

Napa Valley Adult Education Consortium
Board Meeting Agenda
June 19, 2017

- I. Welcome
- II. Establish Quorum
- III. Approve April Minutes - Attachment I
- IV. Public Comment (10 minutes)
- V. Financial Update – Attachments II and III
- VI. Hospitality Pilot Update
- VII. Consortium Planning
 - a. Discussion of consortium direction
 - b. 2017-18 board meeting schedule/plan

All attachments in dropbox at

<https://www.dropbox.com/sh/iet74ss6lf93psa/AABuqPIJixHT0JbHFsbIKUuba?dl=0>

AEBG Deadlines Calendar for remainder of year

- Jul 31: Period 4 (2015-16) and Period 2 (2016-17) Expenses & Progress Reports DUE to State
- Aug 1: End of Year TOPSPro Enterprise Data/Integrity Report DUE to State
- **Aug 15: Annual Plan DUE to State**
- Aug 30: Release of 2017-18 Funds
- Oct 31: 2017-18 Budget DUE to State
- Oct 31: First Quarter TOPSPro Enterprise Data/Integrity Report DUE to State
- Dec 20: Budget Revisions DUE to State



Napa Valley Adult Education Consortium
Board Meeting Minutes
April 24, 2017
NVC Library 4:30 PM

Board Members Present: Patrick Sweeney, Superintendent, Napa Valley Unified School District; Robert Parker, Vice President of Administrative Services, Napa Valley College; Wade Roach, Assistant Superintendent of Business Services, Napa Valley Unified School District; Erik Shearer, VP of Instruction, Napa Valley College; Barbara Nemko, Superintendent, Napa County Office of Education, Ronald Kraft, President, Napa Valley College; Elena Toscano, Assistant Superintendent of Instruction, NVUSD

Other: Cathy Balach, Project Manager; Lori-Leanne Parris, Principal, Napa Valley Adult Education; Mechele Manno, Associate Dean, Napa Valley College; Cathy Balach, NVAEC Project Manager

Minutes: Cathy Balach, NVAEC Project Manager

I. Welcome

Patrick Sweeney called the meeting to order.

II. Establish Quorum

Quorum established.

III. Approve minutes from February 13, 2017 meeting – Attachment I.

Bob Parker moved to approve the minutes. Barbara Nemko seconded the motion. Motion carried.

IV. Public Comment none

V. Consortium Fiscal Administration Declaration – Attachment II

- Reviewed the Consortium Fiscal Administration Declaration (CFAD) due to state by May 2. Cathy Balach discussed the details of the CFAD prepared with the management team, noting that the funding for 2017-18 is the exact same as 2016-17. Details that have changed are the text areas, but all material information is the same – direct funding model and amounts.
- Barbara Nemko moved to approve the minutes. Erik Shearer seconded the motion. Motion carried.

VI. Career Success Network for Hospitality Discussion – Attachments III

Lori-Leanne Parris discussed the intake training, 12 hours for students, including interests inventory, student discovery tools, and more.

Barbara suggested checking with Bruce Wilson RE AEBG guest speakers.

Mechele Manno talked about the curriculum of the hospitality training, who she's brought in to work with this, Christina Rivera, hospitality group (Merrick McKeig, Dianna Chiabotti, Charlie Monahan), what skills that need to be taught to. She reassured the integrity of noncredit hospitality curriculum, which will be 50 hours appropriated from classes, existing noncredit or collaboratively developed programming. Students will be a Certificate of Completion.

The pilot Intake portion (the 12 hours) will happen in June at NVAE and then finish in the fall at NVC.

Wade brought up options in Spanish. Cathy and Lori-Leanne discussed options for ESL speakers, especially the VESL courses available.

Ron asked about the employer side and about 50 hours – a lot for a program. How is it structured? Mechele discussed that it is flexible in a duration, modules are 4 hours, abbreviated and intensive in the summers, ability to be flexible in the summers.

Elena asked about options the curriculum. Mechele discussed how the hours were broken down by member faculty/staff. Lori-Leanne said that it is flexible for the fall, flexible for student schedules. Clarified it would typically be one semester long.

Ron asked about where it will be held. Lori-Leanne discussed that the first one is local, but there are outreach possibilities. Mechele brought up south valley campus in American Canyon and Calistoga as later targets.

Ron asked about what the view would be after 2 years. Discussion of pipeline. Finding full-time permanent custodians. Career skills are there. Lori-Leanne and Cathy discussed that it doesn't end when students go into the class. Focus on staying connected with the students.

VII. Discussed plan for end of fiscal year.

Next meeting will be June 12 at 4:30pm at Napa Valley College. That meeting will include a discussion of financials through end of March.

Ron asked about computer literacy – what the adult computer classes focuses on, computer or mobile phones. Computer literacy as an option for the classes. Elena discussed educating them on buying a computer. Lori-Leanne has discussed a field trip option.

