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# Butte-Glenn Adult Education Consortium – Notice of Regular Meeting

## August 2, 2024 | 9:00am

## Zoom Meeting: <https://butte-edu.zoom.us/j/86937729495?from=addon>

**MINUTES**

**Call to Order**

Elena Jones, Glenn County Office of Education

Lourdes Ruiz, Glenn County Office of Education

Amanda Samons, Butte County Office of Education

Teresa Ward, Butte-Glenn Community College District

Melisse Boyd, Butte-Glenn Community College District

Members not present

Mike Lerch, Paradise Unified School District

Jeremy Powell, Hamilton Union School District

Mary Lynch, Oroville Union High School District

1. **Approval of Agenda**

Consideration of approval of the Agenda as presented – Action. Motion by Elena Jones, 2nd by Teresa Ward. Approved without objection.

1. **Communications from the Public – Consent Agenda**

This time is set aside for comments on the Consent Agenda. The Voting Members may undertake discussion only to provide clarification to the public or schedule a matter for a future meeting.

None.

1. **Approval of Consent Agenda**

Consideration of approval of Minutes – March 1, 2024 – Action. Motion by Teresa Ward, 2nd by Elena Jones. Approved without objection.

1. **Information and Reports**
   1. NOVA Reporting and [Deadlines](https://caladulted.org/DueDates)
      * ﻿Jun 30: 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q3)
      * Jul 15: Student Data due in TOPSPro (Q4) FINAL
      * Aug 15: Annual Plan for 2024-25 due in NOVA
      * Sept 1: Consortium Allocation Amendment certified in NOVA
      * Sept 1: Member Expenditure Report due in NOVA (Q4)
      * Sept 30: Member Expenditure Reports certified by consortium in NOVA (Q4)
      * Sept 30: Member 24-25 Budget and Work Plan due in NOVA
      * Oct 30: 24-25 Member Budgets and Work Plans certified by consortium in NOVA
      * Oct 31: Student data due in TOPSPro (Q1)
      * Oct 31: Employment and Earnings Follow-Up Survey
   2. Beginning of Year Letter - due to be released in August
   3. Consortium Member Conference/Training Report Out and Resources – Informational Report
      * <https://www.caadultedtraining.org/> Upcoming events and trainings
      * CAEP Summit 2024 Monday, October 28th through October 30th, Oakland Marriott City Center
   4. Program Map, Consortium Member New or Noteworthy Programs, Program Changes – Informational Report & Discussion
2. **Action Items**

None

1. **Communications from the Public**

This item on the agenda provides an opportunity for the public to address the Voting Members on any topic that is or is not on the Agenda. The Voting Members may also hear any written correspondence addressed to the Voting Members at this time. **A three minute time limit will be allotted to each speaker. Twenty minutes shall be the maximum time allotted for public speakers on any one subject regardless of the number of speakers at the meeting.**

None

1. **Next Meeting Dates**

First Fridays 9-10:30am:

* 12/6/24 Zoom
* 3/7/25 In person TBD
* 5/2/25 Zoom

1. **Adjournment**

9:37am Adjourned.