

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

Mendocino College

1000 Hensley Creek Rd.

Ukiah CA 95482

Room 6610

Friday November 16, 2018 9:00 AM to 12:00 PM

Attendees: Monica Whipple, Kim Mather, Pam Jensen, Emily Ellickson-Brown, Erika Barrish, Tami Mee, Judy Kanavle, Maggie Von Vogt, Brian Figg, Coni Belli, Tim Gill, Scott Paulin, Christy Smith

Minutes

1. **Call to Order** 9:08am (Action)
2. **Roll Call of Voting Members** (Action)
Maggie VonVogt (AVUSD), Emily Elickson Brown (RV), Coni Belli (FBUSD), Judy Harwood (MC), Tami Mee (MCOE), Erika Barrish (LCOE), Tim Gill (KVUSD), Scott Paulin (UUSD)
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 October 12, 2018 Minutes
Motion made to approve minutes with no changes made by Judy Kanavle/Tami Mee - Approved
6. **Overview of next 6 months** (Action/Discussion)
(ML ACE will review deadlines and upcoming events for the next 6 months)
Christy went over ppt of next 6 months deadlines and due dates. See Appendix A
7. **NOVA-Program Area Reporting** (Discussion)
(ML ACE will review new reporting in NOVA)
Christy went over new funding requirements for 17-18 in NOVA. Packets were handed out to all voting members explaining how the state wishes to see all funding that is being spent on adult education. These numbers will need to be entered before Feb 2019.
8. **One Time Proposal** (Action/Discussion)
(Member will present one time proposals for review and approval)
 - a. Ft. Bragg USD-current faculty time for data entry/update records
Motion to approve Ft. Bragg one time proposal for the amount of \$3662.05 made by Judy Kanavle/Emily Ellickson-Brown - Approved
9. **Review of Program Management Policy** (Action/Discussion)
Christy went over the Program Management Policy that can be found on basecamp.
10. **Member Updates-Program Review Presentations** (Action/Discussion)
(Members will present program review for 17-18 school year)
 - a. Anderson Valley USD
 - **Parent Education** – 24 students were enrolled in this class last semester. Currently this class has 10 students enrolled. Elementary teachers reported significant gains in the children of parents who consistently attended the program last year.
 - **Citizenship** – 14 students were enrolled in this class last fiscal year. Currently this class has 14 students enrolled. 4 students attained their citizenship last year and 1 student this year as well.

- **Bilingual Literacy** – 6 students were enrolled in this class last fiscal year and currently has 9 students enrolled. There are no Spanish literacy assessment tools currently made available by the state.
 - **Basic Computer Skills** – 6 students were enrolled last fiscal year and currently 8 students are enrolled. Support is needed on how to demonstrate gains for this course. Possibly a certificate of completion.
 - **High School Equivalency** – 15 students were enrolled last Fall and 14 last Spring. Currently there are 9 students enrolled. 5 students have completed their high school equivalency while four students have passes subtests but have not passed the full exam.
 - **ESL In Home Caregiver** – 16 students have now been enrolled this fiscal year. This is a new program that just started this fall semester so no outcomes have yet been recorded.
 - **ESL Intermediate** – 16 students were enrolled last Fall and 20 students were enrolled in the Spring. Currently there are 23 students enrolled this Fall semester.
 - **ESL Beginner** – 26 students were enrolled last Fall and 35 last Spring. Currently there are 19 students enrolled this Fall semester.
- b. Ft. Bragg USD
- **ESL Beginner** – 52 students were enrolled last fiscal year and there are now 19 enrolled this semester.
 - **Citizenship ESL** – 56 students were enrolled last fiscal year and 28 students are now enrolled this Fall. 30 students have had a NRS literacy gain.
 - **CNA Tutoring** – 2 students were enrolled last fiscal year. Currently there are 3 students enrolled this fiscal year.
 - **High School Diploma** – 36 students were enrolled last fiscal year and 11 are now currently enrolled this fiscal year.
- c. Kelseyville USD
- **HiSET Prep in Spanish** – 5 students enrolled and this is the program that is under a program review.
 - **High School Diploma Program** – 76 students were enrolled last fiscal year and this fiscal year 38 students are currently enrolled. 18 students received their diploma last fiscal year and 6 have so far this fiscal year.
 - **Citizenship** – Not being offered this semester. Funds are being flexed with other programs.
- d. Lake COE
- **CNA Program** – 26 enrolled last fiscal year 22 completed. This program is not being currently being ran.
 - **CNA Continuing Education** - 11 enrolled
 - **HiSET** – 12 students enrolled
 - **MA** – 19 students enrolled last fiscal year and 13 students enrolled this fiscal year.
 - **Program Assistant** – Interviews are being held and will hopefully have position filled soon.
 - **Anatomy Table** has been purchased for the medical students.
- e. Mendocino College
- Christy presented how the money is being spent by the Mendocino College. See Appendix B
- f. Mendocino COE
- **MA** – 20 students enrolled this fiscal year
 - **Phlebotomy** – 20 students enrolled this fiscal year
 - **Dental** – 16 students enrolled this fiscal year
- g. Ukiah USD
- **UVAH** - 146 students last fiscal year and 98 students enrolled this fiscal year.
 - **Correctional Facility** – 229 students last fiscal year and 46 this fiscal year.
 - **ESL** – 72 students last fiscal year and 48 this fiscal year.
 - **PearsonVue Testing** – 424 exams delivered
 - **High School Diploma Program** – 155 students last year and currently 90 students are now enrolled
 - **GED Prep** – 39 students last year and currently 8 enrolled students.
 - **Citizenship** – 23 students last year and currently 14 students enrolled.
 - **Round Valley** – 38 students last year and currently 15 students enrolled.
 - **Vocational Nursing Program** – 37 students enrolled and 34 are now currently enrolled.
- h. Willits USD – not present
- i. Round Valley USD – Emily explained how unique the programs are running in Round Valley. The school district does not receive any funds from MLACE to run these programs. The programs that are ran in Round Valley are from funds out of Ukiah USD and Mendocino College apportionment.

