

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

Mendocino College

1000 Hensley Creek Rd.
Ukiah CA 95482

Room 4210 (in the library building, upstairs)

Monday July 15, 2019 9:00 AM to 12:00 PM

Minutes

Attendees: Brian Figg, Christy Gard, Tami Mee, Pam Jensen, Cynthia Lenner, Paola Lopez, Eric Crawford, Dessa West, Sharrea Elston, Jeff Ritchley, Dave Gengoux, Gabriel Madrigal, Penny Lauseng, Monica Whipple, Christy Smith, Monica Gowan, Amanda Xu, Maggie VonVogt, Noor Dawood, Debra Polak

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

2. Introduction and Roll Call of Voting Members (Action)

Brian Figg (ULUSD), Tami Mee (MCOE), Amanda Xu (MC), Cynthia Lenner (LCOE), Jeff Ritchley (WUSD), Monica Gowan (RVUSD), Noor Dawood (AVUSD), Penny Lauseng (UUSD), Debra Polak (MC)

3. Changes/ Modifications to the Agenda (Action)

Motion to approve agenda with no changes made by Brian Figg / Penny Lauseng - Approved

4. Public Comments/ Correspondence (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 May 10, 2019 Minutes
Motion to approve May 10, 2019 minutes made by Penny Lauseng/ Tami Mee- Approved

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

(ML ACE will review deadlines and upcoming events for the next 6 months, including conflicts with scheduled monthly meetings in February and April 2020)

Christy went over ppt. of deadlines and meetings dates for the next 6 months. See Appendix A

MLACE monthly meetings for Feb. 14th, 2020 changed to the 7th. Motion made by Penny Lauseng/Monica Gowan. – Approved

MLACE monthly meeting April 10th, 2020 was changed to the 17th. Motion made by Noor Dawood/ Brian Figg - Approved

7. Mendocino College High School Equivalency Program Presentation (Informational)

(Jacqueline Orozco will present updated information regarding the HEP program offerings for 2019-20)

Jackie Orozco went over what the High School Equivalency Program offers, who is eligible and new classes being offered at the Mendocino College this Fall.

8. Ongoing Funds- Proposals (Action)

(Members will present ongoing fund proposals for consideration and approval. Ongoing funds available are \$8,776)

Brian Figg from Upper Lake Unified School District presented an on-going proposal to expand the high school diploma program they are currently offering. Motion to approve proposal by Debra Polak/Penny Lauseng - Approved

9. One time Funds-Proposals (Action)

(Members will present one-time fund proposals for consideration and approval.)

MC- Fiesta at the Lake Center \$4,000

Motion to approve MC Fiesta at the Lake Center proposal for \$4,000 made by Noor Dawood/ Brian Figg - Approved

AVUSD – New publicity strategies for AV Adult School Classes \$871.50

Motion to approve AVUSD proposal for \$871.50 made by Debra Polak/Tami Mee – Approved

10. CAEP Updates (Discussion)

(Updates will be shared from the CAEP workshops held at the CASAS Summer Institute)

Christy shared updates that were discussed at the CASAS Summer Institute

- SSID are now on hold until further notice
- CAEP now only has 5 program areas as opposed to 7 original.
CTE now includes:
 - Short- term certificate programs
 - Pre-apprenticeship
 - Workforce Prep
- Annual Program Reporting – Due in September 2019
- Census 2020 – promote enumerator jobs
- Resources for career exploration: <https://www.calcareercenter.org/> and <https://www.cacareerzone.org/> are the websites where you can find video clips of live time jobs, financial literacy. Resources are available in English and Spanish as well as a mobile app.
- Webinars: Always check CAEP website <https://caladulthood.org/>
- Annual Summit October 29-30th 2019 in Orange County, Anaheim. ML ACE has 6 registration tickets for any members that would like to go.

11. Member Updates (Discussion)

(ML ACE members will share out program updates)

MC – Director position closes at the end of the week. New flyers for all MLACE programs and locations are available.

AVUSD- 2 classes running this summer. 3 graduates from high school equivalency program with 4-5 citizenship graduates. End of the year celebration went well.

FBUSD – Gabriel shared his background with the consortium.

LCOE – Cynthia shared that the MA program had 11 students pass the licensing. Beth is working on getting the CNA program up and running.

MCOE – Recruiting for 19-20 MA class. The deadline MA application has been extended. Jesse Damien is no longer with MCOE. Many internal administration changes being made.

UUSD – Approx. 79 graduates. 24 which came from the jail system. Still working with Adventist Health to fulfill the director position. UVAH – received two grants to help get staffed trained and a third to purchase and fit a van with a changing table and lift built in. Pam has been working on preparing for the possible PG&E power outages. Sharrae shared new jobs students have secured.

ULUSD – Brian asked how other schools run their summer programs and is hoping to provide this next summer.

WUSD – 7 graduates.

12. Adjourn 12:00pm (Action)

Next Meeting Date and Time

- a. August 9, 2019 from 9-12pm
- b. Workgroup 12:15-1:15 (if needed)

APPENDIX A

Schedule- Next 6 month

July

15th-ML ACE meeting
EOY Student Data Discussion
One Time Proposals
31st-Student Data Due in TE (internal deadline July 14)

August

2nd-HiSet Workshop
9th-ML ACE meeting
Annual Plan Due

September

13th-ML ACE meeting
1st-2018-19 Q4 expenses due in NOVA
1st-2018-19 expenses by program area due in NOVA
30th-2019-20 Budget & Workplan due in NOVA
30th-Certify Q4 Expenses in NOVA

October

11th-ML ACE meeting
29th-30th-CAEP Annual Summit
One time proposals
31st-Q1 Student Data due in TE

November

8th-ML ACE meeting
Annual Program Review

December

13th-ML ACE meeting
1st – Revised Budgets Due to MC/NOVA
1st- Q1 Expenses due to NOVA/
30th – Certified Budgets Due to State
30th - Certified Q1 Expenses due State