

## Mendocino College

1000 Hensley Creek Rd.

Ukiah CA 95482

**Zoom meeting** <https://cccconfer.zoom.us/j/99420999280>

**May 8, 2020 10:00 AM to 12:00 pm**

**Attendees:** Monica Whipple, Euline Olinger, Christy Smith, Brian Figg, Debra Polak, Joe Del Prete, Jackie Orozco, Jeff Ritchley, Noor Anderson, Ami Zenteno, Steve Barekman, Tami Mee, Maggie Von Vogt, Amanda Xu, Beth Hampson, Pam Jenson, Anne Harvey, Monica Gowan

### Minutes

- 1. Call to Order** **Start time: 10:04 am** **(Action)**
- 2. Roll Call of Voting Members** **(Action)**

Maggie Von Vogt (AVAS), Joe Del Prete (KUSD), Beth Hampson (LCOE), Tami Mee (MCOE), Monica Gowan (RVUSD), Christy Smith (UUSD), Brian Figg (ULUSD), Jeff Ritchley (WUSD), Amanda Xu (MC)
- 3. Changes/ Modifications to the Agenda** **(Action)**
- 4. Public Comments/ Correspondents --via Zoom** **(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 April 17, 2020 Minutes  
Motion to approve April 17, 2020 minutes made by Joe Del Prete/ Christy Smith – Approved  
(9,0,0)
- 6. Overview of next 6 months** **(Discussion)**

ML ACE will review deadlines and upcoming events for the next 6 months.  
Euline went over a PowerPoint slide with the next 6 months due dates, meetings, and deadlines. See Appendix A
- 7. Director's update**
  - a. Update on MC summer and fall classes for our adult learners by Debra Polak.**
    - Debra Polak shared that the Mendocino College Deans and faculty are looking into which classes can be taught online and which classes would be more difficult or impossible to teach online for the Fall Semester. Deans and faculty are discussing and going over which classes are core classes to move students through the curriculum in order to earn their degrees or certificates. If some of these classes cannot be taught online, they will take place on campus with appropriate safety precautions. For the dual enrollment and adult education classes Amanda Xu will be reaching out to see what is best going forward with those classes. All instructors will need to be certified as online instructors before they can teach their classes. All questions and concerns are welcomed please contact Euline or Rebecca Montes for Ukiah areas and other sites contact Amanda Xu.
    - Pam asked about the LRS classes and Debra let her know the college will be looking at the LRS classes in the near future. If any ideas please share with Tascha Wetzel.
    - Jackie asked if the college was considering Hybrid classes. Debra informed that some of the classes will be hybrid.
    - The college has supplied Chromebooks and will continue to supply students. The Wi-Fi has been boosted at the centers and main campus. Also, the centers hours have been extended. Face to face contact is limited at all locations in order to support online education.
    - Christy asked about the AB-554 to see if there has been any update. Debra will get back with the information.

- Euline shared a CANVAS class training for faculty in June.

**b. Update on future CPS training, CAEP and TE support etc.**

In light of the impact of the COVID-19 virus crisis on instruction and programs Beth Lehrer from Community Pro Suite was asked if we could set up another training Sept 18<sup>th</sup>, 2020 online, everyone in attendance agreed this date will work. Beth would also like each agency to contact her to let her know which classes the agencies would like to hide in this summer's CPS catalog due to COVID 19. Euline asked if anyone would be interested in a CPS workgroup, please contact her if you would be interested.

Christy went over a few slides regarding updates and marking gains in TE this information was added to the TE Cheat Sheet. If you would like this google doc or slides to be sent to you please contact Monica Whipple at [mwhipple@mendocino.edu](mailto:mwhipple@mendocino.edu) and she will email them to you.

**8. Re-evaluation of current agency work aligning to Consortium Mission and Goals/Objectives (Action/Discussion)**

- a.** Euline will lead a discussion on the consortium's current work aligning with the consortium's Mission Statement and objectives.

Euline reviewed the consortium mission statement: committed to collaborating and sharing resources across historical and institutional boundaries to provide adults in our region equitable, seamless, and integrated educational and career pathways and services with multiple opportunities for successful entry and exit.

