
EC MEMBERS PRESENT*: **Carrie Bisgard, PYLUSD; Fatinah Judeh, OCDE; Kenneth Lopour, Ed.D, LAUSD; Robin Patterson, GGUSD; Jennifer Prado, NOCROP; Valentina Purtell, NOCE**

EC MEMBERS ABSENT*: Karen Bautista, Ed.D NOCE; Araceli Chavez, AUHSD; Carlos Hernandez, AUHSD; Sandi Layana, FJUHSD; Dana Lynch, NOCROP; Steve Zamora, FJUHSD

*Bold text denotes Board-Approved Designees and/or Alternatives who officially voted

ADDITIONAL WG LEADERS PRESENT: Margie Abab, NOCE (Basic Skills/High School Diploma); Karla Frizler, NOCE (ESL); Adam Gottdank, NOCE (DSS); Nicole Miller, NOCROP (CTE); Deb Perkins, NOCE (Transition); Ty Volcy, NOCE (K-12 Student Success)

NOCRC STAFF PRESENT: David Afshar (Basic Skills Liaison); Michelle Bringman (Basic Skills, GED/HISET); Renee Day (K-12 Student Success); Kenneth Kiesselbach (CTE/I-BEST); Denise Levy (Grant Support); Janeth Manjarrez (Project Lead); Jayzelle Mata (Project Lead); Diane Mendoza (K-12 Student Success); Cindy Rivera (Project Lead); Hilda Rivera (ESL); Regina Russell (Project Lead); Roxanna Soto (Regional Workforce); Ivan Stanojkovic (DSS); Harpreet Uppal (OIRP)

GUESTS PRESENT INVITED BY NOCRC: Terry Cox (NOCE); Dennis Davino (NOCE); Dulce Delgadillo (NOCE); Jennifer Perez (NOCE); Martha Turner (NOCE)

- I. **Welcome:** Roll call confirmed enough voting members present to satisfy quorum. Procedures for meeting reviewed by Janeth, with introduction of Kenneth Kiesselbach who is moderating agenda slide presentation, and Regina Russell for agenda/minutes, before beginning with agenda. Janeth also shared that as of June 30, 2020 the carry-over budget will be fully spent, which will to a later presentation on budget report analysis, led by Denise Levy with Terry Cox to support.
 - a. CFAD Voting Deadline for Voting Members: May 2, 2020
 - i. CFAD is directly for voting members. Janeth shared that the state is not giving any extensions; deadline must be met as this is going to be reviewed by legislature to receive funding. Janeth stated that a reminder has been sent, and she is more than happy to email the instructions to ensure that voting members approve and certify before the May 2nd deadline, which falls on a Saturday.
 - b. Approval of March 19, 2020 Meeting Minutes – **VOTING ACTION ITEM**
Vote
Motion to approve March 19, 2020 Meeting Minutes made by Valentina Purtell. Kenneth Lopour seconds.
With no abstentions or opposition, motion approved.
 - c. Interim Process for NOCRC Meetings due to COVID-19 – **VOTING ACTION ITEM**
 - i. Host NOCRC Executive Committee Meeting via Zoom
 - ii. Host NOCRC Mega Workgroup Meeting In lieu of Individual NOCRC Workgroup Meetings
 - Before voting on this item, Dennis Davino sought clarification on the Mega Workgroup meeting, which is to be held individual workgroup

meetings during the time we are not able to meet in person, which Janeth confirmed.

Vote

Motion to approve interim process for meetings during this time made by Kenneth Lopour.

Jennifer Prado seconded.

With no abstentions or opposition, motion approved.

d. CAEP Overall Budget Expenditure Analysis Update (Denise Levy, Janeth Manjarrez, and Terry Cox)

- i. With the Expenditure Report (Excel spreadsheet) shared on screen, Janeth opened the floor to Denise who started by sharing an “overview of the 20-21 approved budget and possible proposed budget in the future and where we are standing as of our projected standing as of June 30th, 2020.

