**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/97156803715**](https://cccconfer.zoom.us/j/97156803715)

**August 21 2020 10:00 AM to 12:00 PM**

Attendees: Jeff Ritchley, Jeff Sturr, Christy Smith, Monica Whipple, Noor Dawood, Monica Gowan, Amanda Xu, Debra Polak, Tami Mee, Beth Hampson, Lori Labrie, Sharrae Elston, Dave Gengoux, Euline Olinger, Coni Belli, Maggie Von Vogt, Jackie Orozco, Clint Maxwell,

MINUTES

1. **Call to Order Start time:** 10:00 am **(Action)**
2. **Roll Call of Voting Members (Action)**
3. **Changes/ Modifications to the Agenda (Discussion/Action)**

Motion to approve agenda with updated amount on item 6c made by Christy Smith/Noor Dawood - Approved

1. **Consent (Discussion/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 July 13, 2020 Minutes
* Approval of Capital Equipment Policy Final Draft

Motion to approve July 13, 2020 Minutes and Capital Equipment Policy Final Draft made by Coni Belli/Christy Smith - Approved

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

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

Jan 2021 Meeting was changed from Jan. 8th to Jan. 14th, 2021

1. **Use of ML ACE Admin Carryover (Discussion)**

Euline informed the consortium that the college will be using a portion of the ML ACE carryover funds to assist needs in the consortium.

* 1. MCOE-CTE hybrid/online curriculum --$~~45,000~~ $48,229.20

1. **Director’s Update (Discussion)**
   1. Euline shared information and gave updates from CAEP office, Tops Pro Data, Community Pro Suite RSVP by Sept.7th if you are going to attend the CPS training, Launch Board Adult Ed Pipeline, non-credit MC courses support in Fall 2020 Christy would like to have the ESL flyer with the contact information emailed to her. Debra Polak discussed the re-opening measures at the college. Most classes are online and for two weeks there will be limited services on the mail campus on Monday and Tuesdays. The webpage has information under the COVID information. The college has study spaces that students can use in the library. Chromebooks are running low but students can contact Tami Cartwright [tcartwright@mendocino.edu](mailto:tcartwright@mendocino.edu) (707)459-6224 or call the library (707)468-3053 or (707) 468-3158 if they need a Chromebook. Christy shared that all agencies need to reach out to Beth from CPS to set up the scheduler in TopsPro (TE).
   2. Several consortium members will share input and information gathered from different CAEP-sponsored webinars.

**i. 8/10/2020** *Region 1 Northern California CAEP Regional Network Meeting***(h**[**ttps://caladulted.org/Administrators/442**](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fcaladulted.org%2fAdministrators%2f442&c=E,1,6F6wNcEVDNNLDhg2tNLRDEYXO_TVhldf0VE0N70Hx2tBGFGbSy5mZKkESXA9HV28or3UKiLJHtO8TOvjoscpHPafDO2HYIxqmdIRKwU8hWJ8hX0,&typo=1)**)**

**ii.   8/5/2020 *CAEP Data and Accountability for 2020-21***

**Webinar ( [https://caladulted.org/Administrators/385](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fcaladulted.org%2fAdministrators%2f385&c=E,1,wnLTeADbvjakrHbO7WeL-brAnVYYQRsAYF04z8V2FoHWASYTbGbJz_tbIjasTBAnWZJCBY4_-Wb3S61SOIjl4wwnocwSnJCTTvG9CH1burl6Tbj1nA,,&typo=1" \t "_blank) )**

1. **Member Updates—summary, updates and concerns (Discussion)**
   1. Anderson Valley - ESL 503 summer class went well. FALL ESL 507 and BSK has started with the mail focus on getting students comfortable with CANVAS and getting materials for the class. No students are coming in but teachers are available as needed with support. Enrollments seem to be doing well.
   2. Ft. Bragg USD – HSD teacher is also going to be teaching 7th grade as well.
   3. Kelseyville USD -
   4. Lake COE – New HiSET test proctor hired for the jail facility. The Fall CNA program has started. MA program has 14 students and is still in person learning. Home Health Aid program has been approved by the California Dept of Health. Loir will be the voting member.
   5. Mendocino COE – Currently recruiting for Dental and Medical Assistant courses.
   6. Mendocino College (ESL, Centers, HEP/HSE ) – Basic Skills enrollments are doing well. Tutors have been helping students with registration and learning CANVAS. Only five seats are open during the testing sessions. Two students from HEP have graduated and one from HSE has graduated.
   7. Round Valley – Flyers will be sent out to the community this weekend. Currently enrolling students. The Round Valley classroom is open for any students. The internet service is an issue in Round Valley. The building where the classroom is housed has been bought by the Round Valley Indian Tribes.
   8. Ukiah USD – HSD program packet work is working best with office hours for teachers available. Returning students have been coming back and hopeful more will come. Jail program has no teacher contact unfortunately. Sept 1 will start PearsonVue testing will start back up. ESL literacy class is also packet independent study with office hours. Nursing program is starting next week with distance learning protocols. Clinical will start today. Tuition relief was provided by the COVID money. Sharrae gave an update from UVAH. The kindle fires are being set up. Student will be working up to 6 hours of remote teaching will be starting in Sept.
   9. Upper Lake USD – in the process of
   10. Willits USD – Stopped using ASAP and now doing directly into TE. Now doing one core curriculum packets for 1 credit per packet.
2. **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.*

Clint Maxwell shared K12 Strong Workforce Emily Morgan will be a liaison between K12 and Mendocino College.

1. **Next Meeting Date and Time (Action)**
   1. September 11, 10-12 pm. via Zoom
2. **Adjournment**

Motion to adjourn at 12:33 with the change of the meeting time from 10:00am-12:30pm made by Christy Smith/Beth Hampson - Approved

Discussion: Beth would like to have the updates shared at the beginning of the meeting. Christy reminded agencies that October and November meetings will be from 10:00 am – 1:00 pm due to all agencies will be sharing their program reviews.

Appendix A

