



Mendocino/Lake Consortium Adult and Career Education (ML ACE) Meeting

Mendocino College Sonoma State Classroom #6610

Ukiah CA 95482

Friday Aug 11, 2017 9:00 AM to 1:00 PM

Attendees: Tascha Whetzel, Pam Jensen, Antonio Lopez, David Gengoux, Tammy Serpa, Noor Dawood, Emily Ellickson-Brown, Jackeline Gonzales de Orozco, Tim Gill, Joe Atherton, Christy Pedroncelli-Smith, Donna Pierson-Pugh, Clinton Maxwell, Monica Whipple, Judy Harwood, Debra Polak, Ann Thomas, Jesse Damian

1. Call to Order 9:07am

(Action)

2. Roll Call of Voting Members

(Action)

Noor Dawood, Jesse Damian, Debra Polak, Tammy Serpa, Emily Ellickson-Brown (Mark Smith RVUSD), Christy Pedroncelli-Smith (Penny Lauseng UUSD), Ann Thomas (Coni Belli FBUSD)

3. Changes/ Modifications to the Agenda

(Action)

“Policy Discussion Classes using MC apportionment” – was listed X2 scratch one

Proposals: Delete Ft. Bragg HiSET Prep; Add Anderson Valley Adult School Summer Hours, Mendocino College Additional ESL Pilot Books

Motion made to approve changes/modifications to agenda by Noor Dawood/Christy Pedroncelli-Smith - Approved

4. Public Comments/ Correspondents

(Discussion)

The MLCAE welcomes public input. This agenda item is limited to matters that are under the jurisdiction of the MLCAE and are not listed elsewhere on this agenda. Comments are limited to three minutes per person, and 10 minutes per topic. Action on these matters is not allowed.

5. Consent

(Action)

All consent items are acted upon by a single vote with no discussion, unless pulled from Consent and placed on the agenda as a regular item.

Approval of June 8, 2017 Minutes

Motion made to approve June 8, 2017 minutes Christy Pedroncelli-Smith/Jesse Damian - Approved



6. Updates:

a. General Updates from Group

Noor was able to talk to Frank Gerdemen from ADVANCE in Tahoe. Frank discussed their orientation process, which is more in depth with three different sessions. Registering students, assessing student, and looking at the students' complete future, which involves setting up a plan and path forward along with meeting with students' every 2 weeks to check in on the students' progress or whether the students goals are changing. Noor really appreciated how ADVANCE focuses on the students' long-term goals and not just entering a specific class. What Noor also found interesting is how ADVANCE works with Dept. of Rehabilitation to receive funds for people who qualify and she is going to look more into this. Judy added that if anyone is interested in speaking to Frank she could try to set something up.

Antonio shared the dates that the college has a week of welcome for students/community.

Aug. 22-23 Mendocino College Ukiah Center

Oct 23 – Mendocino College Lake Center

Aug 28 – Mendocino College Willits Center

Oct 30 – Mendocino College Ft. Bragg Center

Sept 5 – Will be college and University Day in Ukiah and evening will be in Lakeport at the Mendocino College campus.

Antonio also shared he will stay on the list serve and will help out with the C2C Summit but will no longer be attending our Mendocino Lake ACE meetings.

b. Updates from the state

Judy shared that the Data and Accountability Workgroup has gone over these changes very extensively. These will be launching in the 18-19 fiscal year. With these new changes the consortium could strategically decide to create agreements that would allow NRS functioning level to be used for placement at the college by using a "crosswalk" that will be released by the state in fall 2017.

See Appendix A: The Data and Accountability White Paper highlights



Joe let the consortium know he talked to Neil from the State. The state was pressuring Neil to show spending, for us to do this we have moved to a single pot of money model. Going forward more fiscal responsibility will be given to individual member agencies.

See Appendix B: Fiscal Updates

c. Calendar for Next 6 month

Judy presented a powerpoint of the next 6 months events.

Appendix C: 6 months events

December 8 each member expenses will be due to the college. These expenses include; Invoices expenses for 15-16 related to each project (one invoice per project) and the General Ledger explaining how each member has spent their 16-17 funds and MOE funds. Noor stated that she would like to have specific directions on how she will be reporting her MOE funds. Judy and Joe advised that after the next budget meeting this reporting will be more specific.

