

## 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**

**Attendees:** Euline Olinger, Monica Whipple, Christy Smith, Noor Dawood, Maggie VonVogt, Connie Belli, Debra Polak, Joe DelPrete, Beth Hampson, Mike Kauble, Jeff Sturr, Monica Gowan, Jeff Ritchley, Pam Jensen, Christy Gard

### MINUTES

- 1. Call to Order** **Start time: 10:05 am** **(Action)**
- 2. Roll Call of Voting Members** **(Action)**

Noor Dawood (AVUSD), Connie Belli (FBUSD), Christy Smith (UUSD), Debra Polak (MC), Joe DelPrete (KUSD), Beth Hampson (LCOE), Jeff Ritchley (WUSD), Mike Kauble (ULUSD), Monica Gowan (RVUSD)- absent MCOE
- 3. Changes/ Modifications to the Agenda** **(Action)**

Euline would like to move item #4 Public Comments/ Correspondents to item #11  
Item #5 Consent will now be item #4  
Item #6 Overview of next 6 months will now be item #5  
Item #7 Return of Purchased items to MLACE will now be item #6  
Item #8 Directors update will now be item #7  
Item #9 Consortia Fiscal Administration Declaration (CFAD) Amendment and Approval will now be item #8  
Item #10 Consortium – Level Annual Plan Review will now be item #9  
Item #11 Next meeting date and time will now be item #10  
Motion to move the listed agenda items made by Debra Polak/Christy Smith – Approved (9,0,1)
- 4. 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  
Motion to approve May 8, 2020 minutes made by Joe DelPrete/Christy Smith – Approved (9,0,1)
- 5. Overview of next 6 months** **(Discussion)**

ML ACE reviewed deadlines and upcoming events for the next 6 months. See Appendix A  
Noor Dawood went over a PowerPoint with the meetings dates and deadlines.
- 6. Return of Purchased items to ML ACE** **(Action/Discussion)**

Euline shared a drafted policy and procedure on returning purchased items. Beth Hampson discussed that LCOE purchased an Anatomage Table and would like to offer it to other consortium member/partners to use/to sell. Beth led the discussion and the consortium offered additions and changes to the policy. Euline will bring back the final policy at the July MLACE meeting.
- 7. Director's update** **(Discussion)**

Summary of budget workgroup Discussion  
Euline gave a summary of the important topics discussed at the budget workgroup meeting on June 4<sup>th</sup> 2020  
Maggie Von Vogt shared a summary of the 6/4/2020 budget meeting:

  - each consortium member shared their agency budget review and fiscal status if the 12.105% budget cut were applied. All members are prioritizing staffing and making cuts to supplies and travel. Fort Bragg needs support in funding childcare. This expense could be offset if they offer their ESL through the college. They will explore that.
  - The group discussed the portion of the budget that is administered by Mendocino College and aimed at supporting consortium-wide activities, such as training and marketing funds, as a way of understanding if we could reduce some of the funding for those activities beyond the 12.105% for the allotment that Mendocino College receives.

- Euline emailed out several documents on June 8th summarizing this meeting, which can be referenced for anyone who was not able to participate.

8. **Consortia Fiscal Administration Declaration (CFAD) Amendment and Approval** **(Action/Discussion)**  
The consortium reviewed the proposed (CFAD) for 2020-2021.  
Motion to approve the 2021-2021 CFAD made by Joe DelPrete/Jeff Ritchley – Approved (9,0,1)
9. **Consortium-Level Annual Plan Review** **(Action/Discussion)**  
Christy/Euline led discussion on the consortium’s current strategic planning and prioritization for 2020-2021 in light of the changes in CAEP allocation.
10. **Next Meeting Date and Time** **(Action)**  
a. July 13 2020 10-1 pm. via Zoom
11. **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.*  
The High School Equivalency Program (HEP) received a 5 year grant and will be continuing at the Mendocino College.
12. **Adjourn Time: 11:56 am** **(Action)**  
Motion to adjourn made by Christy Smith/Noor Dawood – Approved (9,0,1)

Appendix A

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