



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

Mendocino College Rm #6020

1000 Hensley Creek Rd

Ukiah CA 95482

Friday Dec. 8, 2017 9:00 AM to 12:00 PM

Attendees: Judy Harwood, Monica Whipple, Christy Pedroncelli-Smith, Tim Gill, Miranda Ramos, Maggie Von Vogt, Noor Dawood, Emily Ellickson-Brown, Tanja Ramming, Jeff Ritchley, Cindy Hoaglen, Jesse Damian, Rhea Hollis, Tami Mee, Pam Jensen, Joe Atherton

Minutes

1. Call to Order 9:05am (Action)

2. Roll Call of Voting Members (Action)

Christy Pedroncelli-Smith (UUSD), Tim Gill (KVUSD), Miranda Ramos (FBUSD), Noor Dawood (AVUSD), Emily Ellickson-Brown (RVUSD), Jeff Ritchley (WUSD), Jesse Damian (MCOE), Tanja Ramming (MC)

3. Changes/ Modifications to the Agenda (Action)

4. Public Comments/ Correspondents (Discussion)

Miranda Ramos introduced herself as the new MLACE Assistant who will be working in Ft. Bragg with Coni Belli. Maggie Von Vogt will also be attending for Anderson Valley while Noor Dawood is out.

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 Nov.17, 2017 Minutes

Motion made to accept Nov. 17, 2017 Minutes by Christy Pedroncelli-Smith/Noor Dawood - Approved

6. Updates from State AEBG

- Judy went over PPT with new updates from state regarding Citizenship. See Appendix A
- AEBG released the “AEBG Quarterly Reporting Deadline and Rules” See Appendix B
- Program review- the State is developing a method for program review; Neil is presenting our program review method to the state team for possible adoption.

7. Results of Program Management (Action/Discussion)

Assignment of PATs

i. AVUSD Spanish Literacy Program (Action/Discussion)

Judy Harwood, Maggie Von Vogt, Noor Dawood, Debra Polak, Miranda Ramos, Marla Noor would like if the same group could work together.

ii. KVUSD HiSET Prep in Spanish (Action/Discussion)

Joe DelPrete/Tim Gill, Judy Harwood, Emily Ellickson-Brown, Noor Dawood after April, Maggie Von Vogt

iii. Ft. Bragg USD C.N.A. Tutoring (Action/Discussion)

Miranda Ramos, Coni Belli, Tammy Serpa, Judy will ask Janet Daughtery from MC

b. Workgroup for Advising/ Clarifying Rheas Work



Rhea Hollis, Judy Harwood, Christy Pedroncelli-Smith, Emily Ellickson-Brown – meeting at Ukiah Adult School

8. Consortium Budget Approval (Action/Discussion)

Judy went over the “Budgetary Process- Pass Through Policy” from the state. - See Appendix C

With the new NOVA system, in January each agency will have their money that the Mendocino College is holding. A budget meeting will be set between Jan 8-15, 2018.

A ppt. of the “Consortium Totals for NOVA” was presented – See Appendix D

Motion to approve the Consortium Budget by Christy Pedroncelli-Smith/Tanja Ramming - Approved

9. CFAD Revision Approval (Action/Discussion)

Judy gave a background on the initial CFAD. When each member receives a grant based fund (on-going and one time proposals) this changes the initial CFAD and when members allocation is changed the CFAD must match to show how the money was actually spent. - See Appendix E

To change this CFAD each voting member or representative must sign the original copy.

Motion to approve CFAD Revision Approval for 15-16 and 16-17 by Christy Pedroncelli-Smith/Jesse Damian- Approved

10. Review of Internal Policies and Processes (Action/Discussion)

The group broke up into 2 smaller groups and were each given the task to go over one of the internal policy and process and to report back to the whole consortium.

- Program Management Policy – This process is used. Only one change was recommended to Appendix B. Add a statement to document that says, “Any number of these criteria may be met for assigning the discontinuance.”

Motion to make this change Tim Gill/Miranda Ramos - Approved

- MLACE Courses using College Apportionment to pay for Instructors – This policy has not yet been used. A recommendation to change the Title to, “ACE Course Funding Promise”. Questions were brought up regarding how many student hours equals 1 FTE, and how AB 540 status impacts funding? Add, “and include the percentage of enrolled students who are non-residents.”, to the last bullet under **Reporting**. Possibly review again at the end of the year.

Motion to approve Title change: “ACE Course Funding Promise” by Tanja Ramming/Tami Mee - Approved

Motion to approve verbiage for last bullet point under **Reporting** to read: “When providing the consortium with student data, the director will report students internally as being served by both Mendocino College and the Adult School and include the percentage of enrolled students who are non-residents.” Tanja Ramming/Noor Dawood - Approved

11. One-Time Proposals (Action/Discussion)

Discussion in regards to what the consortium wants do with the ongoing money that was returned back to the consortium level. Should this money be given to WUSD now or should there be a strategic planning meeting that would be discussed more in depth in the future? Members decided to hold off on making WUSD proposal an on-going proposal and to keep it a one-time fund.

