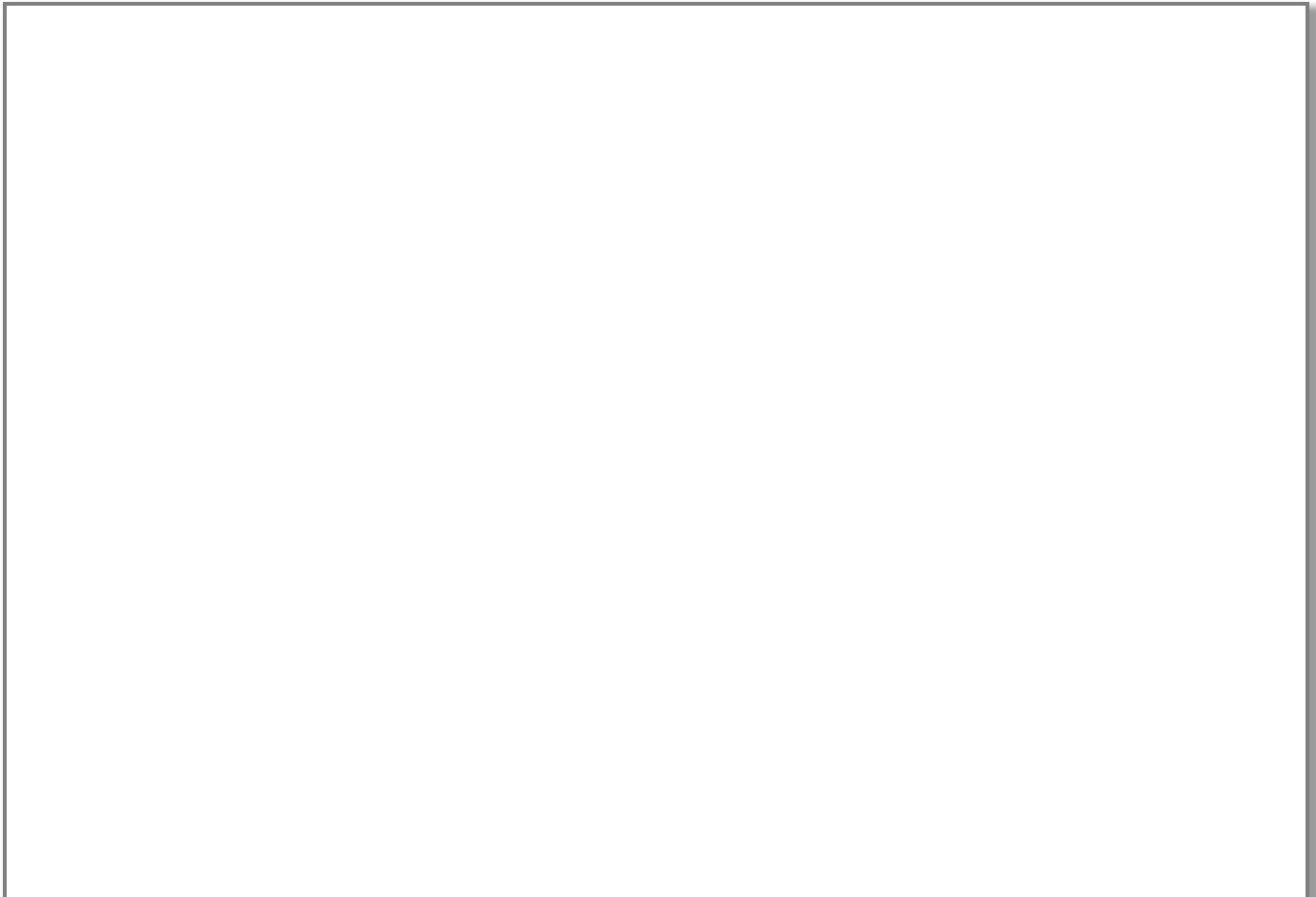




Napa Valley Adult Education Consortium  
Board Meeting Agenda  
November 13, 2017

- I. Welcome
- II. Establish Quorum
- III. Approve November Minutes - **Attachment I**
- IV. Public Comment (10 minutes)
- V. Action Items:
  - a. 2017-18 Budget Plan – **Attachment II**





