

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

Mendocino College

1000 Hensley Creek Rd.

Ukiah CA 95482

Zoom meeting <https://cccconfer.zoom.us/j/92814403930>

June 12, 2020 10:00 AM to 12:00 pm

AGENDA

1. **Call to Order** **Start time:** (Action)
2. **Roll Call of Voting Members** (Action)
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/Discussion)
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 May 8, 2020 Minutes
6. **Overview of next 6 months** (Discussion)
ML ACE will review deadlines and upcoming events for the next 6 months.
7. **Return of Purchased items to ML ACE** (Action/Discussion)
Euline will share a drafted policy and procedure on returned purchased items. LCOE purchased an Anatomage Table and would like to offer it to other consortium member/partners to use/to sell.
8. **Director's update** (Discussion)
Summary of budget workgroup Discussion
Euline will give a summary of the important topics discussed at the budget workgroup meeting on June 4th 2020
9. **Consortia Fiscal Administration Declaration (CFAD) Amendment and Approval** (Action/Discussion)
The consortium will review and vote on the proposed (CFAD) for 2020-2021.
10. **Consortium-Level Annual Plan Review** (Action/Discussion)
Euline will lead discussion on the consortium's current strategic planning and prioritization for 2020-2021 in light of the changes in CAEP allocation.
11. **Next Meeting Date and Time** (Action)
 - a. July 13 2020 10-1 pm. via Zoom
12. **Adjourn** **Time:** (Action)

CAEP Allocation by Agency and Total

Member Agency	Allocation 2019-20	Allocation 20-21
AVUSD	\$ 104,879.00	\$ 94,294.38
FBUSD	\$ 37,773.00	\$ 33,960.71
KUSD	\$ 49,486.00	\$ 44,491.82
LCOE	\$ 96,248.00	\$ 86,534.39
MCOE	\$ 11,395.00	\$ 10,244.54
MC	\$ 440,862.00	\$ 396,366.43
UUSD	\$ 795,524.00	\$ 715,233.21
ULUSD	\$ 17,859.00	\$ 16,056.41
WUSD	\$ 16,123.00	\$ 14,495.10
Total	\$ 1,570,149.00	\$ 1,411,677.00



ML ACE Consortium-wide Budget Workgroup Guidelines

In order to prepare you and help you think through your agency's budget for next year, I have prepared some questions and steps you might want to consider and include in your decision-making processes.

First, don't panic and take a deep breath. We are in this together and actually we have a year to plan for the shortfall which we received this year from the state to run our Adult and career education for next year. What does that mean? Please recall that our CAEP allocation this year will be spent next year. You remember that, for example:

18/19 CAEP allocation was spent in 19/20 fiscal year; 19/20 allocation will be spent in 20/21 and the 20/21 allocation (which we received in a May revise a few weeks ago) will be spent in 21/22.

Secondly, If you had followed the FIFO projected expenditure in NOVA (First in, First out—funds left in your account (i.e. carryover) will be spent first. So, if for example, you have spent for the 1st Quarter, 15% of your projected budget, in the 2nd Quarter, 30%, in the 3rd Quarter, 45%, and in the 4th Quarter 60%, you should have at most 40% of your budget carried over for the next fiscal year.

Thirdly, asking these questions when you are making decisions about your next year's budget, may give you guidance on how to have a workable and fully-funded budget that align with your agency's programs and the consortium-wide strategic goals and objectives.

1. What is (are) the goal(s) of your adult and career education programs that align (s) with ML ACE's goals and objectives? (see [ML ACE Goals and Strategies](#)). Here are examples:

- ☐ Expand offerings in programs
- ☐ Improve enrollment in existing programs based on community needs data
- ☐ Hire and retain qualified instructors/support specialists/aides
- ☐ Improve the ease with which our students connect to outside support agency services
- ☐ Improve student retention rates from enrollment to completion of personal education goals
- ☐ Address gaps in support services
- ☐ Other _____

