

Mendocino Lake Adult and Career Education (ML ACE) Meeting

Mendocino College

1000 Hensley Creek Rd.
Ukiah CA 95482

Room 6610 (our regular meeting room)

Friday October 11, 2019 **10:00 am to 1:00 pm** (new time for all meetings as decided by consortium at today's meeting)

MINUTES

Attendees: Dave Gengoux, Joe Del Prete, Eric Crawford, Anne Harvey, Brian Figg, Dessa West, Judith Kanavle, John Horton, Paola Lopez, Sara Bogner, Coni Belli, Amanda Xu, Tami Mee, Stacey Caico, Scott Paulin, Jackeline Orozco, Monica Gowan, Maggie VonVogt, Kristin Mayville, Jeff Ritchley, Joe Atherton, Debra Polak, Christy Smith, Euline Olinger, Monica Whipple, Jenn Riddell

1. Call to Order 10:02am (Action)

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

Joe Del Prete (KUSD), Brian Figg (ULUSD), Coni Belli (FBUSD), Monica Gowan (RVUSD), Amanda Xu (MC), Scott Paulin (UUSD), Maggie Von Vogt (AVUSD), Tami Mee (MCOE), Kristin Mayville (LCOE), Jeff Ritchley (WUSD)

3. Changes/ Modifications to the Agenda (Action)

Agenda item #7 will now be #10. Motion to approve the changes made by Joe DelPrete/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 September 13, 2019 Meeting Minutes
- Motion to approve with the change of Tammy Mee to Tami Mee made by Joe/Maggie - Approved

6. Physical Therapy Assistant (PTA) Program (Discussion)

(Sara Bogner will present information on the new PTA program at Mendocino College)

Sara Bogner had the consortium stand up and do a few stretches to introduce physical therapy assistant (PTA) at Mendocino College. She reviewed the pre-req's for the program (PTA brochure handout). Every January a cohort of 24 students will begin. Sara shared that the deadline to apply (on-line application on the MC website under programs – (PTA) was October 15th. Sara would love to come to any agency and present this new PTA program at Mendocino College.

7. Mendocino College High School Equivalency Program (HEP) Inventory Control Procedures (Action/Discussion)

(ML ACE will discuss and approve procedures for inventory control, as a follow up to last meeting)

Christy presented a document she created using UUSD as a guide. The consortium had a few request and additions to add to this doc.

- Make a google sheet
- Add agency as a new column
- Add maintenance agreement (on going locally)

- Add loss/damage agreement (replacement not the responsibility of local agency, use local agreements with students to hold accountable for loss/damage)

Christy will come back next month November 8, 2019 with a final draft.

8. Overview of next 6 months

(Action/Discussion)

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

Christy went over a PowerPoint with the consortiums deadlines and events for the next 6 months.

9. One time proposals

(Action/Discussion)

(ML ACE will review one-time fund proposals; the total available funds are \$24,000)

- **FB Coastal Adult School – Child Care Support for ESL and Citizenship Classes \$4903.88**

Coni Belli pulled proposal after Judy Kanavle identified the proposal as supplanting and this was confirmed by Joe Atherton.

- **Round Valley MC/UAS – Printer and Supplies \$1161.02**

Monica Gowan presented proposal. Consortium discussed the possibility of Round Valley joining the Mendocino College contract with Discovery Office for a copy/scanner. A motion to approve up to \$3000 for this printer/copier in collaboration with a combine service contract with the Mendocino College was made by Maggie VonVogt/ Brian Figg – Approved

Discussion: If more money is needed to purchase this item Amanda will bring a proposal to the Jan 2020 meeting.

- **MC Marketing Video - \$2,112.34**

Amanda Xu presented to have a marketing video created that will recruit new students to the college centers, highlighting programs supported by MLACE this proposal includes shared funding by Mendocino College as requested by the consortium at the September meeting. This video will also have a Spanish version, Jackeline Orozco offered to edit the Spanish version. Motion to approve proposal made by Joe DelPrete/ Brian Figg – Approved

10. ~~Inventory Control Procedures~~ Mendocino College High School Equivalency Program (HEP) (Action/Discussion)

(Mendocino College will lead a discussion on the priority activities and cost out budget of the HEP program)

Debra and Jackie presented HEP priorities list to the consortium. How can we continue to support this population of students? Debra and Jackie will meet with Euline, Joe Atherton later this week to find out the amount of money the Mendocino College has in their allotment to help sustain the program from January to June 2020 to meet the needs of current HEP students who will be completing the program in June of 2020. Updates will be brought to the consortium at a later date.

11. Construction Corps Curriculum update

(Discussion)

(Jennifer Riddell will present an update on the Construction Corps curriculum development)

Jennifer shared the curriculum she has submitted to the curriculum committee at Mendocino College. The consortium is very excited to see this curriculum being developed and hopeful to see the classes start in Fall 2020.

12. CAEP updates/Member Updates

(Discussion)

(ML ACE will share out updates from the Data & Accountability workshop, member updates if time permits)

Christy went over CAEP workshop that she and Euline attended in Sacramento Thursday Oct.10th. ESL and ABE/ASE will automatically have the low literacy barriers on TE populated.

Member Updates

- MC- Euline Olinger has been hired as the new director of MLACE. She is part-time until December 31st. She will assume her full-time role as the director of MLACE on January 1st. Euline's schedule Tuesday & Thursday 1:00-5:00 and Friday's 8:00am-5:00pm
- RV – Now have high speed internet.
- KV – 29 students enrolled
- Upper Lake – 20 students, 1 grad. Putting his data straight into TE is working good.
- WUSD – Going well possibly up to 12-13 with 8 students consistently showing up. Data is improving.
- FB – Anne Harvey is now onboard as the FB/Coast Center Outreach and Support Specialist. ESL classes are full and going well. High School Diploma seem to be improving as the time goes by.
- AV – New students still showing up. Citizenship instructor is now adding a new class.

- MCOE- All is going well with MA and Dental. Recruitment for the phlebotomy program for Spring is underway and Spring dental course are open and available now.
- UUSD- UVAH had 2 more people receive jobs. Vocational nursing applications are all due today. High school diploma grads are 7 as of now, childcare at night and UAS/MLACE will have an information table at the Pumpkin Fest and the next Citizenship class at UAS will begin November.
- LCOE – Going great CNA program will start in the Spring 2020.
- Stacey Caico – Shared there will be a job fair in Coyote Valley

13. Adjourn 12:50

(Action)

Next Meeting Date and Time

- a. November 8 , 2019 from 10-1 pm (consortium discussed and agreed from 10am-1pm)
- b. Workgroup 1:15-2:15 pm it was discussed that we will be having a data workgroup after this meeting.