

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

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### Mendocino College

1000 Hensley Creek Rd.

Ukiah CA 95482

Room 6610

Friday September 14, 2018 9:00 AM to 12:00 PM

#### MINUTES

Attendees: Judy Kanavle, Monica Whipple, Andria Gonzalez, Jesse Damian, Emily Ellickson-Brown, Noor Dawood, Maggie Von Vogt, Stacey Caico, David Gengoux, Pam Jensen, William Feather, Krystle Maddox, Jeff Ritchely, Tammy Serpa, Eric Crawford, Christy Pedroncelli Smith, Joe Atherton

1. **Call to Order** 9:05AM (Action)

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

Tammy Serpa (LCOE), Jesse Damian (MCOE), Joe Del Prete (KVUSD), Emily Ellickson-Brown (RVUSD), Debra Polak (MC), Noor Dawood (AVUSD), Jeff Ritchely (WUSD) arrived at 10:25am

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

Items #7 and # 9 were moved up in the agenda.

Motion to approve changes to the agenda by Debra Polak/Joe Del Prete - 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 August 10, 2018 Minutes

Motion to approve August 10, 2018 minutes made by Joe Del Prete / Debra Polak - Approved

6. **.5 FTE Counselor position** (Action/Discussion)

(update members and discuss next steps)

Christy and Debra let the consortium know that Rhea Hollis will no longer be working for ML ACE. Christy went over the focus and vision of the ML ACE Counselor workgroup. Debra informed the consortium that ½ time counselor position was allocated to Mendocino College. Now that the position is vacant the money allocated towards this counselor could go toward part time temp position to help students with transitioning until the end of the fiscal year to then decide what would work best for the consortium and students. There will be a ML ACE Counselor workgroup meeting on Sept. 21, 2018 where this issue will be discussed further. Christy asked if anyone would like to join this workgroup, Dave Gengoux mentioned he would like to join this workgroup. This workgroup will come up with a job description to be finalized for the Oct. meeting.

7. **21<sup>st</sup> Century Soft Skills Boot Camp Pilot report out** (Discussion)

(Kristen Lawson & Heidi White will share out regarding employer outreach)

Heidi White went over a ppt that highlighted the attendance, activities, curriculum and evaluation of the students that participated in this boot camp. Heidi also shared that she is working with business owners to educate on the badging system. Judy brought up the possibility of having Heidi present at the C2C Summit this year so that all the employers at the summit will learn what the 21<sup>st</sup> Soft Skill badging system is. This is something the C2C Summit workgroup will look into and discuss at the next meeting.

## 8. Overview of next 6 months

(Action/Discussion)

(ML ACE will review deadlines and upcoming events for the next 6 months)

Christy went over a ppt that has the deadlines and meeting dates for the next 6 months. The date for the December monthly ML ACE meeting was listed incorrectly. The December meeting will be held December 14<sup>th</sup>, 2018 not the 13<sup>th</sup>. Christy will have this fixed by the next meeting.

## 9. Business Pathway

(Discussion)

(Miranda will provide an update on the Business Pathway mapping work)

Miranda was unable to make it to the meeting but shared the map she has been working on for the business pathway. The consortium wanted to make sure the information was from Lake and Mendocino County. Adding a key to the pathway map would be very helpful. A suggestion was made that all the jobs would be in one box rather than the small boxes. Another pathway that could be added could possibly include entry level office job. Add in the description any license you will need to obtain these jobs as well as informing students they can take different steps to obtain a Business Information Worker Certificate. These suggestions were noted and will be given to Miranda to implement.

## 10. Member Updates

(Discussion)

(Members will share pertinent information about agency level programs/events/meetings that affect adult education.)

Pam Jenson shared that the job market is good and many of her students are now employed. EDD has an employer forum called Celebrating Diversity on Oct 16 from 8am-12pm. This forum is targeted to let the employer know all of the incentives for hiring an employee with a disability.

Stacey from the Workforce Alliance of the North Bay is having a Bright Futures' project which is focusing on bringing career pathways and career opportunities directly to the school locations. There will be a career hub at one school in each county. A CTE teacher will be teaching students, business owners will be coming in and speaking on each pathway.

Tammy Serpa shared they are actively working on a truck driving program. The CNA program had to be cancelled this semester. The MA program has lost one of their teachers but is still in session.

Jesse shared that MCOE has their MA and DA programs running, but they are currently looking for a phlebotomy instructor. He also shared that the C2C Summit video was very well done and will share it with Christy and Judy. It was brought up that we may use a clip of the video as an intro to our Summit this year.

Joe Del Prete has had 3 high school diploma graduates so far this quarter. Students are also enrolled in the HiSET class. Joe is working with Woodland counselors to let them know KVUSD offers HiSET Prep in English and Spanish to help him bring his number up.

Judy Kanavle shared that the Mendocino College has a new Dean of Centers. Judy will also be taking Debra Polak's position as the Mendocino College's voting member. The ESL classes in Lake County have been extremely low and 2 classes have already been cancelled. Judy is hoping that once the pear season is over more students will return to school.

Emily from Round Valley shared that the high school diploma class is doing very well. The HiSET prep in Spanish has had many students interested and enrolled.

Noor has noticed the registration sessions, where students talk one on one with staff to set goals and help guide, has started to improve her number out in Anderson Valley for the fall semester. Maggie added that the ESL teacher is very accommodating for her students which seems to be helping students stay interested in the class. The in-home-care program has 15 students enrolled. The new computers class is also doing well. Noor would like to share that when working with the partnership of Mendocino College regarding the instructor's things can get complicated. She would like to have an apportionment workgroup for members that share instructors with the Mendocino College which would include Debra, Noor, Ukiah and Coni or Miranda. Monica will create a doodle poll for these members to get together.

Jeff Ritchley from Willits Unified shared that 9 more students have come in to finish their high school diploma with him. He also now has an exercise room for students to gain PE credits. Judy and Jeff will be talking in the future regarding Mendocino College classes being offered at the Sanhedrin School.

Dave Gengoux shared there may be new laws for immigrants receiving public services.

Monica asked that everyone send her any updates so that she can post them onto the website. Also the LACES training has been cancelled and she will work with Shannon or Linda on a new date.

Christy updated the consortium that Ukiah Adult School will have a booth at the Pumpkin Fest and she is willing to set up a table for ML ACE and any information you would like to hand out please bring the information to the next meeting. Christy is now a

board member on the Mendocino subcommittee within the Workforce Alliance of the North Bay. Christy will be working with this workforce to collaborate with our Community Pro Suite to get up and using. Also a Google training will be held at the Ukiah Adult School on Nov. 16<sup>th</sup> and if anyone is interested please register.

**11. Next Meeting Date and Time**

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

**12. Adjourn**

**12:05**

**(Action)**