CALIFORNIA ADULT EDUCATION

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

Mendocino College
1000 Hensley Creek Rd.
Ukiah CA 95482
Room 6610

February 7, 2020 10:00 AM to 1:00 PM

AGENDA

1. **Call to Order** (Action)
2. **Roll Call of Voting Members** (Action)
3. **Changes/ Modifications to the Agenda** (Action)
4. **Public Comments/ Correspondents** (Discussion)

   The MLACE welcomes public input. This agenda item is limited to matters that are under the jurisdiction of the ML ACE 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.

   a. Approval of January 10, 2020 Minutes

6. **Overview of next 6 months** (Discussion)

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

7. **Changes in the January One-time proposals   ($6333 remaining)** (Discussion/Action)

   The consortium will discuss changes on the approved one-time proposal from January 2020 funding according to ML ACE criteria and guidelines.

   a. Anderson Valley—Proposal for Direct Mailer Program and Postage Amount $500.00

8. **Opportunity for Professional Development for our consortium** (Action/Discussion)

   Christy will share and survey the group regarding a PD opportunity at UAS (WIOA) and get input on which topics would like to have.

9. **HSE Future** (Action/Discussion)

   Debra and Ulises will lead a discussion on ML ACE involvement and funding of the High School Equivalency Program after this fiscal year ends (after June 30, 2020).

10. **Review of Annual Reporting Form Draft #2** (Action/Discussion)

    Euline will present Draft #2 of the Annual Reporting form for consortium approval.

11. **Director's Update:** (Discussion)

    Euline will give the consortium updates.

    a. Construction and Business curriculum pathways and where it is in the MC curriculum process
    b. MIS data workshop and subsequent discussions from MC data personnel
    c. Community Pro Suite (CPS) activities, upcoming conferences, activities, etc.

12. **Member Updates/Issues/Concerns (2019/2020 updates)**

    a. Anderson Valley
    b. Ft. Bragg USD
    c. Kelseyville USD
    d. Lake COE
    e. Mendocino COE
    f. Mendocino College (Centers, HEP)
    g. Round Valley
    h. Ukiah USD
    i. Upper Lake USD
    j. Willits USD

13. **Next Meeting Date and Time** (Action)

    a. March 17, 2020 at 9-1 pm McMillan Hall 1280
       i. 3 hours dedicated for Community ProSuite
    b. 1-2 pm workgroup

14. **Adjourn** (Action)

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

Mendocino College
1000 Hensley Creek Rd.
Ukiah CA 95482
Room 6610
January 10, 2020 10:00 AM to 1:00 PM
Attendees: Eric Crawford, Amanda Xu, Monica Gowan, Pam Jensen, Joe Del Prete, Brian Figg, Dave Gengoux, Jeff Ritchley, Anne Harvey, Kristin Mayville, Monica Whipple, Euline Olinger, Christy Smith, Maggie Von Vogt, Jackeline Orozco, Dessa West, Tami Mee, Rebecca Bailey, Beth Lehrer (virtual presence via ZOOM)

AGENDA

1. **Call to Order   10:08 am**   (Action)
2. **Roll Call of Voting Members**   (Action)
   Amanda Xu (MC), Monica Gowan (RV), Joe Del Prete (KUSD), Brian Figg (ULUSD), Jeff Ritchley (WUSD), Anne Harvey (FBUSD), Kristin Mayville (LCOE), Christy Smith (UUSD), Maggie Von Vogt (AVUSD) 10:14am, Tami Mee (MCOE) 11:20am
3. **Changes/ Modifications to the Agenda**   (Action)
   A motion to approve agenda with the addition to #7 One-Time proposals (MC Lake County Fiesta changes) was made by Brian Figg / Joe Del Prete - Approved
   One abstention from MCOE due to being absent.
4. **Public Comments/ Correspondence**   (Discussion)
   The MLACE welcomes public input. This agenda item is limited to matters that are under the jurisdiction of the ML ACE 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 December 13, 2019 Minutes
     Motion to approve December 13, 2019 made by Christy Smith / Joe Del Prete - Approved
6. **Overview of next 6 months**   (Discussion/ Action)
   (ML ACE will review deadlines and upcoming events for the next 6 months)
   Euline went over the deadlines and meeting for the next 6 months. See Appendix A
7. **One-time proposal   (Available $18,000)**   (Discussion/Action)
   (The consortium will discuss and evaluate one-time proposal funding according to ML ACE criteria and guidelines)
   - Anderson Valley—Proposal for Direct Mailer Program and Postage Amount $320.25
   Maggie Von Vogt presented the AVAS new outreach method to put mail in every resident/business in the four towns surrounding Anderson Valley. A motion was made to increase the amount to $500 by Brian Figg /Joe Del Prete - Approved
   - Ukiah Unified School District—Proposal For 45 New Chromebooks Amount $11,726
   Christy presented the UAS proposal for 45 new chrome books in the amount of $11,726. The previous Chromebooks are now outdated. These would be used for high school diploma, ESL, and CTE students. Consortium noticed the indirect was not included in the final total. The new total is now $12,311.28. A motion to approve $12,311.28 for 45 Chromebooks was made by Joe Del Prete /Brian Figg - Approved
   - Mendocino College- $4000 for LC Fiesta – See Appendix B for Updated proposal
   Judy Kanavle advised the Mendocino College that the Lake Center would not be hosting the Fiesta in Lake Center. Amanda Xu asked the Coastal Center if they are willing to put the Fiesta event on in Ft. Bragg. The ESL classes' enrollment have dropped and the event would help get the word out to the community. A motion to move the funds to the Coastal Center for a Fiesta event made by Christy Smith / Joe Del Prete - Approved
8. **Business/Computer Skills Curriculum –Rebecca Bailey**   (Discussion)
   a. Rebecca will give an update on the Computer skills/Business Skills Curriculum
   Christy reminded the consortium that one of the outcomes from our 2018 Curriculum to Career Summit was to create a business class that would help students integrate into the college business/computers pathways. Rebecca Bailey has been working on the