So, all of our budgets been approved from December are in column E with the total at E38, \$6,323,741.00. Now, if you go down to column C40, we will be expending all of the 18-19 expenditures this year. And so, anything over and above that has to be recognized because it is going to be eating into the 19-20, 17160 monies. So, over and above that we have some written payroll. That's not covered at \$278,384.00, if everyone sees that there. And so, we take our full funding on the next line, \$3,935,722 for that year, we're going to deduct that which gives us a net balance of the \$3,657,338.00. To that we add our current funding, which gives us \$7,683,187.00, for total funding that we'll be holding in the beginning of the year 2021.

Now, currently we have some encumbrances that haven't come through, most of those big ones are from our partners who haven't billed us yet. And you're going to see that in line F, on the bottom, which is \$1,892,429.00 that is still encumbered, so that needs to be deducted off of our bottom line starting out.

So taking you now to column F40, the EC has approved the budget, like I said before, for 20-21, and then there's encumbrance carrying forward of \$1,892,429.00 that has already been approved as well in our current year now, as we sit.

And then there's a proposed budget, that's the yellow line of proposed budgets coming forward. And then we have to realize the indirect off of the total funding that the state's going to bill us no matter what as we spend. So that gives us the budget allocated at \$9,578,495.00. So going into the next line, which would be I40, again, we have our current budget allocated plus the full indirect that we're going to be having to pay up, pay out, and then our current encumbered amount which is the \$1,892,429.00 gives us as we sit today, the current remaining monies that's approved is at a negative \$1,086,263.74.00. If we also approve the additional proposed, it'll bring us over allocated and at \$1,895,308.04.”

After highlighting the two negative sections, Janeth paused and gave voting members an opportunity to ask questions. With no questions, asked, Janeth continued, explaining that it is a “compilation of many things that we are going to be full spent, or going to be fully spent and encumbered the \$278,384 so we will close those books in June.”

Referring back to the TOTAL Estimated Carryover Encumbered section of the worksheet, Janeth wanted to clarify that some cells are frozen, however, if “going back, all of the work groups are listed with their budgets and proposed budget accordingly, both informational and voting action items.” “Even after we hit, starting in July, we need to encumber the nearly \$2 million as Denise mentioned. So that puts us over only half of the full amount for that particular year. So, we've got to understand that you've taken into consideration, of all the budget proposed approved strategies and expenditures that were approved for the current one, will then be combined. So we are already at, as Denise mentioned earlier, about (one) million dollars over-allocated and then if we add these proposals, we're going to be nearly two million, and that is not a good process for grant funds.”

With these things said, Janeth further made a recommendation to voting members and the rest of the committee that workgroups reconvene to review voting action items (for items over \$34,000.00) and determine what is more essential for their current strategies. “Give them an opportunity to go back as a team and have those conversations between in members because at this point, there are more than one member that's being funded in every workgroup. It is a collaborative effort that is going to require some emails back and forth. I'm also going to be available for the informational items that you will see later on this afternoon, that do not require voting member approval, however they do need to be encumbered.”

Janeth stated that conversations will be taking place with each member, as well as Denise Levy (for budget) and Terry Cox (fiscal representative), after combining with workgroups and department directors for CAEP program areas, which will allow time to adjust budgets and proposals to again determine what is essential and best for program areas. Janeth also mentioned MIS, outcomes and guidelines, which nothing has changed “as a result of COVID-19” and is still required to be in compliance with the grant.

Before moving on to the next agenda item with Valentina Purtell, Janeth wanted to share that as a legislative advocate for noncredit, adult education, Valentina will give information that will help all of us by guiding us to what we need to do as a team to “make sure we are not over-allocated.”

“That we have some great ideas that we can put on the backburner or that we can save some of them, if they're not essential for your 20-21 budget, which is going to be do in sometime in October, and again for, because as a result of this

will make it mandatory for both Denise Levy, Terry, and I, to be part of every workgroup meeting for budget preparation before they do the budget submit to EC for a vote.”