Every time we change one time funds the CFAD must be changed. Discussion was made regarding if we want to keep one times every month and what we could potentially do avoid changing the CFAD every month. It was agreed that one time funds will only be done quarterly starting Jan 2018, and continue to April 2018, July 2018, October 2018.

a. WUSD High School Diploma Program (Action/Discussion)

Motion to approve High School Diploma Program by Tanja Ramming/Noor Dawood – Approved

b. MCOE Externship Coordinator (Action/Discussion)



Motion to approve Externship Coordinator Noor Dawood/Tanja Ramming - Approved

c. MLACE AEBG Summit (Action/Discussion)

Judy Harwood, Christy Pedroncelli-Smith, Debra Polak, Joe Atherton, Jeff Ritchley, Tim Gill, Monica Whipple – Motion to approve proposal Christy Pedroncelli-Smith/ Noor Dawood - Approved

12. Upcoming Deadlines/ next 6 months

Judy went over the calendar. All events can be found on basecamp.

13. Member Updates (Discussion)

Emily Ellickson-Brown had a group of students meet with Mendocino College staff meet with the staff and community in Round Valley. Cindy Hoaglen came to our meeting today to help integrate our services to the other members of the community.

Pam added that UVAH is going to be having her accreditation next week.

14. Next Meeting Date and Time (Discussion)

- a. Jan. 12, 2018 from 9-12pm
 - i. 8am MPA meeting
 - ii. 12:15 -1:15pm Data Meeting

15. Adjourn 11:50am (Action)

Appendix A: Updates from State

- Citizenship Assessment
- K-12 AEBG programs: Will use National Reporting System approved assessment instruments. For EL Civics, providers will use the CASAS Civics Objectives and Additional Assessment Plans (COAAPs). (But this does not count for AEBG learning gain)
- To count these students for AEBG “You can use the same pre/post forms in reading and listening as you do for ESL.”

AEBG Quarterly Reporting Deadlines and Rules

Appendix B:

Quarter Ending	Expense and Progress Report Due Dates	Budget Revision Due Date	Spending Targets
First Quarter September 30	Member Due Date: December 1st Consortia Due Date: December 31	If less than 10%: Member Approval by 12/1 If greater than 10%: Members will complete budget revision and expense report. Submit to Consortium for approval by December 1st.	15%
Second Quarter December 31	Member Due Date: March 1 Consortium Due Date: March 31	If less than 10%: Member Approval by 3/1 If greater than 10%: Members will complete budget revision and expense report. Submit to Consortium for approval by March 1st.	30%
Third Quarter March 31	Member Due Date: June 1 Consortium Due Date: June 30	If less than 10%: Member Approval by 6/1 If greater than 10%: Members will complete budget revision and expense report. Submit to Consortium for approval by June 1st.	45%
Fourth Quarter June 30	Member Due Date: September 1 Consortium Due Date: September 30	If less than 10%: Member Approval by 9/1 If greater than 10%: Members will complete budget revision and expense report. Submit to Consortium for approval by September 1st.	60%

NO EXPENSE REPORTS DUE FOR Q1 THIS YEAR, WE WILL DO Q1 and Q2 MARCH 1 – please still submit your expenses for open Pos that are not pass through POs



Appendix C:

Updates from State

- **Budgetary Process- Pass Through Policy:**
 - AB 104 requires that we pass through funds within 45 of receiving them at MC.
 - We got an exception because we voted for the college to hold on our on-going non-MOE funds for a year (because of our delayed allocation of those funds)
 - With the implementation of NOVA and site self reporting we are going to move to 45 day pass through on ALL funds.
 - Is will be up to members to “set-aside” their on-going program funds for 12 months.
 - Our internal Budget and Expense spreadsheet allows you to easily see how much you need to have set aside at the end of each fiscal year to fund the next years on-going programs.
 - We are transitioning to 45 pass-through in the next couple of months.

Appendix D:

Consortium Budget Approval

Constorium Totals For NOVA			
	16-17 Allocation Roll Over	17-18 Allocation	Total
AVUSD	\$93,704.35	\$97,567.00	\$191,271.35
UUSD	\$190,836.05	\$740,066.00	\$930,902.05
KVUSD	\$46,470.00	\$62,651.00	\$109,121.00
LCOE	\$132,716.98	\$89,538.00	\$222,254.98
MCOE	\$18,233.95	\$10,600.00	\$28,833.95
FBUSD	\$8,182.60	\$35,139.00	\$43,321.60
WUSD	0	0	0
RVUSD	0	0	0
MC- Minus Admin	465,146.47	\$349,271.00	814,417.47
MC 5% Admin	50278	\$72,886.00	\$123,164.00
Total Minus 5%	\$955,290.40	\$1,384,832.00	\$2,340,122.40
Total	\$1,005,568.40	\$1,457,718.00	\$2,463,286.40



Appendix E:

CFAD Revision Approval

	15-16 CFAD	16-17 CFAD	17-18 CFAD	Total
AVUSD	84502.78	\$132,721.35	\$97,567.00	314791.13
UUSD	994646.73	\$532,551.87	\$740,066.00	2267264.6
KVUSD	74560.53	\$62,651.00	\$62,651.00	199862.53
LCOE	7921.38	\$132,716.98	\$89,538.00	230176.36
MCOE	8721.85	\$18,233.95	\$10,600.00	37555.8
FBUSD	0	\$8,182.60	\$35,139.00	43321.6
MC	229209.73	535,520.89	\$422,157.00	1186887.616
WUSD	0	0	0	0
RVUSD	0	0	0	0
	0			0
Total	1399563	\$1,422,578.64	\$1,457,718.00	4279859.636

How we actually spent the 15-16 \$

How we actually spent 16-17 yr. 1
Plus our budget for 16-17 yr. 2

How we have budgeted our 17-18 Funds as of today