Jan 22-23 Annual Summit will be held in San Diego. Judy and Joe Atherton are going and there are two more seats open. Judy will be sending out an email and the first to respond will be going.

d. Marketing and Outreach

Judy went over the marketing projects that have been finished and the ones that are still in progress. A PowerPoint of marketing updates was presented to let the consortium know how and when advertising will be published and public. We are going to try to have heavy push of advertising two times per year, at the beginning of each semester.

- Completed Logo and new tag line
- New Website URL: mendolakeACE.org – Judy showed the new website and advised that if there are any specific changes send an email to Monica. Ukiah Adult School would like a logo with a direct link that they could place on their personal website. Current Job listings will be copied from CalJobs website and scanned in by Monica weekly.
- Ad on the MTA for the next 4 months
- Ad in the Spanish News Paper for HiSET / GED
- Flyers for HiSET / GED strung around Ukiah



- Medical Pathways Alliance Booklet
- Lake County Flyer Completed – The Mendocino College cannot advertise outside of the college district.
- Video Completed

Christy added that the ESL instructors made a flyer and hung them up throughout Ukiah. The City of Ukiah Recreational guide is good exposure and Monica will be getting the information from Christy.

Emily added that the Mendocino Voice is also a possible strategy to look at.

Judy went over the outreach that she has completed. The Mendocino Lake ACE counselor will potentially start seeing is the Mendocino County Jail. Dave and Clinton suggested we possibly get in touch with the probation office as an outreach for our programs. The Parent Advisory Committee in Kelseyville Unified School district will be meeting soon and it was suggested that Mendocino Lake ACE should be present to discuss our programs to those in attendance.

e. Curriculum to Career Summit Update

Our Summit will consist of a panel that will include one representative from each industry telling the group of educators what kind of an employee they are looking for. What education are unemployed persons missing? What are these employees looking for when hiring? Judy has asked the consortium to help with inviting the industry personal that would sit on this panel as well as industry personal that would group with educators to discuss what education is lacking and how we can fill in the gaps. As of today we have 37 educators/administrator who have RSVP'd.

Brainstorm of Ideas to Contact

Construction and trade – Debra shared that Judy should get in contact with Jen to help identify people. Factory Pipes, Tim Will reach out to contractor, CalTrans

Healthcare – Christy has a list of 5 people she will be contacting.

Business – HR from UUSD, West CO., HR from the hospital, Savings Bank, David Pai, Chamber of Commerce, Heidi Dickerson

Judy asked Debra to reach out to the faculty at the college.

Our Vision for after the Summit



Judy asked what everyone hopes to gain from this summit. How are we going to use the information?

- We will better serve the students by creating an educational plan for the student to be successful that also fits the needs within the community
- Use this information to inform the plans that we create for students.
- Create student facing maps that represent the pathways. (i.e. medical flyer)
- Summary of these assets to send back to employers and faculty. We could help you grown your own employee or provide services for applicants who are under qualified.
- Use this information to identify gaps, evaluate current programs, and to inform our future program development.
- Continuing to strengthen relationships between the industry and the educators

f. Community Pro Suites Update

g. Website Launch

Website in live URL: mendolakeACE.org

Email Monica with any errors or changes that are found.

h. Survey Results

Judy went over Director Evaluation and the Annual Survey that shows that we have improved in every single area as working together as a consortium.

Appendix D- PowerPoint Graph of 15-16 & 16-17 Comparison

7. Policy Recommendation- MLACE Apportionment Courses -

Debra gave a brief description about the apportionment. Voting members decided to allow the college to move forward with the new policy “Apportionment Courses”. The specific language of the Policy will be voted on at the next meeting.

Appendix E: Recommended Policy “MLACE Apportionment Courses”

8. Budget Review

Judy went over the budgets for 15-16 and 16-17 on PowerPoint. She also mentioned that the Chancellors office wanted MLACE to do first in first out, so the accommodations were made. This does not impact any of agency spending, in fact it increases the time to spend down our funds.