With no further questions, Janeth opened the floor to Valentina to present on the next agenda item.

e. Legislative Update for Non-credit Adult Education (Valentina Purtell)

- i. After greeting the group, Valentina shared what she stated is a brief update, with no surprise as to our state heading into a recession as a result of COVID-19. “Being that the impact of the current emergency, even though it has not been estimated to its fullest, is going to be quite significant. We are doing everything in our power at our district and NOCE to advocate for adult education and noncredit.” Valentina further mentioned in a previous call with the policy advisor for the K-12 adult education professional organization, California Council for Adult Education (CCAEE), that is the administrator’s organization for adult education, “comparing notes and are now considering a coordinated effort for budget advocacy.”

And on our end, and on the community colleges end, we are fully supportive of the budget advocacy task force that have been put forward by our K-12 colleagues.

Specifically, it's to preserve CAEP funding and to allocate COLA for the next year's CAEP funding. And by preserving, I mean preserving it as a dedicated funding stream to adult education with no flexibility allowances because our adults need and rely on us. This is the time where adult education and noncredit are providing critical services for the most vulnerable populations, of our community members. So that is the tasks that we are going to do together going forward.

Right now, budget hearings happening in Sacramento and the May revise state budget is scheduled to be released next week. So, we will analyze it thoroughly and then we will again be working with our advocates on creating a reaction budget letter or reaction advocacy campaign. One thing that I wanted to say is that in our specific consortium, we have relied on community college general fund monies, and it's understandable and it's expected because the largest adult education provider now a consortium and NOCE is part of the community college system. Well as the community college-based adult ed provider, we rely on general fund. We rely on apportionment, and apportionment is based on FTES, or in other words, ADA. So, we rely on attendance and we rely on enrollment, and even though there was a hold harmless provision from the state Chancellor's Office for community colleges just for the spring term (so, current term we are held harmless) there is no such provision for summer and on. What that means is that starting (in) June we are again required to collect attendance and we will be funded based on ADA, based on FTES. And of course, the students that we serve are, it's just they're going through their hard times

and not only are they faced with many challenges preventing them from going back into the classroom. But as you know, we, at least at NOCE, and probably all providers, we have only been able to provide instruction remotely. So, as of March 16th, we transitioned all of our instruction to an online format, and we will continue doing that through summer and right now our district is starting to plan fall, and fall looks like you know business as usual (new norm) mostly remote instruction, maybe with some exceptions, unless state stay-at-home guidance is going to be changed or lifted. So at this point it's remote instruction and that means, unfortunately, loss of enrollment and loss of FTES, even though we are doing everything possible and in transitioning online, I am really proud of NOCE team, faculty, staff, and managers. Not only did we transition now instructional programs online, but we also have transitioned student support services such as mental health assistance counseling. We created just in time Star Help service, where students can just call in and get help with technical assistance and whatnot.

But nonetheless, this is reality. So, I am saying all that is because we will have to be very strategic in how we plan our budget.

You know where it and how we can hold each other harmless, so to say. So, if one funding source becomes challenging, we as a consortium will have to get together and see what we can do to maintain the level of services to our adults as much as we can. So, in a sense, I am glad that we are not approving our additional proposals today because things may change; we may need to reconsider considering your reality and go back in May and for our final approval and discussion. That concludes my update.”

II. NOCRC Workgroups: With no questions on the legislative update and before beginning review of the following items, Janeth reminded all that this is an overview only with additional instructions for questions. Janeth also thanked all workgroup leaders and managers for their efforts with the CAEP office, in putting together what is going to be presented and summarized by her today.

a. Basic Skills/High School Diploma

INFORMATIONAL ITEM-UNTIL MAY 2020

1. Remote Learning Software (3) for High School Equivalency Instructional Strategy: \$11,154.92: *“The purchase of the software programs, are for three, one-year licenses, and is for completion of postsecondary certificates, degrees, or training programs, and additional support outside of the classroom.”*
 - a. “Kuta”
 - b. “ALEKS”
 - c. “Study.com”

b. Career Technical Education/Workforce Development

VOTING ACTION ITEM-UNTIL MAY 2020

1. NOCROP-Workforce Development Special Projects Manager Contract Extension from December 31, 2020 to June 30, 2021: \$50,899.49. *“Rough estimate that includes benefits and salary. That is really to help the infrastructure for ROP as they've been implementing a workforce development sub program under their adult education courses to ensure completion of employment for MIS outcomes.”*