Euline highlighted the Goals and strategies #4 and #7 to re-affirm the on-going work and implementations of these goals and to move forward with accomplishing these goals and to pivot educational content to include how to access resources and support services.

in light of the lives and educational pursuits that have been disrupted during this worldwide health crisis.

The #4 goal is: Improve the ease with which our students connect to outside support agency services.

The #7 is: Improve student retention rates from enrollment to completion of personal education goals.

- b.** Euline presented information on local, regional, and state resources that are available to adult learners.

**i. Member Updates—summary, updates and concerns**

- c.** Anderson Valley - Paola Lopez is on maternity leave. Ami Zenteno is now stepping into to help Anderson Valley Adult School. Ami is working with the community and schools about all resources that are available for students and knowing what eligibility is needed to receive assistance.
- d.** Ft. Bragg USD – Anne shared that the adult school teachers have met with the college to collaborate more on pathways. The adult school would like to still have a Fiesta in August to bring the community together.
- e.** Kelseyville USD – Still meeting with students and will still be running classes as normal in Sept. Transcripts are hard to receive from other schools.
- f.** Lake COE – HiSET is a challenge. MA program will finish on time with remote learning. CNA situation has been allowed to re-start an in-person CNA program next week. MA acceptance and CNA acceptance will be sent out next week for the next cohort. The anatomy table is not being utilized and LCOE is willing to let it go to another member.
- g.** Mendocino COE – Online platform has not been received well with the students. MCOE is looking at what will be offered in the fall.
- h.** Mendocino College (Centers, HEP) – Amanda will be in contact with the faculty to transition or hybrid regarding the classes or fall classes. HSE cannot graduate anyone at this time due to no testing centers open.
- i.** Round Valley – The high school campus is planning on opening again next week. Students have been using the Wi-Fi at the Mendocino College class
- j.** Ukiah USD – Pam shared her students could possibly be allowed to visit parks. Christy shared the nursing program received CARE ACT funds and the instructors have been paid. HSD has had five graduates in the past two weeks, the graduating class is a little lower than usual but that can be expected. UAS will not be having any summer programs. Adult Ed funds may be revised from the Governor's budget, this may cause the consortium to do a zoom meeting to approve the CFAD changes.
- k.** Upper Lake USD – Community support has been great. Students are doing great online and students are getting work done online.
- l.** Willits USD – Students still picking up and dropping off packets. Odesseyware has been going great for students.

**9. Next Meeting Date and Time**

- a.** June 12, 2020, 10-12 pm. via Zoom

**(Action)**

**10. Adjourn Time: 12:19 Christy Smith /Beth Hampson - Approved**

**(Action)**

**Appendix A**

<p><b>June 2020</b> 12<sup>th</sup>-ML ACE meeting</p> <p>1<sup>st</sup>- (Q3) 18/19 and 19/20 Expense report due in NOVA</p> <p>30<sup>th</sup>- End of Q4</p>	<p><b>July 2020</b> 13<sup>th</sup>—ML ACE Meeting</p> <p>One time proposal DIR/Summary Report and Review</p> <p>Consortium-Level Annual Plan Review</p>	<p><b>August 2020</b> August 21*—ML ACE Meeting</p> <p>Aug 1: Student Data due in TOPSPro (TE)</p> <p>Aug 1(Q4) FINAL</p> <p>Aug 15: Annual Plan for 2020-21 due in NOVA</p>
<p><b>September 2020</b> September 11<sup>th</sup> --Meeting</p> <p>Sept 1: (Q4) 18/19 and 19/20 Member Expense Report due in NOVA</p> <p>Sep 1: July 1, 2019 to June 30, 2020 expenses by program area due (estimates only) in NOVA</p> <p>Sept 30: 20/21 Member Program Year Budget and Work Plan due in NOVA</p> <p>Sept 30: End of Q1 (Fiscal 20/21)</p>	<p><b>October 2020</b></p> <p>October 9<sup>th</sup>—ML ACE Meeting (Program/Agency Review Part 1)</p> <p>Oct 30: 20/21 Member Program Year Budget and Work Plan certified by Consortia in NOVA</p> <p>Oct 31: Student data due in TOPSPro (Q1)</p>	<p><b>November 2020</b></p> <p>November 13<sup>th</sup> –ML ACE Meeting (Program Review Part 2)</p>