



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

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## Mendocino College Rm #6610

1000 Hensley Creek Rd  
Ukiah CA 95482

**Friday Feb. 9, 2018 9:00 AM to 12:00 PM**

## Minutes

**Attendees:** Rhea Hollis, Emily Ellickson-Brown, Pam Jensen, Tammy Serpa, Dave Genoux, Joe DelPrete, Jesse Damian, Debra Polak, Andria, Christy Pedroncelli-Smith, Penny Lauseng, Miranda Ramos, Maggie VonVogt, Jeff Ritchley, Joe Atherton, Monica Whipple, Judy Kanavle

**1. Call to Order 9:03 am (Action)**

**2. Roll Call of Voting Members (Action)**

Tammy Serpa (LCOE) , Emily Ellickson-Brown (RVUSD), Joe DelPrete (KVUSD), Jesse Damian (MCOE), Penny Lauseng (UUSD), Miranda Ramos (FBUSD), Maggie Von Vogt (AVUSD)

**3. Changes/ Modifications to the Agenda (Action)**

Add "Tension/Barriers" under Strategic Planning

**Motion to change agenda by Joe DelPrete/ Penny Lauseng - Approved**

**4. Public Comments/ Correspondents (Discussion)**

Dennis Aselyne commended the leadership and organization that Judy Harwood has done to bring our consortium together. The structure of the MLACE will be changing. The interim director will be reporting to Judy Harwood and no longer to the Dean of CTE, Dennis Aselyne

**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 Jan. 12, 2018 Minutes*

Add Miranda Ramos as a voting member to the Jan. 12, 2018 ML ACE Meeting Minutes.

**Motion to approve Jan. 12, 2018 minutes with the addition by Miranda Ramos/ Joe DelPrete - Approved**

**6. Overview of next 6 months**

Judy went over a ppt. for the next 6 months deadlines and meetings. See Appendix A

**7. Director Transition Plan (Action/Discussion)**

Judy Harwood will be leaving ML ACE to be the Interim Director for Mendocino College Lakeport campus. ML ACE agrees to hire an interim MLACE Director for two semesters. A hiring committee will meet directly after MLACE meeting to look at job announcements.

**Hiring Committee:** Christy Pedroncelli-Smith, Penny Lauseng, Miranda Ramos, (one MC faculty), Monica Whipple

The workgroups will be directed by the following:

- AWD – Tascha Wetzel
- MPA – Rhea Hollis



- ESL – Possibly Lilia (Debra will follow up) and S
- Data Group – Monica Whipple
- Budget Workgroup – Joe Atherton
- Soft Skills Boot camp – Kristen Lawson & Tanja Ramming (possibly, Monica will follow up)

Additional work that Judy was leading will be followed up by the following:

- Construction and Trades Mapping – Eric Crawford
- Business Mapping – Miranda Ramos or Emily Ellickson- Brown
- Leading ML ACE Meeting in the March – Judy Harwood

**8. CFAD Revision/ budget (Action/Discussion)**

Judy went over the new changes we have on our CFAD due to one-time funds being distributed out . The only change are the funds that are now going toward Willits.

**Motion to accept the changes to the new CFAD (SEE APPENDIX B) by Joe DelPrete/ Penny Lauseng – Approved Unanimous**

Joe Atherton will be having a budget meeting to discuss the process of moving one-time funds. He is proposing that the one-time funds will be kept in the MC bucket and when a one time request is approved the agency will send an invoice to MC for reimbursement. This is not being voted on now today but will be discussed in the next budget meeting and brought back to the consortium for approval.

**9. Updates from Summit**

**a. Brown Act Implementation (Action/Discussion)**

- i. The state is mandating that the consortium be ran by the Brown Act. A training in Willits will be held on Feb 21 from 6-8pm. Monica will be attending.

**b. 5% Indirect Cap (Action/Discussion)**

- i. The state is mandating that there be a 5% indirect cap unless your locally negotiated rate is less than that, you must take your locally negotiated rate. We are currently running off a 6% indirect cap and this will change in the next fiscal year.

**c. 4% COLA (Action/Discussion)**

- i. This should show up in the 18-19 fiscal year.

**d. ML ACE Presentations (Action/Discussion)**

- i. Christy, Joe and Judy presented, “Leveraging college apportionment to expand adult school offerings.” The presentation went over our demographics and a model was of how we collaborated to offer the ESL courses with the Mendocino College instructor along with the adult school providing the support services and assessments. This is how our AEBG funds are being leveraged so that we can continue to provide for our population, if we are faced with restricted funding.