2. Based on your goals, what are your priorities (this year and for the next fiscal year):

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

3. How have you funded these priorities? CAEP, District funds, etc.

4. What are expenses you can cut and/or reduce? Why?

- ☐ Cost too much
- ☐ not part of my agency/ML ACE goals/plans
- ☐ can be absorbed in another activity
- ☐ Not a priority
- ☐ Does not contribute to the strategies and goals

5. How much are you are spending for:

Expense Items	Current Cost \$	Change in Cost \$
Salary coordinator/manager:		
Salary: instructors		
Salary: support specialists		
Outreach		
Materials/supplies		
Admin cost		
Other:		
Other:		
Other:		

So, to give you an example our ML ACE office team (Monica W, Christy and Joe A.) went through a similar decision-making process that I outlined above. First, we identified MC's goals and strategies based on the budget item proposals presented to the consortium a few years ago. Then we looked at how we were funding these consortium-approved items and if our funds are sufficient to cover all of these items. *We have reduced some budget items (marketing, tutors, etc.) to prepare for the 21/22 shortfall even though we can still cover them this year because we will be spending the 19/20 CAEP allocation.* Does this make sense?

I hope this helps guide your decision-making process before our Thursday budget workgroup so that we can support each other and have an open discussion about our programs for this year.



To: Adult Education Consortium Directors, Leads, Co-Chairs, Members, and Fiscal Representatives

From: The California Adult Education Program (CAEP) Office

Subject: CAEP Revised Consortium Allocations for 2020-21

This memorandum is to advise local recipients and fiscal agents of the revised 2020-21 CAEP allocation amounts. A copy of the revised CAEP allocations are posted on the [CAEP website](#). Later this week, the 2020-21 revised CAEP allocations will be posted in NOVA. Consortium members have until June 30, 2020 to submit and certify their revised CFAD in NOVA. The State CAEP Office and the Technical Assistance Program (TAP) have scheduled a Revised CFAD webinar for Friday, May 22, 2020 from 1 p.m. to 2:30 p.m. to review the revised allocation amounts, walk members through the NOVA process steps, and answer any questions. To register for this upcoming webinar, [click here](#). For those that cannot attend, this webinar will be archived and posted on the CAEP website, by the end of the day on May 22nd.

May Revise

Last week, the Governor announced the May Revise for the 2020-21 budget that saw a 12.015% reduction to the Governor's proposed 2020-21 CAEP allocation. The original proposed CAEP allocation for 2020-21 was \$550,897,000. The 12.015% reduction is a \$66,689,000 cut to that amount. The new 2020-21 CAEP allocation is now \$484,208,000. Please see the attached chart for the revised allocation amounts by consortium.

Using Education Code 84914 for the reduction

Keep in mind that Education Code 84914 (see below) guides the allocation process for all members. This education code governs the appropriate percentage allowed for members in good standing, and also allows for a reduced amount if members cannot or no longer wishes to follow the consortium approved CAEP annual plan (or if the member is ineffective in providing services identified in the CAEP annual plan). For more information, please see the recently released [CAEP Planning Memo](#).

EC84914 (2) For any year for which the chancellor and the Superintendent allocate an amount of funds to the consortium less than the amount allocated in the prior year, the amount of funds to be distributed to a member of that consortium shall not be reduced by a percentage greater than the percentage by which the total amount of funds allocated to the consortium decreased, unless the consortium makes at least one of the following findings related to the member for which the distribution would be reduced further:

- (A) The member no longer wishes to provide services consistent with the adult education plan.
- (B) The member cannot provide services that address the needs identified in the adult education plan.
- (C) The member has been ineffective in providing services that address the needs identified in the adult education plan and reasonable interventions have not resulted in improvements.



CAEP Funds are Restricted Funds

CAEP funds were issued under AB104 legislation and are in ARTICLE 9. Adult Education Program [84900 - 84920] of the education code. CAEP funds are apportionment, they are not a grant, and at this time are not subject to flexibility. CAEP funds are restricted to the adults 18 years and older, can only be used in the seven program areas, and must have an approved regional consortium plan specific to K12 adult education and community college noncredit programs.

