



Shasta Tehama Trinity Adult Education Consortium

Public Meeting # 35

Date: 03/24/2022

Time: 3:00pm-5:00pm

Meeting Location: Zoom

This meeting will be held virtually. The public is welcome to join at the link above or in person at any of the locations listed below where our voting members will be participating.

Shasta College, Building 100, Room 153, 11555 Old Oregon Trail, Redding, CA 96003	Shasta Union High School District, Room 232, 2200 Eureka Way Suite B Redding, CA 96001	Anderson Union High School District, 1469 Ferry Street, Anderson, CA 96007
Gateway Unified School District, 4411 Mountain Lakes Blvd, Redding, CA 96003	Southern Trinity Joint Unified School District, HZ Elementary, 1335 Zenia Lake Mt. Road, Zenia, CA 95595	Mountain Valley Unified School District, 231 Oak Street, Hayfork, CA 96041
Trinity Alps School Unified School District, 321 Victory Lane, Weaverville, CA 96093	Trinity County Office of Education, 201 Memorial Drive, Weaverville, CA 96093	Tehama County Department of Education, 20235 1 st Street, Cottonwood, CA 96022
Red Bluff Joint Union High School District, Salisbury High School, 1050 Kimball Rd., Red Bluff, CA 96080	Corning Union High School District, Corning High School, 643 Blackburn Ave., Corning, CA 96021	

AGENDA

- 1) Introductions
- 2) Public Comment
- 3) Voting Items
 - a) Public Meeting Minutes 1.20.22
 - b) 2022.2023 STTAEC Budget and Allocations
- 4) Informational/Discussion Items
 - a) 3 Year Plan
 - b) Consortium Update – Budget, Activity, Staffing
- 5) Executive Session (closed)
- 6) Announcements/Adjournment

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

Next Meeting: June 16, 2022 3-5 PM – Location TBD

Shasta Tehama Trinity Adult Education Consortium
Public Meeting #
 Date: 01/20/2022
 Time: 3:00pm – 5:00pm
 Meeting Location: Zoom

MINUTES

1) Introductions

Member School/District	Voting Member	Proxy
Anderson Union High School Dist.	<input type="checkbox"/> Victor Hopper	<input checked="" type="checkbox"/> Lupe Cordova
Corning Union High School Dist.	<input checked="" type="checkbox"/> Jarod Caylor	<input type="checkbox"/> Jillian Damon
Gateway Unified School Dist.	<input type="checkbox"/> James Harrell	<input checked="" type="checkbox"/> Steve Henson
Mountain Valley Unified School Dist.	<input type="checkbox"/> Anmarie Swanstrom	<input checked="" type="checkbox"/> Cassie Rourke
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"/> Leo Perez
Southern Trinity Joint Unified School District	<input checked="" type="checkbox"/> Peggy Canale	<input type="checkbox"/> Cindy Dixon
Tehama County Department of Education	<input type="checkbox"/> Richard DuVarney	<input checked="" type="checkbox"/> Michelle Barnard
Trinity Alps Union High School Dist.	<input type="checkbox"/> Jamie Green	<input type="checkbox"/> Sandy Coatney
Trinity County Office of Education	<input checked="" type="checkbox"/> Fabio Robles	<input type="checkbox"/> Sarah Suphan

2) Public Comment – No public comment

3) Voting Items

a. Public Meeting Minutes 9.16.21

The meeting minutes were reviewed from 9.16.21. A motion was made by Peggy Canale to approve the minutes as submitted. The motion was seconded by Dr. Joe Wyse. Motion was carried unanimously.

b. Special Public Meeting Minutes 9.30.21

The meeting minutes were reviewed from 9.30.21. A motion was made by Peggy Canale to approve the minutes as submitted. The motion was seconded by Dr. Joe Wyse. Motion was carried unanimously.

c. Co-chair Position

Rachelle announces that Jim Harrell is not able to come back and a new co-chair is needed in his place. Jim Cloney nominates Jamie Green, with Trinity Alps

Union High School District, as new co-chair. The motion was seconded by Peggy Canale. Motion was carried.

d. Second Reading of STTAEC Bylaws – Updates

Rachelle presented a secondary reading of the STTAEC Bylaws. Changes that had been made to the bylaws were reviewed. A motion was made by Jim Cloney to approve the bylaw amendments as they were presented with any allowable edits for typographical errors. The motion was seconded by Michelle Barnard. The motion was carried unanimously.