INFORMATIONAL ITEMS-UNTIL MAY 2020

1. NOCROP-Reimbursal for Temporary Position to Support NOCROP CTE Workforce Development: \$26,681.78. *“Again, to offset the infrastructure and development program for ROP. I believe this will start in May or June, through November, and includes benefits and salary.”*
2. NOCROP-Reimbursal for NOCROP Marketing Media to Support Program Growth: \$10,864.00
3. NOCROP-Reimbursal for Professional Development – Concept Based Nursing Consultant Fee and CWA WORKCON: \$7,000.00 (if cancelled, the funds will be invested in another related PD activity). *“Obviously, if we still continue with the COVID-19 situation and guidelines, these funds will be a reallocated to something related to it. If not, at the situation because we're over allocated, it may be a good opportunity for all members to revisit their requests and proposals as essential items based on the information.”*
4. NOCROP-Reallocating Funds in the CTE Data & Accountability Budget from 2000's to 6000's: \$3,000.00. *“These are existing expenditures and they need to just be moved from one line item to another within an existing strategy, and it just requires about \$6,000.00. For those types of items, voting members, since this is already expenditures that have been encumbered that is where I'm recommending that they connect with me directly. Obviously will include Denise Levy and Regina, to continue with the transparency, but also the organization process of the encumbrances of these type of informational item requests or meeting proposals.”* Kenneth Kiesselbach noted that the slide was incorrect at \$6,000.00, and is the request is actually for \$3,000.00.

c. Disability Support Services

VOTING ACTION ITEMS-UNTIL MAY 2020 (from NOCE)

1. Transferring Funds to Instructional Offerings 6000s Category for Software Purchase: \$82,000.00. *“Again, this is related to the ROP request that is already encumbered, and they are just moving those funds from possible temporary positions that have not been filled, to be utilized and maximized for the needs and outcomes. This one is unique because of the amount, which requires voting member approval.”*
 - a. *“When I Work”*
2. Course Conversion from In-Person to Distance Learning: \$75,000.00. *“This one is to make sure as we are moving to this pandemic process, that we’re going from online to possibly hybrid, we know definitely we’re implementing some online instruction. To be able to do that successfully, especially particular with this population, we have to make sure that not only we need CAEP guidelines, but ADA compliance as well.”*
3. Educational Coaching Funds to Support Transition and Noncredit Completion: \$140,000.00. *“The educational coaching funds is typically a sub program under employment, workforce development for DSS in NOCE to provide additional support to the team and the students to be able to meet those outcomes.”*
4. Laptop Purchase for Cypress and Anaheim Campus to Deliver CDCP Curriculum: \$60,000.00. Adam provided anagram explanation, Career Development College Prep. Janeth explained that these certificates are used for MIS outcomes and is a good investment that has been vetted with all other proposals during the Mega Workgroup meeting.

INFORMATIONAL ITEMS-UNTIL MAY 2020 (from NOCE)

1. Transferring Funds to ARISE for Salary, Benefits Adjustments and Furniture Order: \$15,000.00
2. Promotional Items for ARISE Lab: \$14,702.31. Janeth noted that the ARISE lab has been operating in an online platform to continue supporting our students while in the midst of COVID-19.
3. Captioning Services for In-Person and Online Classes: \$15,000.00. *“This is a special need for our population. As we are moving to an online model, there are three (mentioned) proposed software programs being considered. Another thing that I recommended to the workgroups about this, voting members, is as we go forward with purchasing software that is, yes (they) are coming out of a one-time funds, but you have to take in consideration, is if it is going to become a recurring costs, how are they going to fund for it and how they’re going to budget into their already existing budgets. So, this may be a really good opportunity to revisit their current budgets and again have an opportunity to realize, which items are very essential at this moment, given the circumstances.”*
 - a. *“Verbit”,*
 - b. *“Otter”, or*
 - c. *“Screencast-o-Matic” (evaluating options for quality and pricing)*

