

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

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4 **Mendocino College**

5 1000 Hensley Creek Rd.  
6 Ukiah CA 95482  
7 Room 6610

8 **Friday May 11, 2018 9:00 AM to 12:00 PM**

9 Attendees: Penny Lauseng, Joe Del Prete, Maggie VonVogt, Noor Dawood, Emily Ellickson-Brown, Tammy  
10 Serpa, Stacey Caico, Dave Gengoux, Jeff Ritchley, Pam Jensen, Andria Gonzalez, Monica Whipple, Christy  
11 Pedroncelli-Smith, Joe Atherton

12 **Minutes**

13 **1. Call to Order** 9:10AM **(Action)**

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

15 Penny Lauseng (UUSD), Joe Del Prete (KVUSD), Noor Dawood (AVUSD), Emily Ellickson-Brown (RVUSD), Tammy  
16 Serpa (LCOE), Jeff Ritchley (WUSD)

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

18 Motion to approve agenda made by Joe Del Prete / Penny Lauseng - Approved

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

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

23 **5. Consent** **(Action)**

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

- 26 • Approval of April 13th, 2018 Minutes

27 Take out the word “from” under 12 PAT & Counselor Meeting Updates. The line should read, “Motion to take  
28 the AV Spanish Literacy off of the program advisory team (PAT) made by Miranda Ramos/ Holly Rodgers –  
29 Approved”. Motion made to approve the changes the April 13<sup>th</sup> Minutes by Penny Lauseng/ Noor Dawood –  
30 Approved

31 Motion to approve April 13<sup>th</sup>, 2018 Minutes by Joe Del Prete/ Tammy Serpa - Approved

32 **6. Overview of next 6 months** **See Appendix A** **(Action/Discussion)**

33 Christy went over a ppt. that showed all of the upcoming due dates and meeting set so far by MLACE.

34 Joe Del Prete shared that the Lake County Fiesta event was well attended with over 250 people. The event was very  
35 well advertised.

36 Penny and Christy discussed the expense report. Monica informed the consortium that a webinar on April 20<sup>th</sup> is  
37 archived on the AEBG website for everyone to watch. Judy will be helping WUSD with their NOVA expense reporting.  
38 Joe Atherton would like all budget team members to meet the first week in June to go over any issues that may have  
39 been encountered when inputting the expense numbers into NOVA.



40 Student data submission is due July 31 but internally July 1. LACES will be walking each member that uses LACES  
41 through the export/import into TE.

42 **7. PAT & Counselor Meeting Updates** **(Action/Discussion)**

43 (ML ACE Program Advisory Teams will give updates on what if anything has come out of the PAT meetings. ML ACE will have the  
44 opportunity to vote to remove programs from the Program Management process if recommended)

45 Joe Del Prete went over the information that was discussed during the PAT meeting. The class is going to move to accommodate  
46 students coming from the Lower Lake area. The HiSET prep in Spanish has a targeted amount of 5 students. This program will  
47 stay in a PAT and be re-evaluated in November. If students do not qualify for HEP there are no alternative classes offered in the  
48 Kelseyville area. Joe Atherton shared that HEP and KVUSD could work together to collaborate their resources.

49 Stacey Caico offered to assist in connecting EDD representative to the Spanish HiSET programs in our area.

50 Counselor workgroup – Christy updated the consortium around the MLACE Counselor work and any outcomes that may work in  
51 the future. The workgroup discussed the barriers the MLACE Counselor has faced being a full time faculty member with  
52 Mendocino College and came up with a few strategies to help overcome these barriers. Monica will work with Round Valley and  
53 Anderson Valley to schedule specific days the MLACE Counselor will travel to these agencies to see students or potential  
54 students. The workgroup strongly believes that her role as a college faculty member is a powerful tool that can be used in our  
55 more rural areas for all students. MLACE workgroup will look at the MLACE Counselor monthly to check in. The workgroup will  
56 meet quarterly to streamline the referral process with all agencies.

