



Shasta Tehama Trinity Adult Education Consortium

Public Meeting # 26

Date: 03/26/20

Time: 3:00pm-5:00pm

Meeting Location: Zoom <https://cccconfer.zoom.us/j/425638224>

AGENDA

- 1) Introductions
- 2) Public Comment
- 3) Voting Items
 - a) Review January 23, 2020 Meeting Minutes
 - b) 20.21 Budget/Allocations
- 4) Informational Items
 - a) Data and Accountability Workgroup
 - b) Consortium Update – Budget, Activity, Staffing
- 5) Next meeting – June 18, 2020 – Shasta County Office of Education, Professional Development Center 3-5
- 6) Announcements/Adjournment

*Note - *Agenda items are subject to change**

Important Due Dates

March 2020

- **Mar 1:** 19/20 Q2 Member Expense Report due in NOVA (all 17.18 funds sent by 12.31.19)
- **Mar 3:** Practitioner Meeting. SCOE PDC
- **March 26:** Public Meeting (Practitioner attendance optional). Location: Gateway USD
- **Mar 31:** End of Q3

April 2020

- **Apr 30:** Student Data due in TOPSPro (Q3) and CAEP Data Integrity Report emailed to caep@casas.org

May 2020

- **May 2:** CFADs for 2020-21 due in NOVA
- **May 20:** Practitioner Meeting. Location SCOE PDC

June 2020

- **Jun 1:** 19/20 Q3 Member Expense Report due in NOVA
- **Jun 18:** Public Meeting (Practitioner attendance optional). Location: SCOE PDC
- **Jun 30:** End of Q4

Aug 2020

- **Aug 31:** Student data due in TOPSPro (Q4) and CAEP Data Integrity Report emailed to CASAS
- **Aug 15:** Annual Plan for 2020-2021 due in NOVA

September 2020

- **Sep 1:** 18/19 and 19/20 Member Expense Report due in NOVA (Q4)
- **Sep 1:** July 1, 2019 to June 30, 2020 expenses by program area due (estimates only) in NOVA
- **Sep 30:** 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q4)
- **Sep 30:** 20/21 Member Program Year Budget and Work Plan due in NOVA
- **Sep 30:** End of Q1

Upcoming Meetings

Public Meetings

Thursday, June 18, 2020 @ 3:00pm- 5:00pm

SCOE, Professional Development Center

Shasta County Office Education (SCOE Professional Development Center)
2985 Innsbruck Dr., Redding, CA 96003~530-225-0255

**Shasta – Tehama – Trinity Adult Education Consortium
Public Meeting #25
Meeting Location: Shasta County Office of Education,
Professional Development Center
Time: 3:00 PM to 5:00 PM
Thursday January 23, 2020**

MEETING MINUTES

CALL TO ORDER

The meeting was called to order by Jim Cloney, Board President, at 3:02 pm

1. INTRODUCTIONS

Board Members Present:

Member School/District	Voting Member	Proxy
Anderson Union High School Dist.	<input checked="" type="checkbox"/> Victor Hopper	<input type="checkbox"/> Lupe Cordova
Corning Union High School Dist.	<input checked="" type="checkbox"/> Jarod Caylor	<input type="checkbox"/> Jason Armstrong
Gateway Unified School Dist.	<input checked="" type="checkbox"/> James Harrell	<input type="checkbox"/> Steve Henson
Mountain Valley Unified School Dist.	<input type="checkbox"/> Debbie Miller	<input type="checkbox"/> Felicia Harrison
Red Bluff Joint Unified School District	<input type="checkbox"/> Todd Brose	<input checked="" type="checkbox"/> Barbara Thomas
Shasta-Tehama-Trinity CCD	<input type="checkbox"/> Dr. Joe Wyse	<input checked="" type="checkbox"/> Dr. Frank Nigro
Shasta Union High School Dist.	<input checked="" type="checkbox"/> Jim Cloney	<input type="checkbox"/> Milan Woollard
Southern Trinity Joint Unified School District	<input checked="" type="checkbox"/> Peggy Canale	<input type="checkbox"/> Caitlin Canale
Tehama County Department of Education	<input type="checkbox"/> Richard DuVarney	<input type="checkbox"/> Michelle Barnard
Trinity Alps Union High School Dist.	<input type="checkbox"/> Jamie Green	<input type="checkbox"/> Michael Martens
Trinity County Office of Education	<input checked="" type="checkbox"/> Fabio Robles	<input type="checkbox"/> Sarah Supahan

Presenters: Jim Cloney, Rachelle Modena

Note Taker: Betsey Ray

2. Public Comment

a. No public comments

3. VOTING ITEMS

a. Review September 19, 2019 Meeting Minutes

Jim Cloney asked the board to review the 09/19/19 meeting minutes.

Jim Cloney called for a motion to approve the minutes.

Jared Caylor moved to approve the minutes.

Barbara Thomas seconded the motion.

The motioned carried.