Questions were answered around the WIOA requirements, instructor and credentials, as well as the collaboration between the Mendocino College teacher and the adult schools.

Christy encourages anyone that can attend the next year should go.

**e. Other? (Action/Discussion)**

- i. Judy shared her Pathway presentation at the summit.
- ii. A TAP member told ML ACE that our Program Management Process might be adopted at the state level.



iii. ML ACE is being noticed around the state for what we are doing and how we are collaborating.

- 10. Governance Conversation (Action/Discussion)
  - a. Brown Act Training Feb. 21<sup>st</sup> 6pm-8pm in Willits - Tabled (Action/Discussion)
  - b. New Member Additions (future conversation) – Tabled (Action/Discussion)
- 11. STRATEGIC PLANNING
 

Judy had the group break up into three groups to come up with the following:

  - a. Tension Barriers – worked on in groups (Action/Discussion)
  - b. Successful Strategies / Best Practices from Members
  - c. 2-year Objectives (Action/Discussion)
- 12. Next Meeting Date and Time (Discussion)
  - a. Feb. 9th, 2018 from 9-12pm – Possibly in Lakeport
    - i. 8am MPA meeting
    - ii. 12:15 -1:15pm Data Meeting
- 13. Adjourn 12:02pm (Action)

### Appendix A

## Schedule- Next 6 month

<p><b>Feb.</b></p> <p>9<sup>th</sup> – ML ACE Meeting</p> <p>Strategic Planning:</p> <ul style="list-style-type: none"> <li>-Tensions</li> <li>-What is working?</li> <li>-2 year Objectives</li> </ul>	<p><b>Mar.</b></p> <p>1<sup>st</sup> – Revised Budgets Due to MC/NOVA</p> <p>1<sup>st</sup>- Q1 &amp; Q2 Expenses due to NOVA/ MC</p> <p>9<sup>th</sup> – MLACE Meeting</p> <ul style="list-style-type: none"> <li>-Strategic Planning: Activity Prioritization, On-going funding prioritization</li> <li>- Governance Changes</li> </ul> <p>30<sup>th</sup> – Certified Budgets Due to State</p> <p>30<sup>th</sup> - Certified Q1 &amp; Q2 Expenses due State</p>	<p><b>April</b></p> <p>14<sup>th</sup> MLACE Meeting</p> <p>One Time &amp; On-going Proposals</p> <p>30<sup>st</sup> – Student Data Due</p>
<p><b>May</b></p> <p>11<sup>th</sup>- ML ACE Meeting</p>	<p><b>June</b></p> <p>1<sup>st</sup> – Revised Budgets Due to MC/NOVA</p> <p>1<sup>st</sup>- Q3 Expenses due to NOVA/</p> <p>11<sup>th</sup>- ML ACE Meeting</p> <p>30<sup>th</sup> – Certified Budgets Due to State</p> <p>30<sup>th</sup> - Certified Q1 &amp; Q2 Expenses due State</p> <p>30<sup>th</sup> – One Time Fund Return due to MLACE</p>	<p><b>July</b></p> <p>1<sup>st</sup> – Revised Budgets Due to MC/NOVA</p> <p>1<sup>st</sup>- Q3 Expenses due to NOVA/</p> <p>11<sup>th</sup>- ML ACE Meeting</p> <p>30<sup>th</sup> – Certified Budgets Due to State</p> <p>30<sup>th</sup> - Certified Q1 &amp; Q2 Expenses due State</p> <p>30<sup>th</sup> – One Time Fund Return due to MLACE</p>



Appendix B:

# Change to CFAD

CFAD 2.5.18	15-16 CFAD	16-17 CFAD	17-18 CFAD	Total
AVUSD	84502.78	132721.35	97567	314791.13
UUSD	994646.73	532551.87	740066	2267264.6
KVUSD	74560.53	62651	62651	199862.53
LCOE	7921.38	132716.98	89538	230176.36
MCOE	8721.85	18233.95	10600	37555.8
FBUSD	0	8182.6	35139	43321.6
MC	229209.73	\$520,526.46	422157	1171893.188
WUSD	0	\$14,994.43	0	14994.43
RVUSD	0	0	0	0
	0			0
<b>Total</b>	<b>1399563</b>	<b>1422578.638</b>	<b>1457718</b>	<b>4279859.638</b>