curriculum for this non-credit business/computer class. This class will have an option to be taken as a credit class as well. The CSC 50 series would consist of two sessions on Word, two sessions on Excel and two sessions on PowerPoint. She currently has the outline for the Word sessions. (See Appendix C)

9. **Community Pro Suite Update- Beth Lehrer (Literacy Pro) Phone Conference** (Discussion)
   a. Beth will give an update on the implementation process for Consortium members to get training.
      Beth Lehrer went over where Community Pro Suite (CPS) is with each agency. She presented examples of the catalog CPS will be setting up for our consortium. Each agency will be meeting with Beth one on one to go over their agency information. Beth will be sending out a Doodle Poll for all agencies to attend a webinar related to the transition specialist.

10. **Review of Annual Reporting Form/Draft**
    (Euline will go over a proposed Annual Reporting form and discuss with consortium) (Discussion)
    a. Consortium Level Review Process and Reporting (from NOVA and TE data reporting)
       Euline went over the NOVA and TE reports that each agency will bring to the Program Management Review meetings in October and November.
    b. Individual Member Reporting Form/Draft (Attached) Appendix D
       Euline and Christy went over the draft form that was created for the annual review process. The consortium had a few additions and changes to the draft form.
       - The green area on the chart is what will be used by agency for reporting
       - One pager per program or course
       - All boxes will include space to write in additional info
       - "Check all that apply" will be in each box
       - Goals will be reported for the year being reported

       After these changes and additions are made to the draft, the chart will be brought back to the consortium for approval at the February meeting.

11. **Director's Update**
    a. Euline will review Basecamp vs. Google Docs (Discussion/Action)
       The consortium agrees to stay with Basecamp for all ML ACE documents.
    b. Review Meetings dates in July and August 2020 (Discussion/Action)
       Due to conflicts and school calendars, the July and August meetings need to be changed.
       July 13th, 2020 and August 21, 2020 will be the new monthly meeting dates.

12. **Member Updates/Issues/Concerns (2019 updates)** (Discussion)
    a. Anderson Valley – No new updates AVUSD is still on winter break.
    b. Ft. Bragg USD – Anne is resigning from outreach position and will be starting the Physical Therapy Assistant program at the college. She will be continuing to help with the data until position in filled.
    c. Kelseyville USD – Made appt. with Beth from CPS next week. Classes are doing well.
    d. Lake COE – CNA program will be starting in a few week with 15 students. Had many great applicants. MA program has all students placed in externships.
    e. Mendocino COE – MA program are all completed for admin. externship program
    f. Mendocino College – No update on the MC Video. Euline will be giving ML ACE presentation to the part- time faculty in Ft. Bragg on Tuesday January 14th, 2020, Wednesday, January 15, 2020 North Coast Center in Willits and at the Ukiah Campus on Thursday, January 16, 2020 in the evening.
       Jackie added that 15 students have taken at least one exam with an 80% passing grade.
    g. Round Valley – Copy machine was received. The old colored printer will be password protected for only Monica Gowan to print in color. January 15th, 2020 will be the MC registration day. The Round Valley workgroup meeting will be meeting as a smaller, local group in February and then another meeting with Mendocino College in March.
    h. Ukiah USD – Vocational nursing class started with 34 students now in class and everything seems to be moving along well. Eighteen of the 34 students were approved for the PELL grant. Classes are doing well. Dessa brought two students over to the college to sign up for Mendocino College classes.
       Pam Jensen from UVAH applied for a grant to receive some generators if the power goes out again. Six staff graduated as customized employment specialists. Seeking CNA employees to hire.

