

MEETING MINUTES
North Coast Adult Education Consortium

Zoom:

<https://redwoodsedu.zoom.us/j/93679039742?pwd=cXlLejN1MEsrc2huNVlvZUtvdXBhUT09> February 4, 2022

1:00pm – 3:00pm

Open Session: Pru Ratliff called the meeting to order at 1:09pm

Members Present: Pru Ratliff, Brad Albee, Randy Fugate, Jack Bareilles

Approval of AB361 for NCAEC Board Meetings: Motion to approve by Jack, 2nd by Brad
Consent Agenda

Welcome & Introductions - No introductions needed for today's meeting

Additions/Adjustment to Agenda: No additions or adjustments to this month's agenda

Approve Consent Agenda: Motion to approve by Brad, 2nd by Jack

Public Comments: There were no public comments

CFAD Preliminary Allocations – Appendix B: Summary/Review of Appendix B and timelines. Allocations for 2022-23 and 2023-24 are preliminary only at this point. Final allocations should be released at the end of February.

3 Year Plan – Due June 20, 2022: We have plenty of time allocated to discuss and complete the 3 yr. plan. We need to make sure we have metrics set not only at a consortium level, but as individual members, too.

Review of Executive Summary draft narrative – Appendix C: Discussion on ensuring we follow the state priorities. Pru will email to members. Discussion on timeline and strategies for completing.

Review Survey Questions – Appendix D: Questions have been drafted by CR's Dean of Institutional Research, Dr. Angelina Hill. Community members' survey: Brad made a suggestion to add "lack of technology resources" as a response for barriers. Group discussion entailed adding Del Norte's CTE / Short Term training. High School Equivalency/Diploma, ESL. Faculty: No suggestions or additions. Members in agreement that questions are clear and concise. Students: Suggestion to add citizenship to list of why Adult Education courses were taken. Suggestion to add website on "how did you hear", Marquee, banner and Constant Contact should also be added. Difficulties question: suggestions to modify "afraid to go to college" to read college/adult or, or back to school" Suggestion to add comment box – may help them elaborate on time/transportation. Suggestion about "what are the 2 best things about the program"

Timeline – Appendix E: 3 yr. plan Timeline for draft narrative – Pru would like to have feedback sent to her. Narratives needed for all areas listed on March 4TH meeting. We need all members to send email info for those who will be receiving surveys (community, faculty/Instructors, students) Survey scheduled to be sent on March 11th. Members need to logon to NOVA and review items. Full plan needs to be finalized by June 3rd, and certified by June 30th 2022. Randy asked to have state priorities, guidance and template for 3 year plan, and previous 3 year plan to be sent to all members in preparation for March 11th meeting.

Upcoming Due Dates – Appendix F: Members reviewed dates listed in Appendix F

Member updates:

Randy - ESL classes are going well, working to build up Smith River location. Welding class coming up soon. Working on Loan Literacy class.

Pru - 40 hr. Wildland Fire School coming up 3/14-3/18. Review of current Adult Ed classes Enrollments are still low; CR Adult Ed has acquired space next to our Suite B classroom, that will house free childcare for our face to face classes. Community Education updates: Truck Driving Program is preparing to start, Informational meetings still occurring. Class starts March 21. Medical Billing and Coding, Pharmacy Tech (both online). Working on summer 2022 and Fall/Spring 2022-2023 Adult Ed schedules. Humboldt County Correctional Facility classes are currently running thru correspondence, and will remain this way thru summer 2022. Meeting with HCCF staff on fall 2022 face to face schedule.

Jack: no updates /report out.

Brad: no updates / report out.

Closing remarks: none to report

Adjourn: Motion to adjourn meeting by Brad – 2nd my Randy. Meeting adjourned at 2:30 pm