



Lassen County

AB 86 Adult Education Consortium

Minutes of June 16, 2016
LCC Boardroom @ 3:00 pm

The meeting was called to order at 3:04 P.M.

Names of those Present

Members (Schools):

Dr. Marlon Hall, Superintendent/ President of Lassen Community College
Lou Hamilton, Lassen College Board member
Dr. John Taylor, LCC Academic Resource Center
Fran Oberg, LCC Executive Assistant
Paige Broglio, LCC Coordinator of Special Grant Programs
Nathan Jersey, Kinship Coordinator
John Larrivee, LCC Foundation
Chad Lewis, LCC Automotive Instructor
Bill McCabe, Superintendent of Lassen Union High School District
Pam Pettengill, Westwood Unified School District Board Member
Kathi Sherman, Long Valley Charter School
Ann Weaver, Long Valley Charter School

Partners (Agencies and Business Partners):

Kim Keith, Alliance for Workforce Development
Shellie Anderson, Alliance for Workforce Development
Leslie Scott, Alliance for Workforce Development
Christina Adams, Alliance for Workforce Development
Jeff Hawkins, Lassen Library District Interim Director
Deb Probst, Lassen Library Director
Samantha McMullen, Lassen County Day Reporting Center
Kearstin Anderson, Banner Lassen Medical Center
David Sandborg, U.S.Forest Service, Susanville, CA.

1. Dr. Hall welcomed everyone and called the meeting to order.

To start the new school year for 2016-2017, Dr. Hall handed out his President's Goals and explained how our programs need to align and work together for successful outcomes in our service areas.

President's Goals for 2016-17

- Increase the number of students with education plans by 10%
- Positive communication
- Continue to meet the accreditation standards
- Continue to work with the service-area schools in closing the achievement gap
- Increase our FTES by 13%
- Continue to stay within our budget
- Provide professional development opportunities to administration, faculty, staff, and the Board of Trustees
- Seek to provide access to LCC classes and programs to our service area
- Continue to lead in the area of adult education in our service area
- Complete on-campus building projects: library, nursing classroom, dormitory, fire science, and categorical
- Build our CTE programs
- Seek more endowments for the college
- Be consistent with the weekly newsletter, "The Week That Was."
- Aligning with Workforce Development for clear career pathways
- Upgrade our website and webpages

2. Public Comment - None

3. Approval of minutes from May 12, 2016

Revisions were asked to be put in place:

- *Kim Keith in Item 5. About the program information presented by Kittie Edson. The Career Catalyst is the name of the program service for employers seeking to hire students for jobs or paid internships. A paragraph from the Career Catalyst handout "Supporting Students and Employers for Work Experiences. "
<https://foundationccc.org/What-We-Do/Workforce-Development/Career-Catalyst-Career-Pathway/Benefits-for-Employers>
Revised*
- *Sherrie Morgan and Ann Weaver have asked that in Item 6. The Long Valley Charter School revision to "A High School Diploma Program is starting in the Susanville and Doyle/Herlong areas and students will receive a California Adult School Diploma".*
- *In Item 6. The Judge Verdarosa's name was misspelled.*

Ann Weaver made the motion to approve the meeting minutes with the three revisions and Kim Keith gave the second. The motion passed by consensus, with Chad Lewis and John Larrivee abstaining.

4. New Adult Education Block Grant (AEBG) Updates

The 2016-2017 Adult Education Block Grant (AEBG) is now an appropriation through the California Legislature. The first year of funding for the AEBG ended on 6/30/16, and we are going into a two year carryover. As we roll into the second year for 2016-2017 funding that will possibly come out in September, we will first use our carryover funds and not co-mingle each years funding, Paige Broglio remarked. There will also be many changes coming out of Sacramento about funding guidance and reporting, Dr. Hall remarked. The MOE funds for Diploma Gold \$24,941.00 and Big Valley \$2,139.00 will now be disbursed through our consortium as CDE has pushed those adult education funds into the AEBG disbursements. A new Data/Accountability Grant that is a separate entity of AEBG was awarded to our consortium in the amount of \$138,556.00 and it is available to use until 12/31/17. With our estimated carryover of \$400,000.00 and our new 16-17 estimated allocations of \$1,005,636.00; our consortium will have around \$1,405,636.00 available for 16-17 AEBG programs. A slide was shown with the AEBG Preliminary Allocations. We must wait until Governor Brown signs the California budget in June and our funding allocations are settled. Now we will continue funding our programs with the 15-16 carryover funds so there is no gap in services to any of our funded mini grants.

5. Professional Development Presentation

Chad Lewis the Lassen College Automotive Instructor presented about the California Automotive Teachers Conference he attended in Modesto, the end of April. He is able to get the training needed to have the LCC Automotive program certified and maintain his instructor's license requirements. Training for the smog teacher's continual updates and certification, a smog class is in the future. Chad Lewis will also complete a hybrid training course by December and a hybrid repair class could then be offered later. A handout from the LCC catalog was presented about the Automotive Technology program and Chad Lewis explained the certificates offered for short-term classes in Automotive CTE. Three of his students were just hired after attending his classes. This summer Chad Lewis is offering an Automotive Survival class and working on skill builders to ready students for employment. Chad Lewis outreach goals include a trip to Alturas and Big Valley to share his automotive program highlights. In the Q & A discussion, the charter school also asked for him to do a visit and the AFWD mentioned they could help with job seeking resources and share program information with all six counties. It was suggested that the college highlight CTE programs in the Mountain Valley Living magazine, and do a marketing flier for the region.