4. INFORMATIONAL ITEMS

a. Introduction of the 20.21 Budget Planning Process

Rachelle Modena provided an overview of the initial steps of the 20.21 budget process. There is a proposed COLA for CAEP funds of 2.29%. Rachelle will be emailing out a budget planning workbook for Members to populate with their 20.21 budget requests. This workbook will be the method that programs can request a reduction if needed as well. A memo from the CAEP office will be released regarding how consortiums are to allocate the COLA.

b. Marketing Project Update

Rachelle Modena shared that the marketing project is continuing with the spring launch in February 2020. The campaign will continue with TV commercials, digital ads through streaming devices, social media ads on Facebook and YouTube, along with movie theater ads in Redding. The Better.Jobs website has seen a significant increase in traffic. What is not happening is students providing their contact information so that they can be served. A new landing page and simple contact form are being developed to assist with this next marketing step. The new landing page will be ready for the February launch of ads. Rachelle has requested student and instructor testimonials from programs to assist with the new landing page.

c. Data and Accountability Workgroup

Rachelle Modena provided an overview of the first data and accountability workgroup. There was a diverse group of participants that included administrators, instructors and support staff. Members can still join the group; just give Rachelle a call so that she can provide a short coaching session so that all participants serving on the workgroup have all the necessary information. The second meeting will include looking at program level data and cost effectiveness.

d. Consortium Update – Budget, Activity, Staffing

Rachelle Modena stated that the current spending is on target; however, she anticipates being underspent by the next meeting. The activity highlight that Rachelle shared was her work with homeless/foster care advocacy attorneys (School House Connection) and the Los Angeles school district around amendments to AB 1806 to include language for adult learners. Recruitment for the vacant Student Services Coordinator position will be posted this week. Rachelle and the Consortium thanked Betsey for her service while working for the Consortium. Betsey shared the details of her new position as the Registered Apprenticeship Coordinator.

5. Next meeting- March 26, 2020 – Gateway Unified School District Office

6. Announcements/Adjournment

Jim Cloney identified that we had reached the end of the agenda and asked if there were any other questions.

Rachelle Modena shared that she will be emailing out the Bylaws for review for the next meeting and that we may want to consider the officer status at that time as well.

Jim Cloney called for any further announcements.

No further announcements made.

Jim Cloney called for a motion for adjournment.

Jarod Caylor motioned for adjournment

James Harrell seconded the motion.

Meeting Adjourned.

20.21 STTAEAC Budget Planning

		19.20 Allocations	20.21 2.29% COLA	20.21 Requests	Option A - Fund Corning additional \$7,693	Option B - Members 1.5% COLA - Corning additional \$12,425
STATE Allocation		\$1,142,505	\$ 1,168,668	\$ 1,168,668	\$1,168,668	\$1,168,668
Fiscal Admin Allowance Claimed		-\$57,125	-\$58,433	-\$58,433	-\$58,433	-\$58,433
CONSORTIA OPERATING EXPENSE						
	Salaries and benefits	-\$175,111	-\$179,121	-\$189,529	-\$189,529	-\$189,529
	Other Operating Expense	-\$42,575	-\$43,550	-\$33,142	-\$33,142	-\$33,142
TOTAL Remaining for Members		\$867,694	\$ 887,564	\$ 887,564	\$887,564	\$887,564
MEMBER/PARTNER						
SHASTA						
	Anderson Union	\$154,605	\$158,145	\$158,145	\$158,145	\$156,924
	Shasta College Total	\$144,394	\$147,701	\$147,701	\$147,701	\$146,560
	SMART (Partner)	\$26,437	\$27,042	\$27,042	\$27,042	\$26,834
	Shasta Union HSD	\$185,648	\$189,899	\$184,275	\$184,275	\$184,275
TEHAMA						
	Corning	\$53,379	\$54,601	\$80,651	\$62,294	\$54,601
	Red Bluff	\$123,456	\$126,283	\$126,283	\$126,283	\$137,733
	Tehama CDE	\$0	\$0	\$0	\$0	\$0
TRINITY						
	Mountain Valley	\$10,000	\$10,229	\$10,229	\$10,229	\$10,150
	Southern Trinity	\$29,394	\$30,067	\$28,000	\$28,000	\$28,000
	Trinity Alps	\$59,230	\$60,586	\$60,586	\$60,586	\$60,118
	Trinity COE	\$21,572	\$22,066	\$22,066	\$22,066	\$21,896
	CHYBA (Partner)	\$59,579	\$60,943	\$60,943	\$60,943	\$60,473
PARTNERS Total		\$867,694	\$887,565	\$905,922	\$887,564	\$887,564
	UNDER/(OVER) BUDGET	\$0	\$0	-\$18,358	\$0	\$0

Shasta Tehama Trinity Adult Education Consortium
Consortium Director & Student Services Coordinator (Vacant)

