consortium

Zoom: <https://redwoods->

[edu.zoom.us/j/93679039742?pwd=cXlLejN1MEsrc2huNVlvZUtvdXBhUT09](https://redwoods-edu.zoom.us/j/93679039742?pwd=cXlLejN1MEsrc2huNVlvZUtvdXBhUT09)

February 4, 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 <p>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."</p> <p>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.</p> <p>https://www.nossaman.com/newsroom-insights-everything-local-public-agencies-need-to-know-about-california-virtual-meeting-laws</p>	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 August 5, 2021 – 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	Information
1:25 – 2:30pm	3 Year Plan – Due June 20, 2022 <ul style="list-style-type: none">Review Executive Summary Draft Narrative – Appendix CStrategy for completingReview Survey Questions – Appendix D<ul style="list-style-type: none">Community, Faculty, StudentsTimeline – Appendix E<ul style="list-style-type: none">Review Template	Discussion
2:30 – 2:40pm	<ul style="list-style-type: none">Upcoming Due Dates – Appendix F	Discussion
2:40 – 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: April 1, 2022 – 1:00pm – 3:00pm

Appendix A: Minutes

Meeting Minutes – North Coast Adult Education Consortium
November 5th, 2021 / 1:00pm – 3:00pm

Members Present: Pru Ratliff, Randy Fugate, Jack Bareilles, Brad Albee
Others present: Mitch Rosin

Call Meeting to order:

Pru Ratliff called the meeting to order at 1:03pm.

3 Year Plan – Due June 20, 2022: Mitch Rosin provided a brief background on his experience, and then presented information on the 3 year plan and process. (PowerPoint in recording)

- **Who:** 3 year plan is a collaborative effort:
 - Consortium members
 - Local community partners
 - Regional service providers
 - Consortium director/lead
- **What:** Goals of 3 year plan
 - Collectively assess impact of services provided over prior periods
 - Identify educational /workforce needs
 - Define strategies and activities to meet the needs
- **Where:** Plan is developed
 - Consortium board meetings
 - Consortium/Steering/leadership committee meetings
 - Community stakeholder meetings
 - Workforce development board collaboration
 - Working group (for 3 year plan)
- **Why:** Why do we develop a 3 year plan
 - Required by AB104
 - Demonstrates inclusion and collaboration with other entities
 - Justification of alignment with CA Ed Code (840903), consortium members, etc.
- **Overview of plan dates**
- **How:**
 - Plan is developed
 - Consortium Overview
 - Assessment
 - Metrics
 - Objectives
 - Activates and Outcomes
 - Funds evaluation
 - Self-Assessment
 - Focus on State priorities
 - Technology and distance learning
- Mitch reminded the group that we already have a 3 year plan. We are not being asked to create a new one, but validate what we are already doing.

Business:

- Welcome & Introductions
- **Additions/Adjustments to Agenda:** There were no additions or adjustments to the agenda.
- **Public Comment:** there were no public comments.
- **Approve Consent Agenda / Minutes from 08-05-2021:** motion made by: Brad Albee seconded by Randy Fugate. All in favor voted in the affirmative.

Approval of AB361 for NCAEC Board Meetings

Requires us to state we are continuing to meet online via Zoom, and provides guidelines on the public comment process. Motion made by Randy Fugate for next meeting to be via Zoom, seconded by Brad Albee. All in favor voted in the affirmative.

3 Year Plan

Discussion on how each consortium member will be writing their own parts, and we will come together to make 1 plan. We will want to look at each section monthly and work to refine everything/make it cohesive. Pru shared idea of doing a Quality Self-Assessment. Pru will send this document, so everyone can do an assessment on their own, and we will meet as a group to discuss. We should be thinking about our community stakeholders and how to best facilitate a meeting with them. Also, leadership/steering committee meetings should be generated. Members noted that this is a fairly small group, so perhaps it would work to do a survey. Members need to work on naming stakeholders, and hopefully bring list to next meeting. Discussion on scheduling monthly meetings on the 1st Friday, to get 3 yr. plan completed.

Upcoming Due Dates

See Appendix B from agenda.

Member Updates:

Update from Pru / CR: our Student Development Advisor resigned. Working on recruitment of new employee. Working with HCOE and HSU on childcare for our classes that are held in Suite B. Also discussing with Landlord to look into leasing another space that is currently vacant in our building. Medical Assisting program application period is open, closes November 12th. Community Education will have Phlebotomy application period opening on December 1st, closes December 10th. Working on next Truck Driving class, hopefully starting in March.

Update from Brad / Eureka: switching teachers for ESL and citizenship. Working to bring back mascot/logo from the late 70's -the Owl!

Update from Randy / Del Norte: Increase in students working to obtain GED. Adding 2 classes for ESL, one in Crescent City and one in Smith River. Welding class starting soon. Working to add testing support class i.e.: employment entrance exams.

Closing remarks: none

Adjourn: Randy made motion to adjourn, meeting, seconded by Pru. Pru Ratliff adjourned the meeting at 2:44pm

Appendix B: CFAD Preliminary Allocations

CAEP Regional Consortium	Proposed COLA	22-23 Preliminary Allocation	23-24 Preliminary
44 North Coast Adult Education Consortium	\$63,338	\$1,251,679	\$1,251,679

Appendix C: 3-Year Plan Executive Summary Draft Narrative

The North Coast Adult Education Consortium (NCAEC), serves all of Humboldt and Del Norte Counties as well as parts of several neighboring counties. Membership includes three K-12 Districts, and one Community College District. Various other K-12 Districts, community agencies, and adult education support, partner and collaborate with the Consortium. Previous partnerships of our members in various efforts on the North Coast are the foundation for working together and have been leveraged to strengthen the role of education and workforce training. With the collaboration of schools districts, business partners, and county agencies, the services for Adult Education will be prioritized and aligned to meet the regional needs according to the California Adult Education Program (CAEP).

NCAEC will offer adult education classes at locations geographically accessible to learners within the consortium region. Based on identified workforce needs, member's classes will increase educational attainment and career success by providing the preparation and skills needed for employment, continuing post-secondary education, and personal growth of the residents of our region.

Through the work of NCAEC, we have come together to identify the adult education needs and resources in our region. We have determined that we have significant needs, the expertise to develop effective programs, and a strong desire by all members to see a robust adult education offering in our region.

The partnerships we developed, as we worked together to advance the shared vision and plan, will lead to integrated educational pathways, increased educational opportunities, and improved ability to address the varied needs of our collective adult learners. College of the Redwoods (CR) will continue to be the fiscal agent, and the consortium will continue to make decisions for the region with the involvement of workgroup partners throughout the region.

The consortium will identify best practices around the State to determine how to best collaborate to meet the needs of as many adult learners within our service area as possible. Specifically, we will 1) increase curriculum alignment of courses between consortia members and partners, to support adult learner goals of employment, career, and post-secondary training, 2) reach students in rural and remote communities, 3) increase student participation and persistence, 4) increase the collection of student data; and, utilize the data to drive decision making. The main focus will be on rebuilding programs and enrollments to pre-pandemic levels as much as possible.

Appendix D: Survey Questions

Community - <https://www.surveymonkey.com/r/6WXZ3BX>

Faculty - <https://www.surveymonkey.com/r/6RBKJNC>

Students - <https://www.surveymonkey.com/r/6PXTCRK>

Appendix E: 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 F: Upcoming Due Dates

January 2022

- Jan 31: Student Data due in TOPSPro (Q2)
- Jan 31: Employment and Earnings Follow-up Survey

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)
- 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 *