Processing the Revised CFAD in NOVA

Later this week, the CAEP State Office will post the reductions in NOVA based on the Governor's 12.015% cut to the CAEP allocation for 20-21. Each consortium will process the reduction as an allocation amendment in NOVA which requires a new allocation amount for each member, and certification in NOVA by all consortium members. As stated previously in this memo, revised CFAD certification by the consortium and its members is due by June 30, 2020.

Technical Assistance Contact Information

For questions related to the CAEP or fiscal information and/or technical assistance on professional development topics, please contact the CAEP Technical Assistance Project (TAP) by phone at 1- 888-827-2324 or by e-mail at tap@caladulthood.org.

Sincerely,

Carolyn Zachry, Ed.D
California Department of Education
Adult Education Program Office

Javier Romero
California Community Colleges Chancellor's Office
Adult Education Program Office



CAEP Consortium		Governor's Proposed 20/21 Allocation	May Revise Reduction	Revised 20/21 Allocation
01 Allan Hancock Community College Consortium		1,732,226	209,695	\$1,522,531
02 Antelope Valley Regional Adult Education Consortium		4,190,931	507,334	\$3,683,597
03 Barstow Area Consortium for Adult Education		947,900	114,748	\$833,152
04 Butte-Glenn Adult Education Consortium		2,289,459	277,151	\$2,012,308
05 Greater Opportunity Through Adult Learning (Santa Cruz)		3,579,912	433,367	\$3,146,545
06 Partnership for Adult Academic and Career Education (SE Los Angeles)		15,319,749	1,854,537	\$13,465,212
07 Chabot-Las Positas/Mid-Alameda County Consortium		9,656,038	1,168,915	\$8,487,123
08 West End Corridor/ Chaffey Regional AE Consortium		7,529,110	911,439	\$6,617,671
09 Citrus College Adult Education Consortium		4,514,345	546,485	\$3,967,860
10 Coast Adult Education Consortium		7,793,606	943,457	\$6,850,149
11 Tri City Adult Education Consortium		6,422,111	777,431	\$5,644,680
12 Contra Costa Adult Education Consortium		15,497,433	1,876,046	\$13,621,387
13 Morongo Basin AEBG Consortium (Copper Mountain)		851,704	103,103	\$748,601
14 Desert Regional Consortium		3,375,143	408,579	\$2,966,564
15 South Bay Adult Education Consortium (El Camino)		10,710,493	1,296,562	\$9,413,931
16 OnRamp to Employment, Plumas County Adult Education (Feather River)		851,704	103,103	\$748,601
17 Foothill De Anza/ NSCCSTC		8,922,910	1,080,166	\$7,842,744
18 Gavilan Regional Adult Career and Education Services		1,507,819	182,530	\$1,325,289
19 Glendale Community College District Regional Consortium		1,119,111	135,474	\$983,637
20 San Diego East Region Adult Education (Grossmont-Cuyamaca)		8,667,452	1,049,241	\$7,618,211
21 Salinas Valley Adult Education Consortium		3,845,415	465,508	\$3,379,907
22 Imperial County Adult Education Consortium		2,034,636	246,303	\$1,788,333
23 Kern AEBG Consortium		17,767,603	2,150,862	\$15,616,741
24 Lake Tahoe Adult Education Consortium		936,875	113,414	\$823,461
25 Lassen County AB86 Consortium		983,745	119,088	\$864,657
26 Long Beach Adult Education		2,501,690	302,843	\$2,198,847