January 2, 2020 – March 25, 2020

Consortium Director

- Launched Spring 2020 marketing campaign (along with vendors), supported development of new landing page.
- Coordinated hiring committee for Student Services Coordinator, candidates selected for 1st interview, currently paused
- Coordinated initial 20.21 STTAEC budget requests
- Brokered webinar for potential funding with the Foundation for California Community Colleges (Tehama)
- Assisted with outreach efforts in Burney for adult ed students
- Reviewed student data submitted through the Q2 Data Integrity Report, provided feedback to programs
- Supported Members in Q2 fiscal expense report submission and 17.18 fiscal closeout.
- Attended CAEP Data and Accountability Training, January 24, 2020, Sacramento
- Attended Association for Continuing and Community Education Conference, January 29-31, 2020, Sacramento
- Adult Ed Consortium Site Visits – Gavalin Community College & Santa Rosa Jr. College, February, 5-7, 2020
- Prepared and facilitated 2nd Data and Accountability Workgroup Meeting, February 26, 2020
- Facilitated Practitioner Meeting, March 3, 2020 – Highlight – Shasta College Dual Enrollment and Concurrent Enrollment opportunities to support transition
- Attended California Community College Association for Occupational Education, March 11-13, 2020, Sacramento

Highlight –Data and Accountability Workgroup & Consortium Site Visits

Shasta-Tehama-Trinity Adult Education Consortium
Better Jobs
19.20 Budget Summary

2019.2020 Budget	Budget	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Expenses as of 2.29.20	Budget Remaining	% spent
Fiscal Agent Indirect	\$ 57,125.00	\$ -	\$ 59.71	\$ 1,992.20	\$ 1,088.32	\$12,349.55	\$12,498.08	\$ 542.30	\$ 613.48	\$ 29,143.64	\$ 27,981.36	51%
Fiscal Agent Sub Total	\$ 57,125.00	\$ -	\$ 59.71	\$ 1,992.20	\$ 1,088.32	\$12,349.55	\$12,498.08	\$ 542.30	\$ 613.48	\$ 29,143.64	\$ 27,981.36	51%
Salary/Benefit	\$ 177,895.00	\$ 15,484.76	\$15,627.57	\$ 15,627.57	\$15,627.93	\$16,313.91	\$ 15,794.41	\$ 10,391.65	\$ 10,391.65	\$ 115,259.45	\$ 62,635.55	65%
Supplies Non Instructional	\$ 3,000.00	\$ 18.22	\$ 30.94		\$ 60.94	\$ 239.89	\$ 90.87	\$ 26.08		\$ 466.94	\$ 2,533.06	16%
Postage	\$ 250.00									\$ -	\$ 250.00	0%
Travel-Staff	\$ 9,670.00		\$ 1,000.97	\$ 183.53	\$ 1,079.24	\$ 384.48	\$ 2,082.86	\$ 155.85	\$ 1,641.58	\$ 6,528.51	\$ 3,141.49	68%
Service Fees/Other Charges	\$ 19,371.00				\$ 25.00	\$ 800.00	\$ 925.00	\$ 128.59	\$ 1,921.24	\$ 3,799.83	\$ 15,571.17	20%
Advertising	\$ 10,651.00				\$ 2,995.00	\$ 208.90				\$ 3,203.90	\$ 7,447.10	30%
Printing	\$ 500.00			\$ 27.05	\$ 3.50			\$ 6.00	\$ 60.00	\$ 96.55	\$ 403.45	19%
Equipment	\$ 2,500.00									\$ -	\$ 2,500.00	0%
Consortium Direct Sub Total	\$ 223,837.00	\$15,502.98	\$16,659.48	\$ 15,838.15	\$19,791.61	\$17,947.18	\$ 18,893.14	\$ 10,708.17	\$14,014.47	\$ 129,355.18	\$ 94,481.82	58%*
Anderson Union High School District	\$ 154,605.00			\$ 154,605.00						\$ 154,605.00	\$ -	100%
Shasta College	\$ 170,831.00			\$ 170,831.00						\$ 170,831.00	\$ -	100%
Shasta Union High School District	\$ 185,648.00			\$ 185,648.00						\$ 185,648.00	\$ -	100%
Corning Unified High School District	\$ 53,379.00			\$ 53,379.00						\$ 53,379.00	\$ -	100%
Red Bluff Joint Unified School District	\$ 123,456.00			\$ 123,456.00						\$ 123,456.00	\$ -	100%
Southern Trinity Joint Unified School District	\$ 29,394.00			\$ 29,394.00						\$ 29,394.00	\$ -	100%
Mountain Valley Unified School District	\$ 10,000.00			\$ 10,000.00						\$ 10,000.00	\$ -	100%
Trinity Alps Unified School District	\$ 59,230.00			\$ 59,230.00						\$ 59,230.00	\$ -	100%
Trinity County Office of Education	\$ 81,151.00			\$ 81,151.00						\$ 81,151.00	\$ -	100%
Members Sub Total	\$ 867,694.00	\$ -	\$ -	\$ 867,694.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 867,694.00	\$ -	100%**
Totals	\$ 1,148,656.00	\$15,502.98	\$16,719.19	\$ 885,524.35	\$20,879.93	\$30,296.73	\$ 31,391.22	\$ 11,250.47	\$14,627.95	\$ 1,026,192.82	\$122,463.18	

Spending Target as of 2.29.20*

66%

**Members receive one payment a year. Spending target does not apply.