

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

Mendocino College

1000 Hensley Creek Rd.

Ukiah CA 95482

Room 6610

Attendees: Kym Daley, Monica Gowan, Tami Mee, Beth Hampson, Dessu West, Pam Jensen, Joe Del Prete, Brian Figg, Sandy Coatney, Dave Gengoux, Jeff Ritchley, Noor Dawood, Maggie VonVogt, Paola Lopez, Stacey Caico, Judy Kanavle, Monica Whipple, Christy Smith

Friday April 12, 2019 9:00 AM to 12:00 PM

MINUTES

- 1. Call to Order 9:12am** **(Action)**
- 2. Roll Call of Voting Members & Introductions** **(Action)**

Judy Kanavle (MC), Noor Dawood (AVUSD), Jeff Ritchley (WUSD), Brian Figg (ULUSD), Joe Del Prete (KUSD), Kym Daley (RVUSD), Tami Mee (MCOE), Beth Hampson (LCOE)
- 3. Changes/ Modifications to the Agenda** **(Action)**

Motion to approve agenda with no changes or modifications made by Joe DelPrete/Brian Figg - 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 MLACE 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 March 8, 2019 Minutes
Motion to approve March 8, 2019 minutes made by Tami Mee/Jeff Ritchley - Approved
- 6. Overview of next 6 months** **(Discussion)**

(ML ACE will review deadlines and upcoming events for the next 6 months)
Christy went over ppt. slide of the next 6 months. See appendix A
- 7. On going Proposals** **(Action/Discussion)**
 - a. Upper Lake USD

(ML ACE will review on going proposals for consideration and/or approval. Funding available is \$9,083)
Motion to approve Upper Lake USD on-going proposal for Adult Ed Support in the amount of \$9,083 made by Judy Kanavle/Joe DelPrete – Approved
- 8. Consortium Fiscal Administrative Declaration (CFAD) 2019-20** **(Action/Discussion)**

(ML ACE will review and approve the member allocations for the 2019-20 year)
Christy shared the annual CFAD amounts for all agencies. See appendix B
Motion to approve the 2019-20 CFAD was made by Judy Kanavle/Noor Dawood - Approved
- 9. Strategic Planning** **(Action/Discussion)**

(ML ACE will continue strategic planning activities to finalize the goals and activities of the plan)

Christy presented a draft of activities and goals for the 3-year plan as well as possible new activities and goals for the 3-year plan. Consortium members went over current goals and activities and were asked to advocate for any possible new goals and activities. Members were asked to vote for their top 3 new goals and activities.

Top 3:

- Retention – help students stay connected (attendance) and build awareness of pathways (student and instructors)
- Basic Skills Math for trade
- Create work-based learning opportunities in our priority pathways

10. Member Updates

(Discussion)

(ML ACE members will share out agency updates)

Willits – Going well, new students at least 40 students

Upper Lake – A lot of interest, will have good data, internal advertising will start soon

UUSD – Soft skills and Career Point are working together, computers class going well, new director has been approved and the LVN program and applications will be released by end of April/beginning of May. Increased services in the Jail program. UVAH- student has a new job with the Coyote Valley Tribal gas station.

MC – MLACE hired Jen Riddell to write non-credit construction core curriculum and will share with the construction employers themselves in April. Basic computers skill class being offered again which is very popular. Judy and Christy met with David Pai to discuss the possibility of offering a non-credit intermediate computer skills class which would be two 4 hr. training which could be stackable to a certificate. Advertising time was purchased in Lake and Mendocino county on the local busses. May 16th will be a fiesta to register students for the ESL classes.

LCOE – MA program is going well. Currently working on the CNA program. CNA CEU (continuing education units) went over very well. HiSET in LC jail has started again and will be have a proctor going in once a month.

KVUSD – 19 graduates and going well

AVUSD – going well. Outreach to local employers and businesses has been going well.

11. Adjourn 11:57am

(Action)

Next Meeting Date and Time

- a. May 10, 2019 from 9-12pm
 - i. Workgroup (if needed) 12:15-1:15 pm

Appendix A

Schedule- Next 6 month

<p style="text-align: center;">April</p> <p style="text-align: center;">12th-ML ACE meeting</p> <p style="text-align: center;">Continue Strategic Planning</p> <p style="text-align: center;">One-Time Proposals-no funds available</p> <p style="text-align: center;">31st-Q3 Student Data Due in TE (internal deadline April 11, review April 23rd via phone with Christy)</p>	<p style="text-align: center;">May</p> <p style="text-align: center;">1st- One time proposal invoices due</p> <p style="text-align: center;">2nd- CFADs for 2019-20 due</p> <p style="text-align: center;">10th-ML ACE meeting</p> <p style="text-align: center;">3 year plan final review & approval</p>	<p style="text-align: center;">June</p> <p style="text-align: center;">1st- Q3 Expenses due to NOVA</p> <p style="text-align: center;">NO MEETING</p> <p style="text-align: center;">30th – Certify Q3 Expenses in NOVA</p>
<p style="text-align: center;">July</p> <p style="text-align: center;">15th-ML ACE meeting</p> <p style="text-align: center;">EOY Student Data Discussion</p> <p style="text-align: center;">One Time Proposals</p> <p style="text-align: center;">31st-Student Data Due in TE (internal deadline July 14)</p>	<p style="text-align: center;">August</p> <p style="text-align: center;">9th-ML ACE meeting</p> <p style="text-align: center;">Annual Plan Due</p>	<p style="text-align: center;">September</p> <p style="text-align: center;">13th-ML ACE meeting</p> <p style="text-align: center;">1st-2018-19 Q4 expenses due in NOVA</p> <p style="text-align: center;">1st-2018-19 expenses by program area due in NOVA</p> <p style="text-align: center;">30th-2019-20 Budget & Workplan due in NOVA</p> <p style="text-align: center;">30th-Certify Q4 Expenses in NOVA</p>

Appendix B

Consortium Fiscal Administrative Declaration (CFAD) for 2019-2020

2019-20 Member Allocations:

AVUSD \$105,081
FBUSD \$37,845
KUSD \$58,934
LCOE \$96,434
MCOE \$11,417
MC \$441,716
UUSD \$797,065
ULUSD \$9,083
WUSD \$16,514