## ATTACHMENT I

### Napa Valley Adult Education Consortium Board Meeting Minutes November 13, 2017

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

**Absent:** None.

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

**Minutes:** Cathy Balach

- Welcome  
Barbara Nemko called the meeting to order at 5:04pm
- Establish Quorum  
Quorum established
- Approve August Minutes - **Attachment I**  
Approved with correction Patrick moved to approve, Erik seconded.
- Public Comment (10 minutes)  
None
- Action Items:
  - Wade discussed the budget, about Mitch Rosin, who helped form the consortium. He helped the consortium start and wants to bring him in to assess the status, to hire him. Contract provided. Barbara asked where the budget would come from. Wade indicated that the NVUSD would pay but requested the college's support proportionally to the size of their AEBG budget and NVC indicated willingness. Ron moved to approve. Bob seconded.
  - Project manager contract for 2018. Cathy works for 10 hour for the week. Through June 30. Motion to approve, Erik moved, Wade seconded.
- Information/Discussion Items:
  - AEBG updates and program changes: Cathy reported about upcoming changes with AEBG:



- Big changes are new financial portal, allowing individual member reporting and member transparency. Will take place for 2016-17 onward. 2015-16 will be on old system.
  - Change in data & accountability reporting system in 2018-19 for colleges only. AEBG required change to TopsPro Enterprise in 2017-18, and they will be required to change again in 2018-19
  - AEBG ensuring noncredit - very small noncredit – approximately 25-30 noncredit sections
  - Financial updates:
    - 2015-16:
      - NVAE - Lori-Leanne reported that NVAE has fully spent this amount
      - NVC - Bob noted that NVC will be spent by the end of the month, primarily spent on equipment
    - 2016-17:
      - NVAE - Lori-Leanne reported that this funding will be spent entirely in 15 days.
      - NVC - Bob reported that they are spending against into 2016-17 and should be into the next budget in the next 2-3 months. Mechele detailed that they are spending up-valley and south valley, working closely with faculty for all the three main AEBG areas. Work groups will identify need for further equipment.
  - Hospitality pathway
    - Lori-Leanne said that at the point NVAE and NVC are seeing what they can do in January together.
    - Mechele noted that Banquet, TIPS training and Servsafe all through the curriculum process and will now be noncredit.
    - Barbara asked if they will still be taking classes at the adult education and then going to the college. Lori-Leanne said they are still considering the students there, participating in opportunities at the college. Mechele mentioned facilities such as the culinary kitchen. Agreed that Spring semester is the goal.
    - Mary ann asked about childcare. Lori-Leanne noted that NVAE will provide childcare only while they are at NVAE.
- Confirmed next meeting on November 27.
  - Eric moved to adjourn. Wade seconded. Unanimously approved.



## Attachment II

### 2017-18 AEBG Budget Allocation

#### NVC Budget

	Carryover Amount:	\$255,643
	Current Year Allocation:	\$511,286
<b>Napa Valley CCD</b>	1000 - Instructional Salaries	\$100,000
<b>Napa Valley CCD</b>	2000 - Non-Instructional Salaries	\$150,000
<b>Napa Valley CCD</b>	3000 - Employee Benefits	\$75,000
<b>Napa Valley CCD</b>	4000 - Supplies and Materials	\$36,286
<b>Napa Valley CCD</b>	5000 - Other Operating Expenses and Services	\$150,000
	<b>Total Amount:</b>	<b>\$511,286</b>
	Remaining Amount:	\$0

#### NVAE Budget

	Carryover Amount:	\$686,821
	Current Year Allocation:	\$3,131,431
<b>Napa Valley Unified School District</b>	1000 - Instructional Salaries	\$1,343,828
<b>Napa Valley Unified School District</b>	2000 - Non-Instructional Salaries	\$609,310
<b>Napa Valley Unified School District</b>	3000 - Employee Benefits	\$483,413
<b>Napa Valley Unified School District</b>	4000 - Supplies and Materials	\$129,204
<b>Napa Valley Unified School District</b>	5000 - Other Operating Expenses and Services	\$283,346
<b>Napa Valley Unified School District</b>	6000 - Capital Outlay	\$50,000
<b>Napa Valley Unified School District</b>	Indirect Costs	\$232,330
	<b>Total Amount:</b>	<b>\$3,131,431</b>
	Remaining Amount:	\$0