4) Informational/Discussion Items

- a. Enrollment 21.22 – July 1 – December 31 – Rachelle reviewed number of students enrolled that had at least one instructional hour. There has been an improvement for quarter one and quarter two compared to 21.22. Instructional hours were reviewed, showing an increase compared to 21.22. Rachelle reviewed the Consortium self-assessment and pointed out areas that need growth, including, students supports, curriculum/transition, and resource allocation.
- b. 22.23 Budget Planning Process – Governor’s budget includes 5.33% COLA for Adult Education. CAEP members will also receive 5.33% COLA based on their 22.23 allocation unless member is deemed ineffective or they take a voluntary reduction of funding. An additional \$130 million to support healthcare-focused vocational pathways for ESL is anticipated in the 22.23 state budget. Budget must be approved in March to meet deadline for certified fiscal administrative declaration in NOVA. Budget will be voted on in next Public meeting.
- c. 3 Year Plan – Rachelle presented a chart reviewing the percentage of Consortium expenditures and instructional hours for the last 2.5 years. The chart reveals the cost per instructional hour.
- d. Consortium Update – Budget, Activity, Staffing – Rachelle presents a budget summary. Looking at 37% as of the end of December, with a target of 50%. Interviews were held for Student Services Coordinator position.
- e. 2nd Allocation Disbursement of 21.22 – 2nd allocation payment will come out in February.

5) Announcements/Adjournment – Jim Cloney adjourned the meeting at 3:36 pm.

STTAEC
2022.2023 Budget Planning

		21.22 Allocations	Option A Proposed 22.23 Allocations
State STTAEC Allocation		\$1,188,777	\$1,252,139
Fiscal Admin Allowance Claimed		-\$59,438	-\$62,607
CONSORTIA OPERATING EXPENSE			
	Salaries and benefits	-\$169,409	-\$178,438
	Other Operating Expense	-\$36,417	-\$38,358
TOTAL Remaining for Members		\$923,513	\$972,736
MEMBER/PARTNER			
SHASTA			
	Anderson Union	\$164,550	\$173,321
	Shasta College Total	\$181,820	\$191,511
	Shasta Union HSD	\$191,738	\$201,958
TEHAMA			
	Corning	\$72,952	\$76,840
	Red Bluff	\$131,397	\$138,400
TRINITY			
	Mountain Valley	\$10,644	\$11,211
	Southern Trinity	\$21,000	\$22,119
	Trinity Alps	\$63,040	\$66,400
	Trinity COE	\$86,372	\$90,976
PARTNERS Total		\$923,513	\$972,736
<i>UNDER/ (OVER) BUDGET</i>		\$0	\$0