Eric Crawford shared the construction program will be starting January 13, 2020. Student enrollment is down and this will be the last year offering this program. Mendocino College will now be offering a similar class.
Dave Gengoux shared that the U.S. citizenship application fee will be raised this year.

    i. Upper Lake USD – Enrolled more students and graduated a few more.
    j. Willits USD – Numbers are increasing.

13. Next Meeting Date and Time   **(Action)**
    a. February 7, 2020 at 10-1 pm
        i. 1:00-2:00 p.m. Data Workgroup (if needed) -

14. Adjourn   **1:01pm**   **(Action)**

Motion to adjourn made by Maggie Von Vogt /Anne Harvey – Approved

Appendix A

January 2020	February 2020	March 2020
10th – ML ACE meeting	7th –ML ACE meeting	13th-ML ACE meeting
		1st-Q2 Expenses due report certified
31st-Q2 Student Data due in TopsPro (TE)	28th-Preliminary 2020-21 and 2021-22 allocations released	31st- Close out 17/18 funds and certified in Nova
		31st- end of Q3

April 2020	May 2020	June 2020
17th-ML ACE meeting	8th-ML ACE meeting	12th-ML ACE meeting
One-Time Proposals		
30th -Q3 Student Data Due in TE	May 2nd : CFADs for 2020-21 due in NOVA	1st- 18/19 and 19/20 Expense report due and certified in Nova
		30th- End of Q4

1/13/2020

MLACE One-Time Project Funding Request

Title: _____ Fiesta at the ~~Lake Center~~ Coastal Center _____

Date of Request: __6/18/19_UPDATED 01/10/20_____

Total Cost: $ ____4,000_____

Lead Member Organization: ____Mendocino College_____

Other Partners: _____

Contact Information:
Name: ~~Judith Kanavle~~ Amanda Xu
Organization: Mendocino College
Phone number: ~~468-3280~~ 468-3096
Email address: ~~jkanavle@mendocino.edu~~ axu@mendocino.edu

Summary Description (1-2 Sentences):
Mendocino College would like to host a ~~the 3rd annual~~ Fiesta at the ~~Lake Center~~ Coastal Center in May of 2020

History/Need:
~~Mendocino College Lake Center Coastal Center is far removed from the myriad of outreach and cultural activities that take place at the Ukiah campus designed to outreach to the Latino Community. Over the past two years, ML ACE has support the Fiesta at the Lake Center as our premier outreach event to the Latino community in Lake County. The first year, the fiesta focused on getting people on campus who had never been here before and may feel uncomfortable due to language barriers or other social issues. We had over 150 participants, mostly non-native English speakers. In 2019, the event focused on early registration for ESL students. We were extremely successful. We enrolled over 20 students at the event and filled the summer ESL class. This is the most successful we have ever been with early registration. We are seeking funds to continue this event in 2020.~~
The coastal center has related needs as the lake center for outreach and cultural activities, therefore the fiesta will focus at the Coastal Center this year.

Timeline of Request (funds must be spent within a fiscal year)
May 2020

Details of Request:

Mendocino College ~~Lake Center~~ Coastal Center is seeking funds for the following:

- Food for 200 people - $2,000
- Drinks - $300
- Game Prizes - $300
- Stipends for ESL Instructors – 2 hrs x $50/hr x 5 instructor = $500 (plus benefits) = approx. $600
- Printing Costs - $300
- Social Media/ other advertising - $500

Programs (See Definitions in Appendix I of this Document):

Circle One to Two Only:

Program Areas
1. Adult education (ABE, ASE, Basic Skills)
2. English as a second language
3. Pre-apprenticeship training
4. Career and technical training
5. Adults training to support child school success
6. Older adults in the workforce
7. Services to adults with disabilities

Explanation of how Project Fits Program Area as Defined in AB86 Plan:

Programs that provide instruction in the English language to adult, non-native English speakers of English with varied academic, vocational and personal goals.