CAEP Consortium		Governor's Proposed 20/21 Allocation	May Revise Reduction	Revised 20/21 Allocation
27	Los Angeles Regional Adult Education Consortium	134,278,879	16,255,170	\$118,023,709
28	Capital Adult Education Regional Consortium	12,261,268	1,484,291	\$10,776,977
29	Marin County Adult Education Block Grant Consortium	1,539,559	186,372	\$1,353,187
30	Mendocino-Lake Consortium	1,606,105	194,428	\$1,411,677
31	Gateway Adult Education Network (Merced)	3,456,486	418,426	\$3,038,060
32	Coastal North County Adult Education Consortium (MiraCosta)	1,247,782	151,051	\$1,096,731
33	Monterey Peninsula Consortium	2,655,966	321,519	\$2,334,447
34	Mt. San Antonio Regional Consortium for Adult Education	36,535,269	4,422,788	\$32,112,481
35	Southwest Riverside County Adult Education Regional Consortium	5,063,146	612,921	\$4,450,225
36	Napa Valley Adult Education Consortium	2,975,122	360,154	\$2,614,968
37	North Orange County Regional Consortium for Adult Education (NOCRC)	4,025,849	487,350	\$3,538,499
38	Southern Alameda County Consortium (Ohlone)	4,333,642	524,610	\$3,809,032
39	Palo Verde Consortium	851,704	103,103	\$748,601
40	Education to Career Network of North San Diego County (Palomar/Vista)	8,214,835	994,449	\$7,220,386
41	Pasadena Area Consortium	1,952,523	236,363	\$1,716,160
42	Northern Alameda Consortium for Adult Education	8,389,645	1,015,611	\$7,374,034
43	Rancho Santiago Adult Education Consortium	4,851,343	587,281	\$4,264,062
44	North Coast Adult Education Consortium (Redwoods)	1,168,239	141,421	\$1,026,819
45	Rio Hondo Region Adult Education Consortium	15,055,389	1,822,534	\$13,232,855
46	About Students Regional Consortium (Riverside)	8,650,888	1,047,236	\$7,603,652
47	Inland Adult Education Consortium (San Bernardino)	10,975,514	1,328,644	\$9,646,870
48	San Diego Adult Education Regional Consortium	4,897,553	592,875	\$4,304,678
49	San Francisco Adult Education Consortium	4,038,140	488,838	\$3,549,302
50	Delta Sierra Regional Alliance (San Joaquin)	8,748,512	1,059,054	\$7,689,458
51	South Bay Consortium for Adult Education (San Jose)	18,243,801	2,208,509	\$16,035,292

CAEP Consortium		Governor's Proposed 20/21 Allocation	May Revise Reduction	Revised 20/21 Allocation
52 San Luis Obispo County Adult Education Consortium		1,465,340	177,387	\$1,287,953
53 ACCEL San Mateo County		10,040,964	1,215,512	\$8,825,452
54 Santa Barbara AEBG Consortium		851,704	103,103	\$748,601
55 Santa Clarita Valley Adult Education Consortium		1,352,107	163,680	\$1,188,427
56 Santa Monica Regional Consortium for Adult Education		1,186,811	143,670	\$1,043,141
57 Sequoias Adult Education Consortium (SAEC)		10,058,892	1,217,682	\$8,841,210
58 Shasta-Tehama-Trinity Adult Education Consortium		1,168,668	141,474	\$1,027,195
59 Sierra Joint Consortium		3,511,125	425,040	\$3,086,085
60 Solano Adult Education Consortium		4,114,332	498,062	\$3,616,270
61 Sonoma County Adult Education Consortium		2,654,472	321,338	\$2,333,134
62 South Orange County Regional Consortium (SOCRC)		5,045,303	610,761	\$4,434,542
63 South Bay Adult Education Consortium (Southwestern)		15,126,458	1,831,138	\$13,295,320
64 State Center Adult Education Consortium		15,736,649	1,905,005	\$13,831,644
65 Ventura County Adult Education Consortium		15,855,992	1,919,452	\$13,936,540
66 Victor Valley Adult Education Regional Consortium		2,279,959	276,001	\$2,003,958
67 West Hills College Consortium		1,166,006	141,151	\$1,024,855
68 West Kern Consortium		851,704	103,103	\$748,601
69 Yosemite (Stanislaus Mother Lode) Consortium		4,568,709	553,067	\$4,015,642
70 North Central Adult Education Consortium (Yuba)		3,302,901	399,834	\$2,903,067
71 Adult Education Pathways (Siskiyou)		992,625	120,163	\$872,462
Total		550,897,000	66,689,000	\$484,208,000

