



## **The North Central Adult Education Regional Consortium (NCAEC)**

### **Executive Committee Meeting Minutes**

**October 24, 2018**

**Members Present:** Jesse Ortiz (Superintendent, Yolo COE), Baljinder Dhillon (Superintendent, Sutter County Superintendent of Schools), GH Javaheripour (President, Yuba Community College), Tom Pritchard, (Superintendent, Woodland Joint Unified School District), Francisco Reveles (Superintendent, Yuba COE), Michael West, (Superintendent, Colusa County Office of Education)

**Members Absent:** Brock Falkenberg (Superintendent, Lake COE), Donna Becnel (Superintendent, Konoti Unified School District), Michael White (President, Woodland Community College)

**Leadership/Others Present:** Eric Pomeroy (Sutter County Superintendent of Schools), Garth Lewis (Yolo COE), Susan Moylan (Woodland Joint Unified), Lorilee Niesen (Colusa County Office of Education)

**1.0: Call to Order** - 4:05 PM By Dr. Ortiz

**1.1: Roll Call** – Conducted by Dr. Ortiz

**1.2: Approval of agenda** — Moved by Dr. Dhillon, seconded by GH. Passed.

**1.3: Public Comment** - None.

### **2.0: Communications/Reports**

**2.1:** Executive Committee - None

**2.2:** Secretaries Report: Eric Pomeroy distributed the leadership report to council members

**2.3:** No report

### **3.0: Information/Action**

**3.1: Approval of July 17<sup>th</sup>, 2018 Minutes:** Moved by GH and seconded by Dr. Francisco Reveles; unanimously approved

**3.2:** Dr Ortiz and Eric Pomeroy reviewed previous discussions with executive committee and leadership council. Bal Dhillon made a motion to move \$61,143 from YCCD and divide the funding equally between the seven remaining partners. The motion was seconded by Tom Pritchard; unanimously approved

**3.3:** Combined with Agenda Item 3.2

**3.4:** Mr. Pomeroy shared the potential balance of unspent funds that could be lost if not spent by December 2018. Discussion ensued regarding the negative impacts on the consortium moving forward if a loss of funding occurred. GH made a motion to give the consortium director the authority to identify the balance and work with executive council and leadership members to determine the best course of action. Mike West seconded the motion with unanimous support.

**3.5:** Mr. Pomeroy reminded all members about the funding life cycle and that funds need to be spent within 2.5 years. Mr. Pomeroy explained that funds are automatically earmarked using a FIFO system so the NOVA financial system automatically spends the oldest funds first. Dr. Ortiz suggested the consortium bylaws should be written to set spending guidelines that would minimize the risk of the consortium losing funding

**3.6:** Mr. Pomeroy shared the balance of the data and accountability funds (approximately \$28,000) and said they would be divided equally and disbursed in early 2019. The funds would need to be spent by June 2019. Mr. Pomeroy said he is still researching the reimbursement of funding from the previous TOPSPro contract

**3.7:** Mr. Pomeroy shared that he and Susan Moylan renegotiated the Community Pro contract for an additional 3 years beginning in July 2019. The contract extension would not cost the consortium anything. Consortium members would begin training and working with Community Pro in January 2019.

**3.8:** Mr. Pomeroy said he is working directly with the CCCCCO's office to ensure a correct reconciliation of MIS/NOVA

**3.9:** Mr. Pomeroy reminded everyone about the deadlines to complete and certify budgets

**3.10:** Mr. Pomeroy shared input from YCCD leadership members expressing the difficulty in managing one combined budget for three campuses. After discussion, GH made a motion to give the director the authority to work with YCCD and separate budgets in NOVA per the direction of YCCD. The motion was seconded by Tom Pritchard and passed unanimously.

**3.11:** Mr. Pomeroy shared the challenges regarding the Colusa/Lake Navigator. Lorilee Neisen said Colusa County was working with Steve Wylie and others to determine the best course of action to ensure both members are efficiently and effectively served. Executive members suggested this item remain on the agenda for further discussion.

**3.12:** Dr. Ortiz recommended changing the consortium bylaws to reflect the election cycle. Motion made by Dhillon and seconded by Pritchard; motion passed. Three additional suggestions were made to add to the bylaws but were not voted on. Mr. Pomeroy suggested to add spending guidelines and Mr. Ortiz suggested adding a proxy vote by an alternate as well as meeting attendance requirements.

**3.13 – 3:16 :** No update

**4.0:** No items

**5.0: Previously approved.** Mike West thanked Mr. Ortiz for his leadership.

**6.0 Adjournment:** At 5:30pm a motion to adjourn was made by Bal and seconded by Jesse.