Objectives (See Definitions in Appendix II of this Document):

Circle One Only:

Objectives
Obj. 3: Seamless Transition
Obj. 4: Gaps in Services
Obj. 5: Accelerated Learning
Obj. 6: Professional Development
Obj. 7: Leveraging Structures

Explanation of how Project Fits Objective as Defined in AB86 Plan:

- This is consistent with #3, specifically "Take the consortium to the public with a marketing and outreach strategy that targets potential students, employers and counties," is an objective listed in the 16-17 annual plan. This is direct outreach to potential students.

Performance Measures:

Circle the AEBG Outcome(s) this project works towards

- *(A) Improved literacy skills*
- *(B) Completion of high school diplomas or their recognized equivalents*
- *(C) Completion of postsecondary certificates, degrees, or training programs*
- *(D) Placement into jobs*
- *(E) Improved wages*

Explain how you will measure performance towards these outcomes:

Performance will be measured by the number of students that enroll at the Fiesta and course completion in our ESL classes. The state has created a cross walk that indicates that ESL level completion at the community college "counts" at a literacy gain under AEP.

Funding Request Budget:

Object Code	Amount Requested	Explanation
1000 Instructional Salaries	$500	5 instructors x $50 x 2hours = $500
2000 Non Instructional Salaries		
3000 Employee Benefits	$100 (approx.)	This changes annually so I overestimated at 20% of the salary
4000 Supplies and Materials	$1,400	See explanation above
5000 Other Operating Expenses	$2000	Based on quote for 200 people $10 per person
6000 Capital Outlay		
7000 Other Outgo		
Indirect / Administration		

One-time __x_____   On-going _____

Agreement to spend funds in accordance with AB 104 allowable uses and abide by MLCAE rules, regulations, and reporting requirements.

CALIFORNIA
ADULT EDUCATION

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Word CSC50A and CSC50B Draft July 2019

Word CSC50A	Word CSC50B
Course Objectives	
Demonstrate basic proficiency in a word processing application	Demonstrate intermediate proficiency in a word processing application
SLOs	
Use a word processing application to create and format a multi-page documents which includes images, headers, borders and meet specified margin, font, style and alignment criteria as measured by exercises, projects and/or exams questions.	Use a word processing application to create and format a multi-page documents that includes features such as headers/footers, borders/shading, formatted tables, watermarks, tables and mail merge and meet specified margin, font, style and alignment criteria as measured by exercises, projects and/or exams questions.
Course Description	
This course will present the computer as a problem-solving tool, with a focus on word processing. Basic word features and tools will be demonstrated with opportunities to apply skills in projects and assignments.	This course will present the computer as a problem-solving tool, with a focus on word processing. Intermediate word features and tools will be demonstrated with opportunities to apply skills in projects and assignments.
Outline	
Session 1: Creating, Formatting and Editing a Word Document with a Picture • Entering Text • Formatting paragraphs and characters • Inserting and formatting a picture • Enhancing a page • Errors & Revisions **Session 2:** Creating a Research Paper with References and Sources • Adjusting document settings (styles, spacings etc) • Headers/footers • Research paper text • Works cited page **Session 3:** Creating a Business Letter with a Letterhead and a Table of Content • Create letter head • Building Blocks • Tables **Session 4:** Self-directed project **Session 5:** Review, Quiz, Q&A, Complete tasks	**Session 1:** Creating a Document with a Title Page, Lists, Tables, and a Watermark (Intermediate) • Create a title page • Inserting an existing document • Creating headers and footers • Editing and formatting tables • Create a watermarks **Session 2:** Using a Template to Create a Resume and Sharing a Finished Document (Intermediate) • Using a template • Customize a template • Share a document • Create a webpage from a document **Session 3:** Generating Form Letters, Mailing Labels • Identify main document for form letters • Create a data source • Compose the main document • Merging the data source • Addressing mailing labels **Session 4:** Self-directed project **Session 5:** Review, Quiz, Q&A, Complete tasks
Tasks	
Flyer Research Paper Business Letter and Table of Contents	Sales Proposal Resume Mail Merge
Unit Credit (+18 hours)	
Portfolio Submission • Self-directed project • Flyer • Research Paper • Business Letter and Table of Contents	Portfolio Submission • Self-directed project • Sales Proposal • Resume • Mail Merge

RBailey rbailey@mendocino.edu

Add Appendix D: Individual Program Review Form Template Draft 1

Annual Program Review Form A Draft (Use one sheet per program)   01/02/2020

Agency:_____   Director/Principal/Coordinator_____   Annual Program Review Form A: Date: _____

