

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

Mendocino College

1000 Hensley Creek Rd.

Ukiah CA 95482

Room 6610

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

Attendees: Erika Barrish, Judy Kanavle, Margaret Rodier, Eric Crawford, Andria Gonzalez, Tami Mee, David Gengoux, Maggie VonVogt, Pam Jensen, Dessa West, Jeff Ritchley, Brian Figg, Monica Whipple, Christy Pedroncelli-Smith, Joe Del Prete, Penny Lauseng

Minutes

1. Call to Order 9:10 am (Action)

2. Roll Call of Voting Members (Action)

Penny Lauseng (UUSD), Tami Mee (MCOE), Joe Del Prete (KVUSD), Jeff Ritchley (WUSD), Maggie Von Vogt (AVUSD), Judy Kanavle (MC), Erika Barrish (LCOE)

3. Changes/ Modifications to the Agenda (Action)

Motion to accept agenda as is made by Joe Del Prete/ Judy Kanavle – Approved

Later in the meeting the November 16, 2018 minutes were added to the agenda under 6a and Overview of next 6 months was moved to 6b. Motion was made to accept these changes by Judy Kanavle / 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 ~~October 12, 2018~~ November 16, 2018 Minutes – Item moved to Agenda 6a

6. a. Changes to November 16, 2018 Minutes (Action/Discussion)

(ML ACE has moved November 16, 2018 ML ACE Minutes from consent items to make changes and additions)

Erika Barrish was miss-spelled and last name was added under item #2.

An addition to Item 10d – LCOE has purchased an anatomy table.

UUSD High School Diploma Program, GED Prep, Citizenship, Round Valley and Vocational Nursing information were added to item 10g.

Motion was made to approve November 16, 2018 minutes with the above changes by Judy Kanavle/Penny Lauseng - Approved

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

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

Christy presented a ppt. with the upcoming deadlines, due dates and meetings. See Attached Appendix A

7. New Member Agency (Action/Discussion)

(ML ACE will consider new member agency, Upper Lake USD, to our consortium board)

Upper Lake Unified School District has been meeting with Christy to go over the requirement and expectations that Mendocino Lake Adult & Career Education are required to provide to the state.

Upper Lake Unified School District now has over 40 students enrolled on the north side of the lake. Previously ULUSD was using Aries as their student data information system. This was currently changed to a new system which is not proving to be helpful

for the students or teachers. Brian Figg has been looking into different alternatives and would possibly be asking for one-time funds to help offset the cost on the district.

Judy asked if ULUSD would be interested or capable to expand for more programs and if the admin support is there. Brian stated that he is now full time adult ed. and could possibly see the adult ed. programs working with the Mendocino College to offer more classes to students. The superintendent Giovanni would need to be included in the discussion with Judy to grow more programs with the Mendocino College. Margaret shared that DOR provides computers to their participants and shared with Brian that the Lake County representative for DOR should be contacted.

Motion to accept ULUSD made by Penny Lauseng/Jeff Ritchley - Approved

8. Program Management Results

(Action/Discussion)

Assignment of PATs

Christy went over each PAT and asked for volunteers to meet and discuss these PAT's separately. Below is the volunteers for the PAT's and Monica will be sending out meeting doodles next week for all to respond and start meeting.

- a. LCOE CNA Program Support – Erika Barrish, Christy Smith, Judy Kanavle, Tami Mee
- b. LCOE Admin Asst. Position – Erika Barrish, Christy Smith, Judy Kanavle
- c. Kelseyville USD HiSET Prep – Joe Del Prete, Christy Smith, Judy Kanavle, Jaqueline Orozco
- d. Round Valley Outreach & Support Specialist – Kym Daley/Susan Brady, Christy Smith, Monica Whipple, Maggie Von Vogt

9. Summit Outcomes

(Action/Discussion)

(ML ACE will report out the priority outcomes and survey results from the 2nd Annual C2C Summit)

Christy presented a ppt with the survey results – See Attached Appendix B

MPA Group – Tammy, Erika, Kym Swift, Eric Crawford, Christy, New Outreach Person

Business Pathway – Judy and Tami will work together to fill the gap regarding the short term non-credit computer class.

Workforce Connection – Stacey Caico will reach out to start a workgroup to connect with the workforce.

Construction and Trades – Judy informed the group that Jennifer Riddell will be creating curriculum for a non-credit course that can be offered by Mendocino College and at any of our other agencies.

Workgroup for truck driving / heavy equipment operator: Jeff Ritchley, Eric Crawford, Erika Barrish (resource)

Eric informed the group that Career Point volunteered to be the connection point. The consortium would like to follow up with Stacey Caico to possibly connect to North Coast Builders exchange. Participants at the summit would like to see the relationship between Career Point and the employer improve.

Judy would like to know from the consortium what was learned and what we could recommend for next year review. The group agreed the location of the Conference Center worked best. The group also would like to have a different caterer for the small breakfast and lunch. The group discussed possibly having other representatives bring a booth or table with their agency information. Invite private sector, more marketing. Possibly doing something different than mapping in the 3 different sectors. Further networking from the education agencies. Fall of 2019 have a summit/meeting of agency and employers, possibly have MPIC or Career Point, this date to be determined at a later meeting.