6. Mini Grant Allocation Programs Progress

Adult Literacy Program with Lassen Library-Jeff Hawkins, the Interim Lassen Library Director introduced the new Lassen Library Director Deb Probst. He said they are still looking for an Adult Literacy Coordinator, and will be advertising for both the Adult Literacy Coordinator and Adult Literacy Assistant in the newspaper and on the Lassen Library website. Jeff Hawkins asked the consortium to help recruit by word of mouth to increase applicants. The Lenovo computers have arrived and are ready for the new coordinator to start with when they are hired.

Westwood High School-Pam Pettengill the Westwood Board member stated they have several teachers interested in teaching adult classes for mini grants, and they are hiring a few new teachers. The Westwood CBO could teach Business, and the RSP teacher could teach Life Skills, and they would like to have an Auto class. The outlook is very good for adult classes with their community behind them.

Kinship-Parenting Skills-Nathan Jersey remarked they had five participants successfully complete the Parenting Skills workshops and the response is good about the program. They will continue to do outreach in the community to build upon.

Long Valley Charter School-Ann Weaver remarked they have two adults enrolled to start summer school. The Chromebooks have arrived, and they are getting the Cyber High online curriculum. She will take students by appointment in June.

Steps to Success- Dr. Hall explained the college is transforming a classroom into Steps to Success lab for the CARS and Basic Skills classes. The college has received approval to be a HiSet test site and Kittie Edson the Steps to Success Director is moving forward. Curriculum is being written by Kittie Edson to align her program with the county jail and provide education services inside the county jail from Lassen College.

Modoc County Office of Education-is working with the Teach program in Alturas and Teach opened a new classroom this week for GED test preparation and will become a testing center soon. More about their adult education offerings coming out soon.

7. Mini Grant Application Review and Approval of New Due Dates

A discussion was held about the Mini Grant Application form and the Mini Grant Addendum form. The Addendum would be a shorter version application for current mini grant recipients to reapply for continued funding of the same amount in 2016-2017. Any new amounts of funding would need a full Mini Grant Application. Bill McCabe suggested the due dates on the application be the end of August so programs could start in the fall. It was agreed that the mini grants need to be evaluated by mid-September to avoid delays in programs starting. The Consortium Review Committee will meet the first part of September and the new mini grant applicants will present at the September consortium meeting with a five minute limit on the presentation time.

Corrections agreed upon to the mini grant and addendum included:

1. Taking out the no equipment purchases line and replace with equipment belongs to the consortium.
2. On the Description and Plan, limit the word count to 50-100 words.
3. The budget needs to be added to the Addendum.
4. On budget category 7000, the school districts may add their Indirect cost per CDE.
5. If the Work Plan changes a new one needs to be filled out.
5. Add the line Consortium Approved at the end of applications.
6. Insert the date 2016-2017 at the top and insert the due date 8/31/16.

A motion was made by Bill McCabe to approve the mini grant and addendum corrections and new due dates. Kathy Sherman gave the second and the motion passed by consensus.

Bill McCabe also asked about checking the depreciation on consortium owned equipment, offers to purchase or surplus later on as equipment ages.

8. Updates to Annual Plan 2016-2017

Edits to the Annual Plan will be due by the end of July and we will look at those in our next meeting. Please take the time to review and go through the plan for any changes. A copy of the plan is available online at the AEBG website:

<http://aebg.cccco.edu/Consortia/Consortia-List?id=56900b2b88f53f007bea79e4>, under Lassen County AB86 Consortium #25 listed in the state. We will also send out copies by email, and some were available here today. Dr. Hall reminded everyone to get information back to us so we can continue to report in a timely fashion to Sacramento.

9. Updates to Annual Budget, Allocations and CFAD changes

In our consortium budget and Consortium Fiscal Administration Declaration (CFAD) filed May 2, 2016; we had listed Long Valley Charter School as working partners with the Lassen County Jail and awarded the charter school the jail mini grant amount of \$12,000. In May 2016 the charter school could not come to agreement with the County jail and the jail contact had transferred, so the \$12,000. Now needs to be removed from the charter school allocation. On the CFAD the charter school allocation was \$12,071., and that needs to be moved back to the general fund for the mini grant carryover. Dr. Taylor made the motion and Bill McCabe gave the second to move the money from the charter school allocation back to the carryover funds. The motion passed by unanimous consensus.

Discussion: Dr. Taylor would like to see guidelines for annual reports due in July. Paige Broglio explained the state is just now coming out with new guidelines and formatting. She will need a short narrative from each mini grant for the reporting and will be sending out formats as soon as guidelines are available. Every Friday is a new AEBG webinar with information changing weekly. We will also need to report on the MOE funds expenditures used in 2015-2016 in our narrative report.

10. Next Meeting Date: July 14, 2016

Adjournment at 4:02 p.m. The motion to adjourn came from Bill McCabe and was second by Dr. Taylor. Approved by consensus.