Programs Check one and address one for each row	Funding Sources (Budget Cost) check all that apply:	What is the strength of this program (Check all that apply)	What is the challenge you are facing? Check one for each challenge to address	Steps to resolve challenge Check all that apply and write in other steps	Goals for the year for this program Check one and/or write in	Notes, Review Summary Please write a short narrative and description of the program and what has been done for the program
☐ ESL ☐ ABE ☐ HSE ☐ CTE ☐ Pre-CTE ☐ AWD ☐ Citizenship Program name:_____ # enrollment (18/19)_____ # enrollment (19/20)_____	☐ CAEP $_____ ☐ LCCF $_____ ☐ WIOA $_____ ☐ Grant $_____ ☐ Other:___ $_____	☐ Effective coordination offered in multiple sites ☐ Adequate personnel ☐ Adequate student enrollment ☐ Sufficient funds ☐ Other_____	☐ Advertising ☐ Marketing ☐ Student retention ☐ Student enrollment ☐ Low faculty retention ☐ Inadequate personnel ☐ Lack of space Other: low enrollment and retention at Lake Center	☐ More early advertising ☐ Needs assessment if advanced level class needed ☐ Create and distribute flyers 3 months ahead ☐ Network with other agencies ☐ _____ ☐ _____	☐ Increase enrollment and retention by 30% each year ☐ Keep instructors for 3 year cycle ☐ Spend appropriated funds quarterly ☐ _____ ☐ _____	Sample: Historically, these ESL classes at Lake have grown from two classes one in the evening and one in the morning. Currently, we are offering four classes –two in the evening and two in the morning. There have been recruitment events (Fiesta Days in May) to advertise and recruit more students.
☐ ESL ☐ ABE ☐ HSE ☐ CTE ☐ Pre-CTE ☐ AWD ☐ Citizenship Program name:_____ # enrollment (18/19)_____ # enrollment (19/20)_____	☐ CAEP $10,583 ☐ LCCF $_____ ☐ WIOA $_____ ☐ Grant $_____ ☐ Other:___ $_____	☐ Effective coordination offered in multiple sites ☐ Adequate personnel ☐ Adequate student enrollment ☐ Sufficient funds ☐ Other_____	☐ Advertising ☐ Marketing ☐ Student retention ☐ Student enrollment ☐ Low faculty retention ☐ Inadequate personnel ☐ Lack of space Other: low enrollment and retention at Lake Center Other:_____	☐ More early advertising ☐ Needs assessment if advanced level class needed ☐ Create and distribute flyers 3 months ahead ☐ Need a better system to track students ☐ Network with other agencies ☐ _____ ☐ _____	☐ Increase enrollment and retention by 10-30% each year ☐ Keep instructors for 3 year cycle ☐ Spend appropriated funds quarterly ☐ Offer increase instructional hours ☐ _____ ☐ _____	Notes: Summary: Description:

Mendocino Lake Adult and Career Education ConsortiumLake and Mendocino CountyIndividual Agency Annual Review Document Draft 1
Created by: Euline Olinger, Director—(January 2, 2020)

Annual Program Review Form A Draft #2 (Use one sheet per program)

01/30/2020

Agency: _____ **Director/Principal/Coordinator** _____ **Annual Program Review Form A: Date:** _____

Programs Check one and address one for each row	Funding Sources (Budget Cost) check all that apply:	What is the strength of this program (Check all that apply)	What is the challenge you are facing? Check one for each challenge to address	Steps to resolve challenge Check all that apply and write in other steps	Goals for the year reviewed for this program Check one and/or write in	Notes, Review Summary Please write a short narrative and description of the program and what has been done for the program
☐ ESL ☐ ABE ☐ HSE ☐ CTE ☐ Pre-CTE ☐ AWD ☐ Citizenship	☐ CAEP $___ ☐ LCCF $___ ☐ WIOA $___ ☐ Grant $___ ☐ Other:___ $___	☐ Effective coordination ☐ offered in multiple sites ☐ Adequate personnel ☐ Adequate student enrollment ☐ Sufficient funds ☐ Other ___	☐ Advertising ☐ Marketing ☐ Student retention ☐ Student enrollment ☐ Low faculty retention ☐ Inadequate personnel ☐ Lack of space Other:__ ___	☐ More early advertising ☐ Needs assessment if advanced level class needed ☐ Create and distribute flyers 3 months ahead ☐ Network with other agencies ☐ Other: ___ ___	☐ Increase enrollment and retention by 30% each year ☐ Keep instructors for 3 year cycle ☐ Spend appropriated funds Other:___ ___	Notes: ___ ___ ___ Summary___ ___ ___ Description: ___ ___ ___
Program name: ___ # enrollment (18/19)___ # enrollment (19/20)___						