57 **8. Legislative/ Conference Update** **(Action/Discussion)**

58 Christy shared a few of the updates from the state level up to the federal level. She was very pleased that the state  
59 is urging consortiums to speak with their state reps regarding the LAO’s recommendations. Our consortium has  
60 already begun the process of meeting with reps at our June meeting which confirms that MLACE is right on track with  
61 where we should be. The state is close to putting out a new Lauchboard tool that will help with data matching  
62 students from MIS (which is the student college data system), EDD, and Tops Pro Enterprise. A series of webinars will  
63 be put out in the upcoming dates. Additional funding is being asked on the Governor’s Proposal.

64 Monica shared that there were informational data sharing sessions that could help with our consortiums data  
65 collecting. Andria shared the information she received regarding students receiving a diploma in as quick as 6 months.

66 **9. Plan for meeting with State Representatives**

67 (ML ACE members will review talking points from working group and create a plan for the 45 minutes that we have to meet with  
68 state representatives, representatives.)

69 The talking points that were made by MLACE members were passed out to everyone. Tammy Serpa would like to add CNA to the  
70 third bullet point under MLACE background. The consortium came up with a rough draft to send to Judy for our June meeting.

71 Format for 45 min:

72 1.1.1. Ppt. of the consortiums historical background and work – send to reps pre-meeting

73 1.1.2. Discussion – Share out from 1-2 member’s success story

74 1.1.2.1. Success story: Emily and Jeff will share their student success stories in rural outreach

75 Christy will share sustainability, student fees

76 1.1.3. Discuss and share why we are asking these representatives to oppose these LAO recommendations

77 1.1.4. Inform the representative why we need ongoing COLA & additional money

78 **10. One -time Flex Funds approval** **(Action/Discussion)**

79 (ML ACE members will discuss and vote changes to how allocated one-time funds will be spent.)

80 Anderson Valley, MCOE and UUSD discussed how they will be spending their one-time funds.

81 **11. Discussion around 2018 2-year Objectives: Summit Planning** **(Action/Discussion)**

82 Christy went over the take a ways from our Curriculum to Career Summit. The consortium broke up into groups to  
83 discuss anything that stands out from the “After Action Review” last year.

84 a. Set goals – tabled - Christy will recommends that we will work on these posters at the next meeting.



b. Pick a date- Monica will be sending out a doodle to set a date for the next Summit in October.

**12. Next Meeting Date and Time**

- a. June 7th, 2018 from 9-12pm
  - i. 8am MPA meeting
  - ii. 12:15 -1:15pm Data Meeting

13. **Adjourn** 12:03PM

**(Action)**

**Appendix A** Schedule- Next 6 month

<p style="text-align: center;"><b>May</b></p> <p>2<sup>nd</sup>- 18-19 CFAD due to state        May 2<sup>nd</sup> – Fiesta at the Lake Center        11<sup>th</sup>- ML ACE Meeting        Summit Planning</p>	<p style="text-align: center;"><b>June</b></p> <p>1<sup>st</sup> – Revised Budgets Due to MC/NOVA        1<sup>st</sup>. Q3 Expenses due to NOVA/        7<sup>th</sup>- ML ACE Meeting        30<sup>th</sup> – Certified Budgets Due to State        30<sup>th</sup> - Certified Q1, Q2 &amp; Q3 Expenses due State</p>	<p style="text-align: center;"><b>July</b></p> <p>12<sup>th</sup>- ML ACE Meeting (Room 4135)        End of Year Student Data Discussion        One-Time Proposals        31<sup>st</sup>- Student Data Due</p>
<p style="text-align: center;"><b>Aug.</b></p> <p>10<sup>th</sup> -ML ACE Meeting        Summit Invites</p>	<p style="text-align: center;"><b>Sep.</b></p> <p>14<sup>th</sup> -ML ACE Meeting        1<sup>st</sup> – Revised Budgets Due to MC/NOVA        1<sup>st</sup>- Q4 Expenses due to NOVA/        30<sup>th</sup> – Certified Budgets Due to State        30<sup>th</sup> - Certified Q4 Expenses due State</p>	<p style="text-align: center;"><b>Oct.</b></p> <p>12<sup>th</sup> -ML ACE Meeting        One-Time Proposals        31<sup>st</sup>- Student Data Due  <b>SUMMIT, Date TBD</b></p>