Starting July, meetings will be at the Napa County Office of Education, same Monday schedule.

VIII. Adjournment

Wade motioned to adjourn. Erik seconded. Motion carried, unanimously approved.

Next Meeting Monday, June 12, 2017 @ 4:30 PM NVC Library Rm 1763 Room A

Attachment II - 2015-16 FINANCIAL UPDATE AS OF 3/31/17

GRANT PERIOD ENDS 12/31/17

NAPA VALLEY COLLEGE

(IF ANY)

Object Code	BUDGET	BUDGET REVISION	PERIOD 1 7/1/15-12/31/15	PERIOD 2 1/1/16-6/30/16	PERIOD 3 7/1/16-12/31/16	PERIOD 4 1/1/17-3/31/17	PERIOD 4 3/3/17-6/30/17	TOTAL	BALANCE
1000 Instructional Salaries	\$88,548	\$88,548	\$22,500	\$14,980	\$39,921	\$8,239	\$0	\$85,639.57	\$2,908
2000 NonInstructional Salaries	\$30,000	\$26,000	\$23,000	\$0	\$0	-\$4,624	\$0	\$18,376.00	\$7,624
3000 Employee Benefits	\$21,600	\$26,600	\$14,261	\$434	\$6,577	\$1,517	\$0	\$22,788.94	\$3,811
4000 Supplies and Materials	\$10,000	\$9,000	\$0	\$1,084	\$735	\$1,541	\$0	\$3,360.00	\$5,640
5000 Other Operating Expenses	\$35,000	\$35,000	\$0	\$35,605	\$27,569	\$5,775	\$0	\$68,948.52	-\$33,949
6000 Capital Outlay	\$129,750	\$129,750	\$0	\$0	\$0	\$0	\$0	\$0.00	\$129,750
7000 Other Outgo	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00	\$0
Indirect / Administration	\$15,745	\$15,745	\$5,224	-\$231	\$0	\$0	\$0	\$4,993.17	\$10,752
Total	\$330,643	\$330,643	\$64,985	\$51,872	\$74,802	\$12,448	\$0	\$204,106	\$126,537

NAPA VALLEY ADULT ED/NVUSD

6/20/2017

Object Code	BUDGET	BUDGET REVISION	PERIOD 1 7/1/15-12/31/15	PERIOD 2 1/1/16-6/30/16	PERIOD 3 7/1/16-12/31/16	PERIOD 4 1/1/17-3/31/17	PERIOD 4 3/3/17-6/30/17	TOTAL	BALANCE
1000 Instructional Salaries	\$105,520	\$164,338	\$6,864	\$42,290	\$51,308	\$25,917	\$0	\$126,379	\$37,959
2000 NonInstructional Salaries	\$17,817	\$25,344	\$14,151	\$0	\$179	\$4,624	\$0	\$18,954	\$6,390
3000 Employee Benefits	\$24,054	\$30,598	\$3,889	\$5,514	\$7,613	\$5,041	\$0	\$22,057	\$8,541
4000 Supplies and Materials	\$89,113	\$42,454	\$23,742	\$10,098	\$9,603	-\$989	\$0	\$42,454	\$0
5000 Other Operating Expenses	\$115,308	\$83,406	\$22,154	\$48,614	\$0	\$12,638	\$0	\$83,406	\$0
6000 Capital Outlay	\$47,576	\$47,576	\$47,576	\$0	\$0	\$0	\$0	\$47,576	\$0
7000 Other Outgo	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect / Administration	\$19,969	\$25,641	\$0	\$13,550	\$0	\$0	\$0	\$13,550	\$12,091
Total	\$419,357	\$419,357	\$118,376	\$120,066	\$68,703	\$47,231	\$0	\$354,376	\$64,981

COMBINED

Object Code	BUDGET	BUDGET REVISION	PERIOD 1 7/1/15-12/31/15	PERIOD 2 1/1/16-6/30/16	PERIOD 3 7/1/16-12/31/16	PERIOD 4 1/1/17-3/31/17	PERIOD 4 3/3/17-6/30/17	TOTAL	BALANCE
1000 Instructional Salaries	\$194,068	\$252,886	\$29,364	\$57,270	\$91,229	\$34,156	\$0	\$212,019	\$40,867
2000 NonInstructional Salaries	\$ 47,817	\$51,344	\$37,151	\$0	\$179	\$0	\$0	\$37,330	\$14,014
3000 Employee Benefits	\$ 45,654	\$57,198	\$18,150	\$5,948	\$14,190	\$6,558	\$0	\$44,846	\$12,352
4000 Supplies and Materials	\$ 99,113	\$51,454	\$23,742	\$11,182	\$10,338	\$552	\$0	\$45,814	\$5,640
5000 Other Operating Expenses	\$150,308	\$118,406	\$22,154	\$84,219	\$27,569	\$18,413	\$0	\$152,355	-\$33,949
6000 Capital Outlay	\$177,326	\$177,326	\$47,576	\$0	\$0	\$0	\$0	\$47,576	\$129,750
7000 Other Outgo	\$ -	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect / Administration	\$ 35,714	\$41,386	\$5,224	\$13,319	\$0	\$0	\$0	\$18,543	\$22,843
Total	\$750,000	\$750,000	\$183,361	\$171,938	\$143,505	\$59,679	\$0	\$558,482	\$191,518