(c. Disability Support Services – Informational Items until May 2020 – Continued)

4. Captioning Coordinator for Online Instructional Offerings: \$25,000.00
5. DSS Database Development Hours for DSS Database Collection: \$15,000.00
 - a. “Clockwork”

d. English as a Second Language

VOTING ACTION ITEMS-UNTIL MAY 2020 (for NOCE)

1. Furniture Purchase for the ESL Learning and Assessment Center: \$71,144.25. For “revamp of Wilshire Center, for NOCE and ESL department.”
2. Increase Software Licenses and Purchase e-books: \$107,497.04. “As we’re going and we’re shifting to this online world or online education both by progression and default, we may do a hybrid model.”
 - a. “Azar”
 - b. “Rosetta Stone”
 - c. “Oxford Picture Dictionary” e-Books

e. K-12 Student Success

VOTING ACTION ITEMS-UNTIL MAY 2020 (from Anaheim Union High School District)

1. Community Schools Model Strategy MOU Extension from June 30, 2020 to June 30, 2021: \$255,439.45 (originally encumbered on September 1, 2019). “Because of the large amount, it does require a board approval on our (NOCE/NOCCCD) end of voting agenda item and it does require your approval, committee members. On some of these, like, for example, like some of the information items and items like these may go on to an approval before our next main meeting if it is an urgent need just because these funds have been already encumbered.

This next one which has not been encumbered and I do want to make it clear again it and make it transparent to everyone, is that the Community Schools Model and as we a consortium decided to support two salaried personnel, for two community schools coordinators to ramp up and pick up the Community Schools Model strategy. Now we know that the Community Schools Model not only supports adult education and it has to be braided, meaning that they have to braid their funds to be able to support that strategy and as a CAEP member or as I should say clearly as an NOCRC member for CAEP, they requested and we agreed to support them for the piloting or maybe setting up the infrastructure. However, we cannot continue to support at 100 percent their salary and benefits because it does not, the strategies are not only for adult education. It does have again, the braiding of funds. So, during this timeframe, they have been, and I’ve been working with them to make sure that they find other funding source to be able to offset this Community Schools Model framework.”

(e. K-12 Student Success – Voting Action Items until May 2020 – Continued)

2. Renovation and Relocation of Portables to AUHSD Sites for Community Schools CAEP Related Programs: \$230,000.00. *“Proposal to be vetted and to be pushed forward to this meeting and to you, voting members, today is that it once was in compliance. The amount that we can support is \$230,000.00. There are other items that we cannot support because it was not in compliance with CAEP guidelines and fiscal allowable guidelines as well as the grant guidelines. But they are using, for the most part, measurement bond H as well as other funding source, again for the Community Schools Models framework. What we were able to offset is literally the relocation and renovation of these portables to host CAEP-related courses. Any course that is within our program area for adult education and to also have office available for our off-site personnel or counselors, so that they can transition those parents/students into other noncredit courses.”*

f. Project Lead-NOCRC/CAEP Office

VOTING ACTION ITEM-UNTIL MAY 2020

- I. NOCRC Special Projects Manager Contract Extension from ~~June 30, 2020~~ July 1, 2020 to June 30, 2021: \$101,798.98. *“For project lead and this is particularly for our CAEP office, for the consortium as a whole. We did submit and it was approved in the budget for another permanent position, under the NOCRC or CAEP department. However, because of COVID-19, not only my position, but other positions in the CAEP program areas, and for NOCE were postponed. That is a result of why we are having some encumbrances, but also an opportunity for additional one-time funds as a result of that. And because of that, I'm asking another extension for our special projects manager so that our consortium has enough time and also gets the support that it needs to be able to support you as a whole. So that is the request to do it from June 30th, 2020 – actually it is July 1st, sorry – July 1st, 2020 to June 30th, 2021 to be able to support our department.”*

