

Mendocino Lake Adult and Career Education (ML ACE) Meeting

Mendocino College

1000 Hensley Creek Rd.
Ukiah CA 95482

Room 6610 (our regular meeting room)

Attendees: Paola Lopez, Beth Hampson, Brian Figg, Tami Mee, David Gengoux, Penny Lauseng, Dessa West, Judy Kanavle, Maggie VonVogt, Gabriel Madrigal, Monica Whipple, Christy Smith

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

AGENDA

- 1. Call to Order 9:15am** **(Action)**
- 2. Introduction and Roll Call of Voting Members** **(Action)**

Penny Lauseng (UUSD), Tami Mee (MCOE), Beth Hampson (LCOE), Brian Figg (ULUSD), Maggie VonVogt (AVUSD), Judy Kanavle (MC)
- 3. Changes/ Modifications to the Agenda** **(Action)**

Motion to approve agenda with no changes or modifications made by Brian Figg / Tami Mee - 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 July 15, 2019 Meeting Minutes
Motion to approve July 15, 2019 Minutes made by Penny / Brian – Approved
Abstain – Judy Kanavle, Beth Hampson
- 6. Overview of next 6 months** **(Action/Discussion)**

(ML ACE will review deadlines and upcoming events for the next 6 months)
Christy went over the next meeting dates and deadlines for the next 6 months. Please see attached Appendix A
- 7. 2019-20 Annual Plan** **(Action)**

(ML ACE will review the 2019-20 Annual Plan draft for approval and submission in NOVA)
Consortium went over the 2019-20 Annual Plan in NOVA, made changes and submitted the document in NOVA. A copy of this document can be found on basecamp.
Motion to approve all changes in 2019-20 Annual Plan made by Judy Kanavle / Tami Mee - Approved
- 8. CAEP Updates** **(Discussion)**

(Christy will share updates from recent webinar on Program Area Reporting)
Christy informed the consortium that student data reporting for CAEP in TOPSPro Enterprise and MIS will now only be categorized in five program areas and not the seven originally. These main five program areas are ABE/ASE, ESL, CTE, AWD, and K12 Student Success. CTE will include subcategories for Short Term CTE, Workforce Prep, and Pre-apprenticeship. Workforce Reentry will be defined as Workforce Prep. Another change made by the state regards the Enrollment / Instructional Hours. "Adults Served" will be disaggregated in counts by CASAS and the LaunchBoard to identify 'service only' students, students

receiving 1-11 instructional contact hours, and ‘participants’ who received 12 or more instructional contact hours over a single program. CAEP will not be tracking service hours.

Student barriers and their definitions will align with federal WIOA II barriers to employment. These barriers will need to be recorded during student intake. ABE/ASE enrollees will be marked as having the Low Literacy Skills barriers and all ESL/ELL as Low English Literacy.

Occupational Skills Gain outcome will be aligning with WIOA I. When a student achieves an Occupational Skills Gain, that now entails that the student passes an exam such as work skills demonstration, written test, standardized pre/post – test, etc.

Workforce Preparation Outcome should include some documentation of work skills progression or attainment.

A few questions were brought up such as how many gains can a student achieve and is it worth documenting all the achievements/ gains for that student. Christy and Monica will be attending a training Oct 10th in Sacramento to address these questions.

NOVA updated their Program Area Reporting for members. These changes will be reflected in the 18-19 Program Area Reporting guidance for NOVA but NOVA programmers were not able to make the changes for this upcoming reporting cycle. The changes include the Hours of Instruction and Leveraged Funds by Program Area.

9. Member Updates

(Discussion)

(ML ACE members will share out program updates)

MC – Christy shared that the committee to hire a new director has met and MLACE may have a new director in Sept. Christy will still be on-boarding new director. HEP program found out that the grant will not be continuing. MLACE will work with the college to see what can continue and how MLACE can help support HEP students. This will be a Sept agenda item for more discussion.

One-time funds from 2018-2019 are still remaining. MLACE has approx. \$15,000 in one-time funds that need to be spent and invoiced by Dec. 2019. Christy asked if any consortium members could use these funds to please send any proposals to her no later than Sept 3rd to be placed on the September 13th agenda.

10. Adjourn 11:05

(Action)

Next Meeting Date and Time

- a. September 13 , 2019 from 9-12 pm
- b. Workgroup 12:15-1:15 pm (if needed)

Appendix A

Schedule- Next 6 month

<p style="text-align: center;">August</p> <p style="text-align: center;">2nd-HiSet Workshop 9th-ML ACE meeting Annual Plan Due Welcome Back to School!!!!</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 1st-2018-19 expenses and instructional hours by program area due in NOVA 30th-2019-20 Budget & Workplan due in NOVA 30th-Certify Q4 Expenses in NOVA</p>	<p style="text-align: center;">October</p> <p style="text-align: center;">11th-ML ACE meeting 29th-30th-CAEP Annual Summit One time proposals 31st-Q1 Student Data due in TE</p>
<p style="text-align: center;">November</p> <p style="text-align: center;">8th-ML ACE meeting Annual Program Review</p>	<p style="text-align: center;">December</p> <p style="text-align: center;">13th-ML ACE meeting</p> <p style="text-align: center;">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</p>	<p style="text-align: center;">January</p> <p style="text-align: center;">10th- ML ACE meeting One time proposals 31st-Q2 Student Data due in TE</p>

Review dates for February and April 2020 meetings, conflicts with holidays