



Shasta Tehama Trinity Adult Education Consortium

*Public Meeting # 30*

Date: 03/25/2021

Time: 3:00pm-5:00pm

Meeting Location: Zoom <https://shastacollege-edu.zoom.us/j/92267308692>

### AGENDA

- 1) Introductions
- 2) Public Comment
- 3) Voting Items
  - a) Public Meeting Minutes 1.21.21
  - b) 2021.2022 STTACE Budget/Allocations
- 4) Informational/Discussion Items
  - a) Practitioner response to a universal 130 credit diploma
  - b) Consortium Update – Budget, Activity, Staffing
- 5) Announcements/Adjournment

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

Next Meeting: June 17, 2021 3-5 PM via Zoom

**Important Due Dates**

- **Mar 31:** 18/19 and 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q2)
- **Mar 31:** Close out of 18/19 funds in NOVA certified by Consortia in NOVA
- **Mar 31:** End of Q3

#### April 2021

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

#### May 2021

- **May 2:** CFADS for 2021-22 due in NOVA

#### June 2021

- **Jun 1:** 19/20 and 20/21 Member Expense Report due in NOVA (Q3)
- **Jun 30:** 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q3)
- **Jun 30:** End of Q4

Shasta Tehama Trinity Adult Education Consortium

Public Meeting # 29

Date: 01/21/2021

Time: 3:00pm-5:00pm

Meeting Location: Zoom <https://shastacollege-edu.zoom.us/j/91415228521>

**Meeting Minutes**

Jim Cloney called the meeting to order at 3:02 PM

**1) Introductions & Roll Call**

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"/> Anmarie Swanstrom	<input type="checkbox"/> Felicia Harrison
Red Bluff Joint Unified School District	<input type="checkbox"/> Todd Brose	<input checked="" type="checkbox"/> Wendy Drury
Shasta-Tehama-Trinity CCD	<input checked="" type="checkbox"/> Dr. Joe Wyse	<input 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"/> Cindy Dixon
Tehama County Department of Education	<input checked="" type="checkbox"/> Richard DuVarney	<input type="checkbox"/> Michelle Barnard
Trinity Alps Union High School Dist.	<input checked="" type="checkbox"/> Jamie Green	<input type="checkbox"/> Michael Martens
Trinity County Office of Education	<input type="checkbox"/> Fabio Robles	<input checked="" type="checkbox"/> Sarah Supahan

**2) Public Comment** – No public comment

**3) Voting Items**

**a) Public Meeting Minutes 9.17.20**

**b) Special Public Meeting Minutes 10.15.20**

The meeting minutes were reviewed from the 9.17.20 and the 10.15.20 meeting.

A motion was made by Jarrod Caylor to approve both of the meeting minutes as presented.

motion was seconded by Peggy Canale.

The motion carried.

#### **4) Informational/Discussion Items**

##### **a) Consortium Update – Budget, Activity, Staffing**

Rachelle Modena shared an updated to the Consortium budget and the Consortium Director update. Rachelle anticipates unspent funds from the Consortium budget to be available in the fall. The current estimated amount is \$30,000. The Student Services Coordinator position remains unfilled. Rachelle is holding off on filling this position until spring/summer. One highlight during this period was the Leadership Academy 2 offered by the California Community College Association for Occupational Education (CCCAOE). The Leadership Academy offered several new leadership tools and was very engaging via a virtual platform.

##### **b) STTAEC 20.21 Performance Data Q1 & Q2 2019.2020 vs 2020.2021**

Rachelle shared student attendance and performance data from 19.20 compared to 20.21. Enrollment and performance is down approximately 50% with some programs down 75%. Rachelle is working with Pacific Sky on targeted social media marketing.

##### **c) Introduction to the 21.22 Budget Planning Process**

CAEP Consortiums will receive a 1.5% COLA. Rachelle shared that Members will automatically receive their COLA based on the 20.21 allocation. A spreadsheet will be emailed out with the new allocation amount. Members will be asked to approve that amount or to change the amount to a lower amount if they would like a voluntary reduction.

#### **5) Announcements/Adjournment – Jim Cloney adjourned the meeting at 3:22 PM**

STTAEC  
2021.2022 Budget Planning

		20.21 Allocations	Proposed 21.22 Allocations +1.5% COLA
<b>State STTAEC Allocation</b>		\$1,142,505	\$1,159,642
<b>Fiscal Admin Allowance Claimed</b>		-\$57,125	-\$57,982
<b>CONSORTIA OPERATING EXPENSE</b>			
	Salaries and benefits	-\$162,815	-\$163,855
	Other Operating Expense	-\$35,000	-\$36,927
<b>TOTAL Remaining for Members</b>		<b>\$887,565</b>	<b>\$900,878</b>
<b>MEMBER/PARTNER</b>			
<b>SHASTA</b>			
	Anderson Union	\$158,145	\$160,517
	Shasta College Total	\$174,743	\$177,365
	Shasta Union HSD	\$184,275	\$187,039
<b>TEHAMA</b>			
	Corning	\$62,294	\$70,648 *
	Red Bluff	\$126,283	\$128,177
	Tehama CDE	\$0	\$0
<b>TRINITY</b>			
	Mountain Valley	\$10,229	\$10,382
	Southern Trinity	\$28,000	\$21,000 *
	Trinity Alps	\$60,586	\$61,495
	Trinity COE	\$83,010	\$84,255
<b>PARTNERS Total</b>		<b>\$887,565</b>	<b>\$900,878</b>
	<i>UNDER/(OVER) BUDGET</i>	\$0	\$0

\* S. Trinity requested a decrease in funding -\$7,420, Corning requested an increase \$7,420.