10. Director Position

(Action/Discussion)

(ML ACE will review how to proceed with filling the Director's position)

Judy shared that she does not believe this half time director position will be able to complete any of the summit outcomes that the consortium will need to work on. Christy also believes that the work of a full time director is needed to have any of the programs grow. Joe Atherton mentioned that he would like to have a contingency plan in place for approx. 3 months.

Motion made to make the Director of MLACE a full time position by Joe Del Prete/Erika Barrish – Approved

Judy abstain

Discussion: Joe would like to have a workgroup committee

11. Member Updates-Program Review Presentations

(Action/Discussion)

(Members will present program review for 17-18 school year, including updates for 18-19 flex funding)

- a. Lake COE – Erika went over an updated program review for the programs that are running within their agency. More interviews for the Admin Asst. Position will be held today. This position will be funded by MLACE and by LCOE General funds. The CNA program was not offered this year so LCOE would like to flex their money into the continuing education units (CEU) short term only until LCOE can run their CNA program.
Motion to allow LCOE to flex their CNA funds toward CEU made by Judy/Maggie - Approved
- b. Willits USD – 26 students were enrolled last fiscal year and 23 are now enrolled in this fiscal year. 13 students received their diplomas.
- c. Mendo College – Christy would like to flex Mendocino College funds that were being held for the director's position in the amount of \$30,000 to go into "One-Time" funds.

Motion to approve the flex of funds from the Mendocino college funds to the “One-Time” made by Brian/Erika - Approved

12. Next Meeting Date and Time

- a. January 11, 2019 from 9-12pm
 - i. 12:15 -1:15pm Data Workgroup Meeting

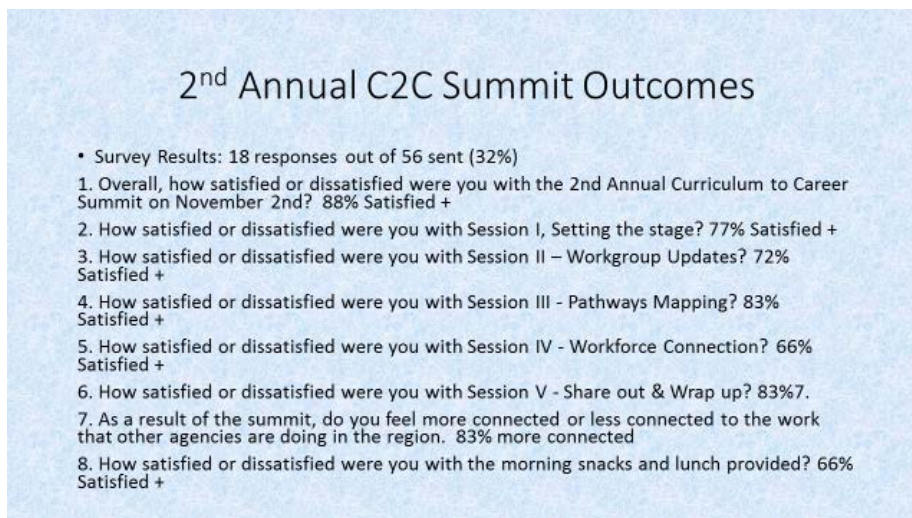
13. Adjourn 12:10pm

(Action)

Appendix A



Appendix B



2nd Annual C2C Summit Outcomes

Please provide any comments, suggestions or recommendations that you would like Mendocino Lake ACE to consider going forward:

- A big drop off from last year's attendance. The change in venue led to a less professional feel to the event
- The conference center was a better location.
- To increase attendance, door prizes may be useful.
- Good job. Thank you.
- Great work, especially doing the mapping! Really clear morning presentations. Thanks for your leadership and hard work!
- Thank you! I look forward to more participation with our community partners and businesses.
- I think there is too much focus on the lower end of education. It seemed that there was a focus on pre college and little if any attention paid to how to better support students once they are in college.
- The ongoing challenge how do we recruit and retain instructors?

2nd Annual C2C Summit Outcomes

Medical Pathway

- Gap/ Area or Focus → Hiring and retaining qualified instructors & staff
- Gap/ Area or Focus → Medical scribe program
- Top Workforce Connection Strategy → Combine industry advisory committees into one meeting for all programs

Business Pathway

- Gap/ Area of Focus → Short term non-credit intermediate computer classes / fast track business classes
- Top Workforce Connection Strategy → Services providers embedded at adult schools and college career centers

Volunteers: Stacey Caico, MPIC Staff, Margaret Rodier, Kim Mather, Noor Dawood, Rhea Hollis

Construction and Trades

- Gap/ Area of Focus → Truck driving / heavy equipment operating
- Gap/ Area of Focus → Construction Corps for Adults in both counties
- Top Workforce Connection Strategy → Single agency point of connection between employers and training programs/ trained students