ML ACE Proposed Items to be funded by MC-ML ACE budget	Proposed Budget for 20-21	General Description:
Director	\$116,321.31	Salary and benefits
HSE proctoring and coordination	\$17,566.54	to continue to be an authorized HiSet testing center
Admin Assist (STNC)	\$33,475.18	Salary and benefits
HiSET testing	\$2,724.83	vouchers
Basic skills class workshops	\$51,933.61	teachers and tutors
CPS/LACES annual cost	\$0.00	was funded by account credit, will be ongoing \$15,000
Support for All MC non-credit courses	\$7,875.00	ESL, Basic Skills, Basic Computer Skills (RV, AV, Lake, Willits, FB, Ukiah)
Marketing	\$10,500.00	cut in half (and will still be reduce by 50% in 20/21
CASAS/TE annual cost	\$5,880.00	Subscription—on-going (CAEP required)
RV Outreach Specialist (STNC)	\$28,556.70	Salary and benefits
FB Outreach Specialist (STNC)	\$23,201.70	Salary and benefits
AV Outreach Specialist (STNC)	\$15,992.80	Salary and benefits
Completion of Pathway maps	\$5,250.00	Curriculum work and pathway mapping
Total	\$319,277.68	



Budget Workgroup Meeting Summary on June 4, 2020
Created by Euline Olinger, Ed D.
Mendocino-Lake Adult And Career Education Consortium
June 5, 2020

Summary of the Budget Workgroup Meeting June 4, 2020:

1. CAEP 2020-2021 allocation

CAEP Allocation shared to the group ([See attached CAEP allocation chart for 2020-2021](#)). Showing 12.105% cut to all across the board. Since we are spending the previous year's CAEP allocation, CAEP allocation 20/21 will be spent in 21/22. Noor pointed out that our ML ACE consortium is unique in that we receive the funds as a consortium and then disperse the allocations to each member agency according to the agreed upon percentage of the whole CAEP allocation.

Note:

California Adult Education Program (CAEP) consortia fall into two fiscal structure categories: direct-funding and fiscal agent. Our ML ACE consortium is funded through the allocation dispersed to the fiscal agent which is Mendocino Community College District.

2. Agency Member Budget Review Guidelines and Fiscal status for 20/21

Consortium members were given guidelines to review budgetary items and needs for the next fiscal year in light of the allocation cut of 12.105%. Guidelines for decision-making process were emailed to members to look at each of their individual agency's budget and to bring their budget drafts to share at the workgroup. Then, agencies were asked to identify what scenario best describes their own fiscal status. Agencies were encouraged to bring their fiscal or business managers to the workgroup as well for greater agency intra-agency collaboration ([See attached document on Decision-making Guidelines and Budget Scenarios/Options](#)).

Consortium members shared that their agencies are able to cover and function this fiscal year to run programs because of carryover from last year (the allocation given in 19/20 is spent in 20/21). Agencies will be cutting travel, supplies, professional development, but NOT salaries and benefits for teachers and staff.

Chart with agencies and their programs and their fiscal status



Budge Workgroup Meeting Summary on June 4, 2020
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Agency	Coordinator/Principal	Programs (funded by CAEP)	Fiscal Status (cuts made, other funds, etc.)
1. Anderson Valley Adult School	Noor Dawood Maggie Von Vogt Co-coordinators of AVAS	ESL, Basic Skills, Basic Computer Skills, Parent education classes	Scenario A Adequate to cover this year Will cut some supplies, etc.
2. Fort Bragg Adult School	Coni Belli Principal	ESL (2 classes) and a High School Diploma class	Scenario B Need funding for Childcare for Adult School students (~\$7,000)
3. Kelseyville Adult Education	Joe DelPrete Coordinator	High School Diploma for adults (by credits)	Scenario A Adequate funding to cover this year
4. Lake County of Education— Career Technology Education	Beth Hampson Director LCOE	Medical Assistant, Certified Nursing Assistant, HiSET testing (at the Correctional Facility)	Scenario A Able to sustain programs for the next year with few changes. HiSET Testing at the correctional facility currently on hold—



