



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

Mendocino College Lake Center, Round Room

2565 Parallel Dr.

Lakeport CA 95453

Friday March 9, 2018 9:30 AM to 12:30 PM

Attendees: Tami Mee, Joe DelPrete, Miranda Ramos, Jeff Ritchley, Debra Polak, Pam Jenson, Christy Pedroncelli-Smith, Noor Dawood (phone), Monica Whipple, Judy Harwood, Tanja Ramming, Joe Atherton

1. Call to Order 9:05 (Action)

2. Roll Call of Voting Members (Action)

3. Changes/ Modifications to the Agenda (Action)

Monica would like to add Bootcamp Basic Skills Member to agenda after Consent.

Motion to add new agenda item by Joe DelPrete/Christy Pedroncelli-Smith approved

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 Feb, 2018 Minutes

Motion made to approve Feb. 2018 minutes by Debra Polak/Joe DelPrete - approved

6. Bootcamp Member – Christy Pedroncelli-Smith would like to be added. The college will be recruiting a business faculty to be included in these meetings.

7. Overview of next 6 months (Action/Discussion)

Judy went over a ppt with the new upcoming deadlines. [See appendix A](#)

8. Updates from State

a. 18-19 & 19-20 Allocation= \$1,517,484 (4% increase) (Action/Discussion)

Joe gave a brief description and will be addressing the disbursement of the COLA later on the agenda.

b. CFAD for 18-19 (Action/Discussion)

The CFAD is due May 2. The budget workgroup will create a recommended CFAD to be adopted at the April meeting.

c. Recommendations from LAO (Action/Discussion)

Judy went over a few bullet points from the LAO's 2018-2019 Budget. The consortium will create a unified letter addressing the issues of the LAO's recommended 2018-2019 budget revamping. Jeff, Joe Atherton, Christy and Judy will help create this letter. Our CTE programs will bring the actual cost per student vs. how much is funded by FTE's.

d. One year and three-year planning (Action/Discussion)

There are no required changes to the annual plan items this year. This will be on the agenda again as a standing item to discuss in the future.

9. Budget Discussion-

a. One time funds (Action/Discussion)



Joe went over the current one-time process which includes the college giving the agency money, the agency spending on their approved proposal, then sending any money back to the college that were not spent, this involved changing the CFAD. Changing the CFAD is not what we would want to keep doing every time a one-time proposal was approved. The budget team recommends for the 18-19 funds:

- Have all one-time funds remain in the college possession in a separated activity code named "One-Time Funds"
- Member agencies will still apply for one-time through the same process
- Mendocino College will encumber funds onto a PO for member agency's for granted amount of one-time request
- Members will carry out project and invoice the college for expenses
- At the end of each fiscal year, the college will close the PO's and any unspent funds will remain in the one-time pot of many for the following year
- College will not charge indirect on these funds

Motion to approve recommended one-time funds process Joe DelPrete/ Jeff Ritchley - Approved

b. COLA (Action/Discussion)

The 4.0999% or \$59,766 will be evenly distributed over each of the agencies.

Motion made by Christy Pedroncelli-Smith/Miranda Ramos - Approved

10. STRATEGIC PLANNING

a. Review of 2-year objectives (Action/Discussion)

Judy had the consortium go over the objectives that were created at the Feb. 2018 meeting.

b. Prioritization of on-going project proposals (Action/Discussion)

From the proposals that are being submitted today which of these fall into the consortiums top objectives that are listed above? MC Annual Summit and WAS Diploma Program are the two proposals that will be addressed in the on-going proposal portion of the agenda.

c. Expanding on-going fund availability? (Action/Discussion)

d. FY19-20 3-year planning needs (Action/Discussion)

11. On-going Proposal Approval (Action/Discussion)

a. MC Annual Summit – Consortium reduced the supplies and materials from \$3100 to \$500 making the total for the summit \$6762

Motion to approve MC Annual Summit by Joe DelPrete/Tami Mee - Approved

b. MC Pathway mapping – Judy pulled this and will fund with one-time in the future

c. MC Soft Skills Boot Camp – Judy pulled this in hopes that the college would be able to provide this as a class in the future.

d. WAS Diploma Program – Jeff pulled \$6,000 for 20 licenses which totaled \$14,999.15

Motion to approve WAS Diploma Program made by Debra Polak/Christy Pedroncelli-Smith -Approved

e. AVAS Pathway Planning Sessions- Noor pulled this on-going proposal.

12. Changes to Governance (Action/Discussion)

a. Brown Act Implementation (Action/Discussion)

Monica went to a Brown Act training and went over the changes ML ACE will have to be making in the future.

Motion to approve new language for our governance by Joe DelPrete/Debra Polak - Approved

b. New Member Additions (Action/Discussion)



Will bring up next month to discuss what a partnership is and how membership can be added.

13. Next Meeting Date and Time

(Action/ Discussion)

a. April. 13th, 2018 from 9-12pm

i. 8am MPA meeting

ii. 12:15 -1:15pm Data Meeting

14. Adjourn 12:38pm

(Action)

Appendix A

Schedule- Next 6 month