- a. 15-16 One time remaining= \$24,193.29
- b. 16-17 One time remaining= \$37,596



c. **Data Funds = \$6,594**

9. One Time Funding Request Proposals: total = \$4,880.68

a. UVAH Stipends – (\$1166.00)

Penny Lauseng / Noor Dawood - Approved

~~b. FB USD HiSET Prep (\$10,000 not part of one time)~~

c. UUSD- ESL Books (\$1,763.22)

Motion to approve ESL Books made by Emily Ellickson – Brown /Penny Lauseng -
Approved

d. M.C. – RV computers (\$2,057.46)

Motion to approve RV computers by Noor Dawood / Penny Lauseng

e. Facilitation Training (\$950 / person)

No discussion – Tabled until next meeting

f. MC ESL Pilot Books – Additional (\$550.08)

Motion to approve ESL Pilot Books - Additional Tami Serpa / Tim Gill – Approved

g. AV Summer School Coordinator Hours (\$2153)

Motion to approve AV Summer School Coordinator Hours Penny/Tim - Approved

10. Annual Plan Breakout Session:

a. Priority Strategy Identification (Action/Discussion)

The group broke out into sections based on AEBG objectives. Each group reviewed previous work completed and narratives written at the last MLACE meeting. The group then identified key strategies in each objective area. The consortium has agreed to submit at least one priority from each objective that we know we will accomplish by the next year. The group asked Judy to pull out the “low hanging fruit” from the list of priority strategies that were identified by MLACE. Mendo Lake ACE will keep a list of all of the strategies that were identified today as reference for what we hope to accomplish internally over the next year.

Motion to accept the plan Debra Polak / Noor Dawood - Approved

b. Adoption of plan (Action/Discussion)

Roll Call Vote that you have read and agreed to the General Assurances
Emily Ellickson – Brown - Round Valley Unified School District
Noor Dawood – Anderson Valley School District
Ann Thompson – Ft. Bragg Unified School District



Tim Gill – Kelseyville Unified School District
Jesse Damian - MCOE
Debra Polak – Mendocino College
Tammy Serpa - LCOE
Penny Lauseng – Ukiah Unified School District

11. Next Meeting Date and Time

(Action/Discussion)

- a. Sep. 8, 2017 from 9-12
- b. Medical Pathways Meeting 8:00am-9:00am
- c. Data & Accountability 12:00pm-1:00pm

12. Adjourn 12:50pm

(Action)



Appendix A:

- Several policy changes are about to be/ have been adopted at the state level
 - Data and accountability White Paper was released
 - Data LaunchBoard: Data from k-12, CCC, EDD (wage file) will be aggregated into LaunchBoard (currently a CCCCCO project)
 - Alignment of Assessment: AEBG will crosswalk Assessments from NRS Functioning Levels, OCTAE (office of Career, Technical and Adult Ed college and career readiness framework, the CCC CB21 levels for below transfer that informs placement of students into transfer level college coursework
 - Retrofit MIS (Management Information System) and CCC Apply to streamline collection of AEBG data by the community College
 - Population Definitions: k-12 adult school and CC noncredit students whether funded by AEBG, WIOA Title II, Perkins, or CCC noncredit apportionment
 - Assessment Required for CCC ABE and ASE: For CCC all non-credit students in the 7 programs areas must be reported. Assessments can be done use NRS approved instruments or a crosswalk of the NRS and CC CB21 course rubric for levels below transfer.
 - Assessments Required for CCC ESL Courses: For CCC ESL or EL Civics all students must be reported and can use an NRS approved assessment or attainment of a functional level tied to completion of a course or a Career Development and College Preparation (CDCP) certificate community college CB21 course for rubric levels below transfer.
 - AEBG will create a crosswalk that will allow for alignment and consistent measurement of skills across NRS EFLs and CB21 levels with the ability to access the more granular info available in CAI test when it becomes available. (fall 2017). Consortia will be instructed to leverage this to inform and accelerate the development of articulation agreements (between k-12 and cc) and local placement policies.