9. CLOSED SESSION- MLACE VOTING MEMBERS & DIRECTOR ONLY

- a. Review of Programs that already had a PAT (funding decision)

(Action/Discussion)

Kelseyville USD HiSET Prep Program:

Motion to have the program remain in program review. Joe DelPrete was not in attendance and any question that the consortium may have will be answered upon his return. (Tami made the motion; Scott second) – motion passed.

- Judy Kanavle, Concepcion and Joe would be on the PAT for this program.

April minutes reflect that Anderson Valley Spanish Literacy Program was removed from PAT process.

- b. Review of all Programs

(Action/Discussion)

- c. Assignment of PATs

(Action/Discussion)

Kelseyville USD HiSET Prep:

Motion to keep program in program management and assign a PAT that includes Judy, Concepcion and Joe made by Tami Mee/Scott Paulin - Approved

LCOE CNA Program Support

Motion to place CNA Program in PAT Judy Kanavle/Maggie VonVogt - Approved

LCOE Admin Assistant

Motion to place Admin Assistant in PAT made by Judy Kanavle/Tami Mee – Approved

Round Valley Outreach & Support Specialist

Motion to place this program in a PAT made by Judy Kanavle/Scott Paulin - Approved

11. Next Meeting Date and Time

- a. December 14, 2018 from 9-12pm
 - 12:15 -1:15pm Directors Workgroup Meeting

12. Adjourn 1:10pm

(Action)

Appendix A

Schedule- Next 6 month

<p>Nov.</p> <p>2nd- SUMMIT</p> <p>9th -ML ACE Meeting</p> <p>Annual Program Review</p> <p>30th-Certified 18-19 Budget & Workplan in NOVA</p>	<p>Dec.</p> <p>14th -ML ACE Meeting</p> <p>Summit Review</p> <p>1st- Q1 Expenses due to NOVA</p> <p>30th - Certified Q1 Expenses in NOVA</p>	<p>Jan.</p> <p>11th -ML ACE Meeting</p> <p>One-Time Proposals</p> <p>31st- Q2 Student Data Due in TE</p>
<p>Feb.</p> <p>8th – ML ACE Meeting</p> <p>15th-Program Reporting NOVA</p> <p>3 year Strategic Planning:</p> <p>-3 year Objectives</p>	<p>March</p> <p>8th-ML ACE meeting</p> <p>Continue Strategic Planning if needed</p> <p>1st- Q2 expenses due in NOVA</p> <p>31st-Certified Q2 Expenses in NOVA</p>	<p>April</p> <p>12th-ML ACE meeting</p> <p>One-Time Proposals</p>

Appendix B

Mendocino College

• Director	\$46,736
• Counselor	\$82,743
• ACE Assistant	\$25,505
• HiSET testing	\$571
• RV Coordinator	\$27,284