

Meeting Minutes  
North Coast Adult Education Consortium  
November 5th, 2021 / 1:00pm – 3:00pm

**Members Present:** Pru Ratliff, Randy Fugate, Jack Bareilles, Brad Albee  
Others present: Mitch Rosin

**Call Meeting to order:**

Pru Ratliff called the meeting to order at 1:03pm.

**3 Year Plan** – Due June 20, 2022: Mitch Rosin provided a brief background on his experience, and then presented information on the 3 year plan and process. (PowerPoint in recording)

- **Who:** 3 year plan is a collaborative effort:
  - Consortium members
  - Local community partners
  - Regional service providers
  - Consortium director/lead
- **What:** Goals of 3 year plan
  - Collectively assess impact of services provided over prior periods
  - Identify educational /workforce needs
  - Define strategies and activities to meet the needs
- **Where:** Plan is developed
  - Consortium board meetings
  - Consortium/Steering/leadership committee meetings
  - Community stakeholder meetings
  - Workforce development board collaboration
  - Working group (for 3 year plan)
- **Why:** Why do we develop a 3 year plan
  - Required by AB104
  - Demonstrates inclusion and collaboration with other entities
  - Justification of alignment with CA Ed Code (840903), consortium members, etc.
- **Overview of plan dates**
- **How:**
  - Plan is developed
    - Consortium Overview
    - Assessment
    - Metrics
    - Objectives
    - Activates and Outcomes
    - Funds evaluation
    - Self-Assessment
    - Focus on State priorities
    - Technology and distance learning
- Mitch reminded the group that we already have a 3 year plan. We are not being asked to create a new one, but validate what we are already doing.

**Business:**

- Welcome & Introductions
- Additions/Adjustments to Agenda: There were no additions or adjustments to the agenda.
- Public Comment: there were no public comments.
- Approve Consent Agenda / Minutes from 08-05-2021: motion made by: Brad Albee seconded by Randy Fugate. All in favor voted in the affirmative.

### **Approval of AB361 for NCAEC Board Meetings**

Requires us to state we are continuing to meet online via Zoom, and provides guidelines on the public comment process. Motion made by Randy Fugate for next meeting to be via Zoom, seconded by Brad Albee. All in favor voted in the affirmative.

### **3 Year Plan**

Discussion on how each consortium member will be writing their own parts, and we will come together to make 1 plan. We will want to look at each section monthly and work to refine everything/make it cohesive. Pru shared idea of doing a Quality Self-Assessment. Pru will send this document, so everyone can do an assessment on their own, and we will meet as a group to discuss. We should be thinking about our community stakeholders and how to best facilitate a meeting with them. Also, leadership/steering committee meetings should be generated. Members noted that this is a fairly small group, so perhaps it would work to do a survey. Members need to work on naming stakeholders, and hopefully bring list to next meeting. Discussion on scheduling monthly meetings on the 1<sup>st</sup> Friday, to get 3 yr. plan completed.

### **Upcoming Due Dates**

See Appendix B from agenda.

### **Member Updates:**

Update from Pru / CR: our Student Development Advisor resigned. Working on recruitment of new employee. Working with HCOE and HSU on childcare for our classes that are held in Suite B. Also discussing with Landlord to look into leasing another space that is currently vacant in our building. Medical Assisting program application period is open, closes November 12<sup>th</sup>. Community Education will have Phlebotomy application period opening on December 1<sup>st</sup>, closes December 10<sup>th</sup>. Working on next Truck Driving class, hopefully starting in March.

Update from Brad / Eureka: switching teachers for ESL and citizenship. Working to bring back mascot/logo from the late 70's –the Owl!

Update from Randy / Del Norte: Increase in students working to obtain GED. Adding 2 classes for ESL, one in Crescent City and one in Smith River. Welding class starting soon. Working to add testing support class i.e.: employment entrance exams.

**Closing remarks:** none

**Adjourn:** Randy made motion to adjourn, meeting, seconded by Pru. Pru Ratliff adjourned the meeting at 2:44p