Shasta-Tehama-Trinity Adult Education Consortium

Better.Jobs

21.22 Budget Summary

2021.2022 Budget	Budget	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Expenses to Date	Budget Remaining	% spent
Fiscal Agent Indirect	\$ 59,438.00	\$ 586.68	\$ 12,819.26	\$ 12,769.26	\$ 488.41	\$ 545.61	\$ 28,283.18	\$ 31,154.82	48%
Fiscal Agent Sub Total	\$ 59,438.00	\$ 586.68	\$ 12,819.26	\$ 12,769.26	\$ 488.41	\$ 545.61	\$ 28,283.18	\$ 31,154.82	48%
Salary/Benefit	\$ 169,409.00	\$ 11,258.09	\$ 11,258.09	\$ 11,266.36	\$ 11,258.09	\$ 11,258.09	\$ 92,885.66	\$ 76,523.34	55%
Supplies Non Instructional	\$ 2,500.00	\$ 333.70	\$ 30.34	\$ 78.11	\$ (29.86)	\$ 77.97	\$ 565.32	\$ 1,934.68	23%
Postage	\$ 250.00						\$ -	\$ 250.00	0%
Travel-Staff	\$ 5,000.00	\$ 114.58			\$ 78.01		\$ 212.19	\$ 4,787.81	4%
Service Fees/Other Charges	\$ 13,879.00	\$ 372.50	\$ 704.23	\$ 14.99	\$ 340.63	\$ 516.74	\$ 2,649.09	\$ 11,229.91	19%
Advertising	\$ 10,611.00						\$ 3,000.00	\$ 7,611.00	28%
Printing	\$ 300.00						\$ 145.00	\$ 155.00	48%
Equipment	\$ 3,877.00					\$ 1,700.71	\$ 1,947.38	\$ 1,929.62	50%
Consortium Direct Sub Total	\$ 205,826.00	\$ 12,078.87	\$ 11,992.66	\$ 11,359.46	\$ 11,646.87	\$ 13,553.51	\$ 101,404.64	\$ 104,421.36	49%
Anderson Union High School District	\$ 164,550.00						\$ 164,550.00	\$ -	100%
Shasta College	\$ 181,820.00						\$ 181,820.00	\$ -	100%
Shasta Union High School District	\$ 191,738.00					\$ 95,869.00	\$ 191,738.00	\$ -	100%
Corning Unified High School District	\$ 72,952.00	\$ 36,476.00				\$ 36,476.00	\$ 72,952.00	\$ -	100%
Red Bluff Joint Unified School District	\$ 131,397.00					\$ 65,698.50	\$ 131,397.00	\$ -	100%
Southern Trinity Joint Unified School Dis	\$ 21,000.00					\$ 10,500.00	\$ 21,000.00	\$ -	100%
Mountain Valley Unified School Dircit	\$ 10,644.00					\$ 5,322.00	\$ 10,644.00	\$ -	100%
Trinity Alps Unified School District	\$ 63,040.00					\$ 31,520.00	\$ 63,040.00	\$ -	100%
Trinity County Office of Education	\$ 86,372.00	\$ 43,186.00				\$ 43,186.00	\$ 86,372.00	\$ -	100%
Members Sub Total	\$ 923,513.00	\$ 79,662.00	\$ -	\$ -	\$ -	\$ 288,571.50	\$ 923,513.00	\$ -	100%
Totals	\$ 1,188,777.00	\$ 92,327.55	\$ 24,811.92	\$ 24,128.72	\$ 12,135.28	\$ 302,670.62	\$ 1,053,200.82	\$ 135,576.18	

Spending Target as of 12.31.21

Target 58%

**Members receive two payments a year.

Shasta Tehama Trinity Adult Education Consortium

Consortium Director

January 20, 2022 – March 21, 2022

Consortium Director

- Supported Members with Q2 fiscal expense report & certified
- Executed 21.22 Member 2nd allocation distributions
- Coordinated Shasta College Noncredit Student Survey
- Supported individual program marketing materials and efforts
- Supported the development of noncredit EMT course with S. Trinity
- Facilitated Student Services Coordinator hiring committee
- Supported Shasta College with executing consultant contract to review ESL program
- Facilitated Practitioner Meeting, March 9, 2022
- Organized/planned custom CASAS student data reporting training
- Provided 1-1 training Employment and Earnings Survey and Data Integrity Report
- Noncredit CCCApply Workgroup
- 3 Year Plan - Site Interviews, Barriers, Gaps in Service, and Planning
- Regional Consortium Leads Workgroup
- CAEP Leadership Academy Workgroup
- CAEP and other Professional Development
 - Weekly CAEP office hours
 - 2022 Economic Forecast Conference
 - CCCCCO Weekly Updates
 - Speak Like a Boss

Highlight – Christina “Nina” Mitchell! New Student Services Coordinator