Appendix B:

- Fiscal Updates
 - Move multiple funding year model into a single pot of money model- this will change the way we account for our funds going forward- they will not be separated by funding year
 - In addition, members will need to start tracking their own budget and expenses in budget categories 1xxx through 5xxx and report those to the state
 - Expenses will be reported via a new AEBG portal

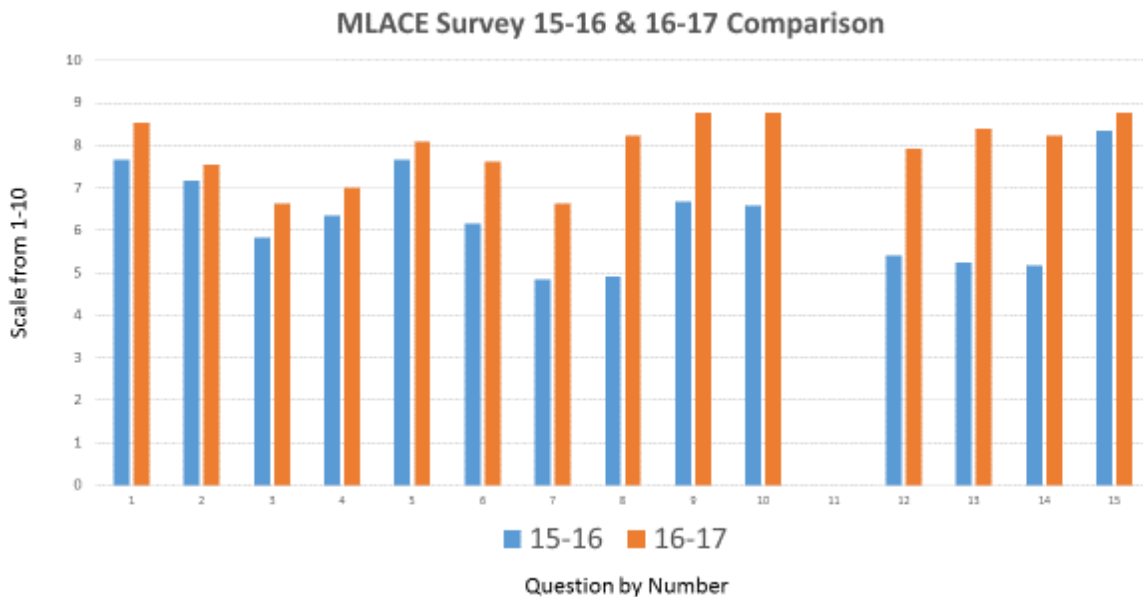
Appendix C:

Schedule- Next 6 month

<p>Aug.</p> <p>1st – Student Data Due</p> <p>11th- MLACE Meeting</p> <p>- Annual Plan Creation</p> <p>-One Time Requests</p> <p>15th - Annual Plan Due</p>	<p>Sept.</p> <p>7th – Medical Pathways Event Lakeport</p> <p>8th – MLACE Meeting</p> <p>- One time requests</p>	<p>Oct.</p> <p>6th- C2C Summit</p> <p>10-11th Data Policy Meeting Sac</p> <p>20th – MLACE Meeting</p> <p>31st- Student Data Reporting Due</p>
<p>Nov.</p> <p>17th- MLACE Meeting (9-1pm)</p> <p>- Review of Member Programs</p> <p>- PAT Review / New PATS</p> <p>- Member Budget Proposals</p>	<p>Dec.</p> <p>8th - Member Expenses Due to MC</p> <p>8th- MLACE Meeting</p> <p>- MLACE Policy Review/ Recommendations</p>	<p>Jan.</p> <p>12th MLACE Meeting</p> <p>22nd, 23rd – Annual Summit</p> <p>31st – Student Data Due</p>



Appendix D:



Appendix E: Recommended Policy

- **MLACE Courses using Mendocino College Apportionment to pay for Instructors will be referred to as “MLACE Apportionment Courses”**
- **MLACE Apportionment Course Breakeven Policy:**
- **AEBG funds will pay for the difference between instructor cost and revenue received from apportionment to ensure that Mendocino College will break even on MLACE apportionment courses.**
- **MLACE will determine if AEBG funds are required to cover the cost of Mendocino College instructors by calculating the cumulative cost and revenue *from all* MLACE apportionment courses.**
- **If the cumulative revenues do not cover the cumulative costs of all MLACE apportionment courses, then AEBG funds will be used to pay the difference to ensure Mendocino College will breakeven.**