INFORMATIONAL ITEMS-CAEP OIRP-UNTIL MAY 2020

1. Percontor Training: \$2,700.00. *“It is to undergo training that will benefit the research team, and as you know they have been an exemplary team across the state and delivering or creating methodology and tools that are required to make sure that we're best prepared to measure our key outcomes. Our MIS outcomes as already stated. The state has not provided any guidance yet; we are still accountable. So, we still have to keep in mind that the more that we produce outcomes, the more funding we're going to receive.”*
2. Research and Planning Membership: \$500.00. *“Group membership for which the great thing about this is that we were able to negotiate with the association and all of us as an NOCRC are able to register and attend conferences that are data research related within this group.”*

III. CAEP MIS Quarterly Workshops

- a. (Janeth) “We've been pretty much advocating, and I know that Valentina is a legislative representative, and I attend weekly phone calls as a consortium lead along with my other colleagues across the state and really advocating to please be a little bit more understanding of the situation and how does this COVID-19 quarantine has impacted us to be able to deliver our outcomes in a timely manner and to be able to fully spent. However, the guidelines have not changed. You know as Valentina mentioned earlier, our CFAD for COLA is still due May 2nd. That is one of the reasons legislations getting together, the second week of May, to be able to release that funding. We may have a revision. I don't know if Valentina mentioned this, but I know that I've been getting that information directly from the state. It may be that our state office may change the amount of COLA. So yes, we're having one deadline which is May 2nd, but if they revise COLA, it means we may get a reduction and we have to resubmit. I'm crossing my fingers that we won't because obviously we have to, our consortium, we're having a record or we're setting a record that we're definitely spending our all of our funds if not over-allocating. So, there's a high need for our CAEP funds to be fully spent and use across our region, and not be transferred to another.

So, with that being said, I also meet with Dulce Delgadillo, who is the director of the research team for NOCE and Harpreet Uppal, who is our NOCRC research superstar, on a weekly basis. We all know that NOCCCD, our district, is having an MIS symposium for the entire district. In realizing that our consortium needs to be still fully educated, and fully embrace and the MIS outcomes. Criteria and knowledge and that we continue to integrate that criteria for the 21-22 budget. They too will be part of the budget preparation for each workgroup and will be available, at least Harpreet will be, and so we're going to be offering these workshops to all of our members starting on a quarterly basis. We may move them eventually on a monthly basis during one of your workgroup meetings. But for now, we're going to start slow and (get) bigger and include and integrate all members for this quarterly workshop update.”

Janeth opened the floor to Dulce to provide additional comment, “We want to provide a platform to be able to have these discussions. Not only allocating that time within the workgroups, but also kind of seeing what are some trends that we can see across the workgroups and within the region. So, we think that definitely having these quarterly mini symposiums, I guess we could say would be a really good opportunity to have that discussion at a much higher level.”

IV. DSS ARISE Wilshire Lab Video

- a. Janeth gave kudos to the DSS team, also thanking them for the video put together, “This really puts it in perspective, to see the type of funding and investments we are doing for students. The great location (and) atmosphere that we are providing for them to be able to for them to continue their educational career.”

