

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

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### Mendocino College

1000 Hensley Creek Rd.  
Ukiah CA 95482

**Room 6610** (our regular meeting room)

**Friday September 13, 2019 9:00 AM to 12:00 PM**

#### MINUTES

Attendees: Kristin Mayville, Beth Hampson, Dave Gengoux, Scott Paulin, Debra Polak, Ulises Valasco, Jackie Orozco, Tami Mee, Dessa West, Paola Lopez, John Horton, Brian Figg, Maria Carlos, Glen Bailey, Pam Jensen, Maggie VonVogt, Noor Dawood, Judy Kanavle, Jeff Ritchley, Joe Atherton, Joe DelPrete, Amanda Xu, Monica Whipple

**1. Call to Order 9:05 am**

**(Action)**

**2. Introduction and Roll Call of Voting Members**

**(Action)**

Joe DelPrete (KUSD), Brian Figg (ULUSD), Beth Hampson (MCOE), Jeff Ritchley (WUSD), Judy Kanavle (MC), Penny Lauseng (UUSD), Tammy Mee (MCOE), Scott Paulin (UUSD), Amanda Xu (9:27am) (MC), Paola Lopez (AVUSD), Noor Dawood (9:15am) (AVUSD)

**3. Changes/ Modifications to the Agenda**

**(Action)**

Motion to move item number 8 One time proposals and 9 Inventory Control Procedures to 8. Inventory Control Procedures to 9. One time Proposals by Brian Figg/Jeff Ritchley - 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 August 9, 2019 Meeting Minutes  
Motion to approve August 9, 2019 Meeting Minutes by Judy/Joe D

**6. Mendocino College High School Equivalency Program (HEP)**

**(Action/Discussion)**

(Mendocino College will lead a discussion on the HEP program transition plan)

Debra Polak and Ulises Vazquez shared with the consortium that the HEP Program at Mendocino College did not receive the grant. Mendocino College allocation has around \$27,000 in on-going funds that can be flexed to help sustain some of the HEP students. The consortium would like a list of priorities from the HEP dept. with associated costs to see what services the MC allocation can fund. The consortium asked for this list to be presented in the October meeting.

**7. Overview of next 6 months**

**(Action/Discussion)**

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

Christy went over deadlines and important dates for the next 6 months. See Appendix A

**8. ~~One time proposals~~ Inventory Control Procedures**

**(Action/Discussion)**

(ML ACE will discuss and approve procedures for inventory control)

MLACE does not have an inventory control process or procedures. Christy will bring the inventory control procedure to the October meeting for the consortium to review and approve.

MLACE TAGS-Joe Atherton will assist Monica with getting tags made that say ML ACE on them and will be used to tag all items purchased with ML ACE funds.

**9. ~~Inventory Control Procedures~~ - One time proposals**

**(Action/Discussion)**

(ML ACE will review one-time proposals for consideration using carryover funds from 2018-19, which is \$15,682.50. Total approved funds = 16,031.16)

**a. AVUSD – Adult Basic Education: Spanish Literacy Program \$473**

Motion to approve Spanish Literacy Program proposal made by Brian Figg/Joe DelPrete - Approved  
 Discussion: Dave asked if more students were to be interested would this cover them. Noor shared that this is just for the students approved here, if more students were interested she would need to ask for more funds or cover internally.

**b. AVUSD – Equipment \$1,028.42**

Motion to approve new Equipment proposal made by Brian Figg/Joe DelPrete – Approved

**c. WUSD – ASAP Conference October 2019 \$4,763.84**

Motion to approve ASAP Conference proposal made by Noor Dawood/Joe DelPrete - Approved

**d. UUSD – ASAP Conference ~~\$3107.56~~ \$3,103.42**

Motion to approve ASAP Conference proposal made by Joe DelPrete/ Brian Figg - Approved

**e. MC/HEP – CAEP Conference \$1,188.02**

Motion to approve CAEP Conference proposal made by Noor Dawood/ Jeff Ritchley - Approved

**f. MC/HEP – HiSET Vouchers \$,1596**

Motion to approve HiSET Vouchers proposal made by Jeff Ritchley / Brian Figg – Approved  
 Discussion: Tami asked if these vouchers expired. Jackie shared that they do not.

**g. MC/HEP – HSE Books \$623.70**

Motion to approve HSE Books proposal made by Joe DelPrete/Tami Mee - Approved

**h. MC – Marketing Video \$2,637.33**

Discussion: Members asked whether or not this video will promote all classes at the centers or just non-credit ones. Amanda clarified that it would promote all offerings. Therefore, this proposal was withdrawn, Amanda will bring a new proposal to the October meeting which will include other funding sources.

**i. ULUSD - WiFi Request \$787.50**

Discussion: Members asked about how the equipment will be used and tracked for loaning out to students. Brian withdrew the proposal and will bring this proposal to the October meeting with more information on how this equipment is used.

**j. ULUSD – Technology \$,3254.76**

Motion to approve technology proposal made by Joe DelPrete/Jeff Ritchley - Approved

**10. Member Updates**

**(Discussion)**

(ML ACE members will share out program updates)

AVUSD – New MC ESL class that is successful. New Mendocino College class that offers open computer lab class along with the basic computer class. Enjoyed working with KWINE on the radio ad but could not determine if it resulted in new enrollment.

Ft. Bragg – New outreach person will be interviewed next week.

KVUSD – 12 students with one graduate.

LCOE- MA program started with 2 co-teachers. 17 students were accepted with 9 students retained. Outreach in the future will be more focused, application process will be moved up. CNA program will be starting in Spring 2020. Rocky Point Career Center has been granted waiver to accept students.

MCOE – DA started August with 8 students of 2 cohorts. MA students only have 12 students. Adventist Health is working with MCOE for another cohort of MA students. Phlebotomy renewal to the state has just been submitted.

MC – Interviews for the new director will be next Friday and be on the board meeting at the end of September.

Judy updated that the ESL classes in Lakeport are all going. Jenn Riddell is in the process of submitting the non-credit construction classes. The consortium would like to have Jen present at the next meeting. Joe let the consortium know the college received a million dollars for the construction program to grow. Christy asked the group if they would be interested in receiving training from TE so that the other members can possibly go straight into TE.

UUSD – The LVN program now has a director, VN applications are out and deadline to submit is October 11<sup>th</sup>, class will start January 2020. Penny Lauseng CBO has resigned. Kati Aguilar Fiscal Manager has retired. Dave shared that his Citizenship class will start soon. Dessa’s classes are very popular.

UVAH – no longer have motel housekeeping crew but one person has been hired at a motel. DOR is going to have customized employment services going forward. UVAH received grant to help staff learn this process.

ULUSD – 15 current students.

WUSD – John Horton is a new teacher. More students are coming in daily. Around 12 students so far this year.

**11. Adjourn 11:50am**

**(Action)**

**Next Meeting Date and Time**

- a. October 11 , 2019 from 9-12 pm
- b. Workgroup 12:15-1:15 pm (if needed)