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			requires face-to-face interaction.
5. MCOE—	Tami Mee Workforce Development Coordinator, District Programs and Support	Phlebotomy (17) extended until summer 2020 Medical Assistant (12) extended mid-summer Dental Assistant will start Mid-August	Scenario A Small CAEP allocation (\$10,000) COE and other funding leveraged to sustain the three programs in the coming 2020-2021
6. MC—cut Marketing, PD, Summit	Euline Olinger—Director Monica Whipple—Administrative Assistant for the Consortium	Administrative services and support role for all agency: TE, CASAS, CPS, Marketing, Summit, Outreach and support specialists	Scenario A Carryover will be spent first; cut budget 10-12% in the next two years to absorbed 12% cut from CAEP allocations
7. ULUSD—HS Diploma--	Brian Figg-outgoing coordinator Jeff Sturr—in-coming coordinator	High School Diploma	Did not share yet the fiscal status.
8. Ukiah—	Christy Smith—Ukiah Adult School Principal	Basic Computer Skills ESL/Citizenship	Scenario A Using other leveraged funds: fee-based programs,



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		VN (Vocational Nursing) High School Diploma & Equivalency Prep PearsonVue Testing UVAH Round Valley-Basic Skills Correctional Facility-High School Diploma/Equivalency Prep and Basic Literacy	WIOA grant funds and carryover to cover 2020-21 at current levels. Decreased travel/conference, materials/supplies across all programs. Might need to decrease personnel costs in 21-22.
9. Willits—	Dr. Jeff Ritchley Principal	High School Diploma	Scenario A Not using Odyssey ware anymore; not using ASAP, have carryover for next fiscal year

3. MC-ML ACE allocation and proposed budget for 2020-2021

Several budget categories have been cut. See [MC-MLACE Proposed Budget Draft](#). Possibility of “flexing” funds from MC-MLACE allocation (687007) to other needs in other consortium agencies will be discussed in our regular monthly meeting.

- a. One-time funds: set aside for low enrolled NC courses (previously budgeted \$12, 000) plus one-time funds of \$28,000.

4. Member Allocation Need: Fort Bragg Adult School

FB shared that they were able to fund their child care minimally from the district funds but would like support from ML ACE to support child care. There was a discussion whether shifting funding from



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district to ML ACE is supplanting. Solicited clarification from Steve Barekman (UUSD CBO) who confirmed that it is not supplanting if the district stopped funding childcare this year altogether. Another option was offered of using MC one-time funds to possibly support their child care for their ESL classes. FB's request for one-time funds to support childcare for ESL is aligned to one of ML ACE's goal which fits in support services and seamless transition for ESL students. Debra Polak suggested to Coni Belli (FB Adult School Principal) to consider the possibility of having an ESL class at the FB Adult School location which could be run by Mendocino College and taught by the same Adult Ed teacher who could be qualified to teach as a Mendocino College instructor.

Coni Belli will submit one-time fund request to support childcare in July 2020.

5. College District Budget Reduction impacts ML ACE outreach and student support specialists

MC College District needs to cut their budget by 1.6M. There are several strategies proposed by the college district including shifting duties and responsibilities of Short-termed Non-continuing (STNCs) to full-time classified employees who could absorb these duties.

ML ACE Outreach and support specialists (STNCs) in RV, AV and FB are hired by ML ACE and shared with MC college district. MC college district pays for 5 hours/week and ML ACE pays for 10hours/week.

RV—(paid by MC [5 hours/week] and ML ACE [10hours/week]) difficult to find persons in RV to do ML ACE and MC outreach and support—critical work

AV—(paid by MC [5 hours/week] and ML ACE [5hours/week])since there is no full-time classified MC employee in AV who can absorbed the AV Outreach person, it might be beneficial to continue to support this position

FB—(paid by ML ACE only 10hours/week) There is a Coast Center full-time classified employee who can be trained to take on duties and responsibilities like attend ML ACE meeting, liaison work, and student data entry and report in TE.