V. Closing

- a. Janeth provided a summary of our next steps, “for budget revisions and proposals submitted, for clear understanding and agreement. The recommendation is to go back into workgroups and revisit and revise our budgets for May’s EC meeting. For smaller items as we continue to do so basically the same process is to connect with me directly. Again, we’re all to include Denise Levy and Terry Cox, if she’s available, for any budget related meetings and expenses. The goal is to meet with departments, members, as we have different members with different funding sources; to best prepare and revisit their budgets, to meet their current demands and ideas and a platform to continue to have the discussions as to maybe what proposals can be held or can they move to for the 20-21 or any current budget expenditures in terms of, you know, ideas and executions of them can then be moved to 20-21.”
- b. Janeth opened the floor to members for feedback:
 - i. Valentina sought clarification on the next step in reducing budget by \$1.8 million via workgroups, and what kind of help data is needed to accomplish this task.
 - Janeth confirmed that Denise has prepared monthly budget reports, which is also available to workgroup managers. Janeth also recommended that workgroups prioritize proposals and communicate with the NOCRC CAEP office.
 - Valentina suggested working closely with Denise, “to analyze our current budget because we have budgeted to the level of being able to hire and maintain permanent positions. Our district had essentially a hiring freeze, not due to the budget, but due to the fact that our HR just was not able to maintain the same level of services due to the emergency. So, there may be some encumbered funds that would be able to be redistributed in the term of a one-time allocation. Once these revised budgets are ready, I encourage the workgroups to immediately start looking at revising their budget and again, without asking, from what I understand, to change ongoing expense requests, but more than one-time.”
 - Janeth confirmed, “but also be clear about the proposal, which some could be incurred as a one-time as an ongoing software purchase. That is another thing to take into consideration, and yes to your suggestion, Valentina, those encumbrances for permanent positions were already addressed in Denise’s report.”
 - Denise followed up, “The positions are as they stand on each individual page (per workgroup) of that spreadsheet.” Not being able to confirm if permanent positions have been encumbered in current budgets, Denise asked Terry to speak to question posed by Valentina, as this was discussed at a director level.
 - Terry confirmed the positions are accrued, but are presently vacant, which we might not be able to fill for a good six to eight months because of the current situation.

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- Valentina followed up stating this is, “good news because we may not need to revise the budget by as much as indicated, but only as a one-time solution.”
 - ii. Kenneth Lopour posed a question pertaining to the “total money that is granted to us by the state will change given the financial recession, or is the money already guaranteed for us – or are we going to potentially have another slash where we have to reevaluate everything?”
 - Janeth answered this question, “The 20-21 budget, anything that has already been encumbered or submitted may not have an impact. What we're probably have an impact for is the CFAD and COLA, and correct me from wrong Valentina, and anything for moving forward for like 21-22 budget that is going to be due in October.”
 - Valentina confirmed this is correct.
 - iii. (Janeth) “So that's one of the reasons, the recommendations in the grants world is that we submit for what is our current need, and as a workgroup leader or department head or NOCRC member, you always have Plan B and Plan C. Because you never know what can come up, certain deadlines, don't plan out easily, but then you always have your high need to be plan A, and then you're less in that order, and prioritizing but always ensuring that you know you there's that flexibility and innovation which definitely our consortium has and ensuring a full expenditure and compliance.”
 - iv. Kenneth Lopour posed another question, “The 20 proposal slides shared, would add to the \$1.8 million deficit. At the May 28th meeting, are we allowed to as a board, to approve expenditures that put us in the red, or do we fix the budget before that meeting in one month?”
 - Janeth answered, “We cannot approve a negative number, especially when it is close to \$2 million. It is not a good use of funds and not even allowed in the guidelines. But what we can do right now, we're over-allocated for a little bit over one million. (Referring to spreadsheet) The proposals highlighted in yellow, the total \$809,044, if we were to approve would put us near \$2 million. It is our responsibility as workgroups to come back and look at our budget, at what we have already encumbered, what is essential that we have proposed, and what we can pick and choose so that we collectively come to under that amount.”
 - Carrie Bisgard contributed, “So there's going to be things though that are in that budget that if we're looking at not being able to see students in person in the fall, if we're looking at a different method of delivery, there will be things that we included in the budget that we're just not able to do at this time. But they're going to be other things like that software for distance learning and the Chromebooks for outreach for our students that are going to be integral to making anything successful. So, we just almost have to look at it from the ground up with this new with this new lens of what is life is going to be like next year.”
 - v. With confirmation that this answered Kenneth Lopour’s inquiry, Janeth closed by restating the recommendations of what is applicable at this time and what

can be postponed via assigned workgroups. Janeth will be available for all workgroup meetings and discussions, as will Denise and Harpreet from the research team. With this support, we will get through this together.

Meeting adjourned at 2:44 p.m.

*Upcoming Executive Committee Meeting: Online,
Thursday, May 28, 2020: 1:30 p.m. to 2:30 p.m.*