



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

Mendocino College Rm #6610

1000 Hensley Creek Rd
Ukiah CA 95482

Friday Jan. 12, 2018 9:00 AM to 12:00 PM

Attendees: Miranda Ramos, Emily Ellickson-Brown, Tanja Ramming, Tascha Whetzel, Maggie VonVogt, Jeff Ritchley, Pam Jensen, Christy Pedroncelli-Smith, Andria Gonzalez, Tammy Serpa, Jesse Damian, Joe DelPrete, Tascha Whetzel, Jeff Ritchley, Debra Polak, Joe Atherton, Monica Whipple, Judy Kanavle

1. Call to Order (Action)

2. Roll Call of Voting Members (Action)

Emily Ellickson-Brown (RVUSD), Tanja Ramming (MC), Maggie VonVogt (AVUSD), Jeff Ritchley (WUSD), Christy Pedroncelli-Smith (UUSD), Tammy Serpa (LCOE), Jesse Damian (MCOE), Joe DelPrete (KVUSD), Jeff Ritchley (WUSD)

3. Changes/ Modifications to the Agenda (Action)

4. Public Comments/ Correspondents (Discussion)

The MLACE 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 Dec. 8, 2017 Minutes

Motion to approve Dec. 8, 2017 Minutes by Joe DelPrete/Miranda Ramos - Approved

6. Overview of next 6 months (Discussion)

Judy went over PowerPoint for the next 6 months. See Appendix A

7. New Fiscal Policies (Action/Discussion)

The AEBG state representative, Neil Kelley, has been in contact with Judy discussing the pass through of monies from Mendocino College to each member agency. The Mendocino Lake Adult and Career Education Budget team got together and came up with a new "Pass Through Policy" that is being brought in front of the voting members for a vote. See Appendix B

Motion to approve "Pass Through Policy" made by Joe DelPrete/ Christy Pedroncelli-Smith – Approved

Proposed One-Time Proposal and Spending Schedule

ML ACE will only be accepting one-time proposals quarterly at the following meetings:

Jan 12, 2018; April 13, 2018; July 13, 2018; Oct 12, 2018 – It is noted that the July meeting possibly be a conference call or phone meeting.

Each one-time proposal can only request funds that can be spent in that fiscal year. If the proposal is for longer than a fiscal year, then there should be a budget/ request for each fiscal year spending will occur.

Process for Returning Funds See Appendix C

Motion to approve new policy on the "Process for Returning Funds" by Tammy Serpa/Maggie VonVogt -Approved



8. One-Time Proposals

(Action/Discussion)

a. WUSD- Chromebooks- \$5,101

Motion to approve WUSD Chromebooks by Joe DelPrete/ Tammy Serpa - Approved

9. STRATEGIC PLANNING

(Action/Discussion)

Consortium broke off into three groups to make any additions or changes to the mission or principals

a. Mission Review

(Action/Discussion)

A request to add “equitable” to our current mission statement was requested. Mission statement will read:

“Mendocino Lake ACE consortium members are committed to collaborating and sharing resources across historical and institutional boundaries to provide adults in our region equitable, seamless and integrated educational and career pathways and services with multiple opportunities for successful entry and exit.”

Motion to approve this new addition to our mission statement by Tanja Ramming/Maggie VonVogt - Approved

b. Review of Operation Principles

(Action/Discussion)

No additions or changes were made to our existing operation principles.

c. Review of where we are (Current State)

i. ML ACE Structure and Committees

Judy went over the new ML ACE Structure that includes our new voting member WUSD. All of the ML ACE Committees were listed along with each work groups partners and a brief description of what each work group has completed or is working on.

ii. Programs, students, budget

Judy printed out reports from TopsPro Enterprise with each agencies numbers of students served, students with 12+ Instructional Hours, Reportable Outcomes, and total budget (2 yrs.)

iii. On-going and new Initiatives

Judy is in the process of creating a catalogue of support services that will be part of all of the pathways maps. New medical pathways are being printed and will be distributed soon. Rhea has been meeting with adults at the jail weekly for four hours. She has talked with them about educational and career options.

iv. Review of Summit Results

Over view of actions that were identified for each sector at the Summit were presented in a PowerPoint that can be found on basecamp.

v. Member Updates

Christy at the Ukiah Adult School update the consortium on the new ESL Prep class time change which will be Monday evenings and Friday mornings to increase student to enrollment.

Jesse from MCOE had an update regarding the pilot program for Special Education Teaching. There are 27 students enrolled and this program will be starting at the end of the month.

10. Discussion RE: Current State

(Discussion)

- Look at online classes that could support our students.
- Are there more ways to offer non-credit Mendocino College classes or certificates at ML ACE locations and in general. (Ask what others are doing at summit)

11. Discussion RE: 2-year Objectives

(Discussion)

Tabled for next Strategic Planning Meeting

12. Next Meeting Date and Time

(Discussion)



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

13. Adjourn 12:02pm

(Action)

Appendix A:

Schedule- Next 6 month

<p>Jan.</p> <ul style="list-style-type: none"> - 12th MLACE Meeting - Strategic Planning : Mission, Principles, Current State, 2 Year Objectives - 22nd, 23rd – Annual AEBG Summit 31st – Student Data Due 	<p>Feb.</p> <ul style="list-style-type: none"> 9th – ML ACE Meeting - Strategic Planning: 2 year Objectives, Barriers, Strategies 	<p>Mar.</p> <ul style="list-style-type: none"> 1st – Revised Budgets Due to MC/NOVA 1st- Q1 & Q2 Expenses due to NOVA/MC 9th – MLACE Meeting -Strategic Planning: Activity Prioritization, On-going funding prioritization 30th – Certified Budgets Due to State 30th - Certified Q1 & Q2 Expenses due State
<p>April</p> <ul style="list-style-type: none"> 14th MLACE Meeting One Time & On-going Proposals 30st – Student Data Due 	<p>May</p> <ul style="list-style-type: none"> 11th- ML ACE Meeting 	<p>June</p> <ul style="list-style-type: none"> 1st – Revised Budgets Due to MC/NOVA 1st- Q3 Expenses due to NOVA/ 11th- ML ACE Meeting 30th – Certified Budgets Due to State 30th - Certified Q1 & Q2 Expenses due State 30th – One Time Fund Return due to MLACE

Appendix B:

New Proposed Pass Through Policy:

1) Mendocino College will cut each member a check for all funds that we are holding on your behalf. This includes:

- Open POs that were rolled over from 15-16
- 16-17 on-going funds that we are currently holding (you now need to hold these internally)
- And one-time funds that have been approved

2) Going forward when funding is approved a check will be cut for the entire amount at that time.

3) We will create one contract with amendments for additional dollar amounts added to the initial contract via the proposal process.

On 7/1/18 we will create one contract with all funds combined

4) You can flex funding across any on-going programs but you must use one-time funds for their explicit purpose, any unspent one times should be returned to the consortium upon program completion or by the end of the fiscal year.



Appendix C:

Proposed Process for Returning Funds

- Returning funds from one-time requests should be done as soon as a member knows they will not be able to spend the total
- Unspent funds for one-time requests must be returned at the end of the fiscal year
- Returning on-going funds occurs after program review at the Nov. meeting or if whenever a member volunteers to return funds.