Shasta Tehama Trinity Adult Education Consortium

Consortium Director

January 21, 2021-March 24, 2021

Consortium Director

- Supported Members with 21.22 allocation requests
- Processed 20.21 2<sup>nd</sup> allocation payments
- Supported Members with Q2 fiscal expense report and 18.90 closeout
- On-boarded new Member fiscal staff
- Developed Spring 21 marketing plan with Pacific Sky and other media outlets
- Supported individual program marketing materials
- Facilitated Practitioner Meeting, March 9, 2021 – Curriculum alignment for Work Experience & P.E. Credits, discussed a temporary reduced credit diploma for COVID
- Workgroup to amend AB 1806 (Ed. Code 51225.1)
- Consortium Leads – Leadership Academy Workgroup
- CAEP and other Professional Development
  - Weekly CAEP office hours
  - Chancellor's Office System Update Webinars
  - Up Your Engagement Game Workshop – 2.25.21
  - North Far North Regional Consortia Meeting's
  - CCCAOE Spring Conference – March 2021
  - Equity in Education – Four part series February through May 2021

*Highlight – AB 1806 amendments & curriculum alignment research and learning.*

Shasta-Tehama-Trinity Adult Education Consortium  
Better.Jobs  
20.21 Budget Summary

2020.2021 Budget	Budget	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Expenses to Date	Budget Remaining	% spent
Fiscal Agent Indirect	\$ 57,125.00	\$ 12,579.58	\$ 488.67	\$ 807.36	\$ 12,249.20	\$ 472.75	\$ 515.23	\$ 28,804.79	\$ 28,320.21	50%
<b>Fiscal Agent Sub Total</b>	<b>\$ 57,125.00</b>	<b>\$ 12,579.58</b>	<b>\$ 488.67</b>	<b>\$ 807.36</b>	<b>\$ 12,249.20</b>	<b>\$ 472.75</b>	<b>\$ 515.23</b>	<b>\$ 28,804.79</b>	<b>\$ 28,320.21</b>	<b>50%</b>
Salary/Benefit	\$ 162,815.00	\$ 10,162.14	\$ 10,160.00	\$10,160.00	\$ 10,168.27	\$ 10,160.00	\$ 10,161.19	\$ 81,295.88	\$ 81,519.12	50%
Supplies Non Instructional	\$ 2,500.00							\$ -	\$ 2,500.00	0%
Postage	\$ 75.00						\$ 23.30	\$ 23.30	\$ 51.70	31%
Travel-Staff	\$ 2,500.00		\$ 53.48					\$ 53.48	\$ 2,446.52	2%
Service Fees/Other Charges	\$ 16,524.00		\$ 615.00	\$ 242.50		\$ 284.00	\$ 50.00	\$ 1,191.50	\$ 15,332.50	7%
Advertising	\$ 10,651.00	\$ 5,000.00					\$ 600.00	\$ 5,600.00	\$ 5,051.00	53%
Printing	\$ 250.00							\$ -	\$ 250.00	0%
Equipment	\$ 2,500.00							\$ -	\$ 2,500.00	0%
<b>Consortium Direct Sub Total</b>	<b>\$ 197,815.00</b>	<b>\$ 15,162.14</b>	<b>\$ 10,828.48</b>	<b>\$10,402.50</b>	<b>\$ 10,168.27</b>	<b>\$ 10,444.00</b>	<b>\$ 10,834.49</b>	<b>\$ 88,164.16</b>	<b>\$ 109,650.84</b>	<b>45%*</b>
Anderson Union High School District	\$ 158,145.00		\$ 79,072.50					\$ 79,072.50	\$ 79,072.50	50%
Shasta College	\$ 174,743.00		\$ 87,371.50					\$ 87,371.50	\$ 87,371.50	50%
Shasta Union High School District	\$ 184,275.00	\$ 92,137.50						\$ 92,137.50	\$ 92,137.50	50%
Corning Unified High School District	\$ 62,294.00		\$ 31,147.00					\$ 31,147.00	\$ 31,147.00	50%
Red Bluff Joint Unified School District	\$ 126,283.00	\$ 63,141.50						\$ 63,141.50	\$ 63,141.50	50%
Southern Trinity Joint Unified School Dis	\$ 28,000.00	\$ 14,000.00						\$ 14,000.00	\$ 14,000.00	50%
Mountain Valley Unified School Dircit	\$ 10,229.00	\$ 5,114.50						\$ 5,114.50	\$ 5,114.50	50%
Trinity Alps Unified School District	\$ 60,586.00	\$ 30,293.00						\$ 30,293.00	\$ 30,293.00	50%
Trinity County Office of Education	\$ 83,010.00	\$ 41,505.00						\$ 41,505.00	\$ 41,505.00	50%
<b>Members Sub Total</b>	<b>\$ 887,565.00</b>	<b>\$ 246,191.50</b>	<b>\$ 197,591.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 443,782.50</b>	<b>\$ 443,782.50</b>	<b>50%**</b>
<b>Totals</b>	<b>\$ 1,142,505.00</b>	<b>\$ 273,933.22</b>	<b>\$ 208,908.15</b>	<b>\$11,209.86</b>	<b>\$ 22,417.47</b>	<b>\$ 10,916.75</b>	<b>\$ 11,349.72</b>	<b>\$ 560,751.45</b>	<b>\$ 581,753.55</b>	

Spending Target as of 2.28.21\*

Target 66%

\*\*Members receive two payment a year.