

**Minutes of Regular Meeting  
September 15, 2017 8:30am  
Butte County Office of  
Education, CTEC  
2491 Carmichael Dr., Chico**

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The Voting Members of Butte-Glenn Adult Ed Consortium met in regular session on Friday, September 15, 2017, at 8:30AM, at BCOE, California.

**Voting Members Present** Jhan Dunn, GCOE; Mike Lerch, PUSD; Jeff Ochs, OUHSD;  
Sharon Brown, BCOE – CTEC; Charles Tracy, HUSD;

**Partners Present** Sandy Walburn, BCOE-CTEC; Melisse Boyd, Butte College;  
Lisa Bernal-Wood, Butte College; Tessa Miley, Butte College

**1. Agenda Approval**

It was moved by Voting Member Jeff Ochs, second by Chuck Tracy, to approve the agenda as presented. Motion carried unanimously.

**2. Communications from the Public - Consent Agenda**

There were no public comments.

**3. Approval of Consent Agenda**

It was moved by Voting Member Chuck Tracy, seconded by Voting Member Jhan Dunn, to approve the agenda as presented. Motion carried unanimously.

**4. Information-Reports**

- a. 17/18 Annual Plan- submitted and approved.
- b. AEBG training regarding policy and data collection Oct 10-11 in Sacramento
- c. Tech assistance webinar series- Fridays at noon, provide TAP to contact regarding data questions. Webinars recorded and available online.
- d. Update on Data and Accountability:
  - i. Extended to next December.
  - ii. Can utilize these funds for the Sept WIOA training.
  - iii. CASAS training in June is filling. Can use these funds.
  - iv. Roving data expert hired (from Oroville funds).
  - v. TOPSpro training discussion: potential to hire trainers to bring in for training session.
- e. CCCC Webinar Highlights:
  - i. AEBG is going to be a test pilot for NOVA. Each member will receive a login and will be asked to enter spending by object code. Do not need to account for funds separately by year, but can if desired. NOVA date has been pushed back, not in use now. Working toward members providing quarterly reports in NOVA.

- ii. Data and fees- short term CTE fees are the only offerings which can be charged enrollment fees.
- iii. Fees should be similar for similar programs.
- f. 17-18 Contracts- apportionment, plan, first installment. Contracts will be emailed to members.
- g. AEBG staffing changes- Need for neutral third party. Lisa Bernal-Wood will be stepping in to help until a permanent is found.
- h. PR/Marketing update- none.

5. **Action Items**

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- Tessa to send CCCCCO Webinar to members.
- TOPSpro Training: Tessa will contact TAP, would like to bring in training.
  - Lisa to contact LEAD department regarding TOPSpro.
- Contracts to be emailed to members.
- Sept 28-29 WIOA training.
- AEBG Regional Training for Policy and Data Collection - Oct 10-11 Sacramento.
- October 12-13, 2017 Consortia Director meeting.

6. **Communications from the Public**

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There were no public comments.

7. **Future Dates**

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October 12-13, 2017	Consortia Director Meeting		Sacramento, CA
November 1-2, 2017	ASAP Training		
December 1, 2017	9:00am	Quarterly Meeting	Paradise - Adult Ed.
February 9, 2018	9:00am	Quarterly Meeting	Orland, CTEC-N
May 4, 2018	9:00am	Quarterly Meeting	Butte College, Main Campus

8. **Adjournment**

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Meeting adjourned at 9:45am

<p>For Information concerning these Minutes, please contact:            Tessa Miley, 3536 Butte Campus Drive, Oroville CA 95965            (530) 895-2894</p>
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