Attachment III - 2016-17 FINANCIAL UPDATE AS OF 3/31/17

GRANT PERIOD ENDS 12/31/18

NAPA VALLEY COLLEGE

(IF ANY)

Object Code	BUDGET	BUDGET REVISION	PERIOD 1 7/1/16-12/31/16	PERIOD 2 1/1/17-3/31/17	PERIOD 2 3/3/17-6/30/17	TOTAL	BALANCE
1000 Instructional Salaries	\$50,000	\$50,000	\$0	\$0	\$0	\$0.00	\$50,000
2000 NonInstructional Salaries	\$75,000	\$75,000	\$0	\$0	\$0	\$0.00	\$75,000
3000 Employee Benefits	\$37,500	\$37,500	\$0	\$0	\$0	\$0.00	\$37,500
4000 Supplies and Materials	\$18,143	\$18,143	\$0	\$0	\$0	\$0.00	\$18,143
5000 Other Operating Expenses	\$75,000	\$75,000	\$0	\$0	\$0	\$0.00	\$75,000
6000 Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0.00	\$0
7000 Other Outgo	\$0	\$0	\$0	\$0	\$0	\$0.00	\$0
Indirect / Administration	\$0	\$0	\$0	\$0	\$0	\$0.00	\$0
Total	\$255,643	\$255,643	\$0	\$0	\$0	\$0	\$255,643

NAPA VALLEY ADULT ED /NVUSD

6/20/2017

Object Code	BUDGET	BUDGET REVISION	PERIOD 1 7/1/16-12/31/16	PERIOD 2 1/1/17-3/31/17	PERIOD 2 3/3/17-6/30/17	TOTAL	BALANCE
1000 Instructional Salaries	\$942,499	\$942,499	\$350,716	\$232,386	\$0	\$583,102	\$359,397
2000 NonInstructional Salaries	\$557,667	\$542,904	\$219,838	\$119,401	\$0	\$339,239	\$203,665
3000 Employee Benefits	\$337,038	\$334,950	\$132,058	\$62,597	\$0	\$194,655	\$140,295
4000 Supplies and Materials	\$76,247	\$145,397	\$6,178	\$34,427	\$0	\$40,605	\$104,792
5000 Other Operating Expenses	\$296,068	\$282,184	\$47,127	\$26,234	\$0	\$73,361	\$208,823
6000 Capital Outlay	\$78,415	\$40,000	\$0	\$6,487	\$0	\$6,487	\$33,513
7000 Other Outgo	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect / Administration	\$156,676	\$156,676	\$0	\$0	\$0	\$0	\$156,676
Total	\$2,444,610	\$2,444,610	\$755,917	\$481,532	\$0	\$1,237,449	\$1,207,161

COMBINED

6/20/2017

Object Code	BUDGET	BUDGET REVISION	PERIOD 1 7/1/16-12/31/16	PERIOD 2 1/1/17-3/31/17	PERIOD 2 3/3/17-6/30/17	TOTAL	BALANCE
1000 Instructional Salaries	\$ 992,499	\$992,499	\$350,716	\$232,386	\$0	\$583,102	\$409,397
2000 NonInstructional Salaries	\$ 632,667	\$617,904	\$219,838	\$119,401	\$0	\$339,239	\$278,665
3000 Employee Benefits	\$ 374,538	\$372,450	\$132,058	\$62,597	\$0	\$194,655	\$177,795
4000 Supplies and Materials	\$ 94,390	\$163,540	\$6,178	\$34,427	\$0	\$40,605	\$122,935
5000 Other Operating Expenses	\$ 371,068	\$357,184	\$47,127	\$26,234	\$0	\$73,361	\$283,823
6000 Capital Outlay	\$ 78,415	\$40,000	\$0	\$6,487	\$0	\$6,487	\$33,513
7000 Other Outgo	\$ -	\$0	\$0	\$0	\$0	\$0	\$0
Indirect / Administration	\$ 156,676	\$156,676	\$0	\$0	\$0	\$0	\$156,676
Total	\$2,700,253	\$2,700,253	\$755,917	\$481,532	\$0	\$1,237,449	\$1,462,804