

**Meeting—Zoom Meeting**

**Mendocino College**

1000 Hensley Creek Rd.

Ukiah CA 95482

**Zoom meeting** <https://cccconfer.zoom.us/j/7372469362>

**January 14, 2021 10-1pm**

**MINUTES**

Attendees: Christy Smith, Lori LaBrie, Jeff Ritchley, Anali Caraballo, Noor Dawood, Pam Jensen, Maggie Von Vogt, Jeff Sturr, Monica Gowan, Dave Gengoux, Joe Del Prete, Lauren Simmonds, Amanda Xu, Tami Mee, Jackeline Orozco, Christopher Perry, Lynn Thomasson, Monica Whipple, Euline Olinger

1. **Call to Order** **Start time: 10:04am** **(Action)**
2. **Roll Call of Voting Members** **(Action)**  
Christy Smith (UUSD), Lori LaBrie (LCOE), Noor Dawood (AVUSD), Jeff Ritchley (WUSD), Jeff Sturr (ULUSD), Amanda Xu (MC), Joe Del Prete (KVUSD), **Tami Mee (MCOE)**, Monica Gowan (RVUSD) – absent Coni Belli (FBUSD)
3. **Changes/ Modifications to the Agenda** **(Discussion/Action)**
4. **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. ( In Favor/Oppose/Abstain/Absent)*
  - Approval of December 11<sup>th</sup> Minutes
  - Motion to approve the December 11, 2020 minutes made by Joe Del Prete/ Christy Smith – Approved (9,0,0,1)
5. **Overview of next 6 months** **(Discussion)**  
ML ACE will review deadlines and upcoming events for the next 6 months. See Appendix A
6. **One-time Proposal Request ( One time funds remaining 1/21: \$20,100)** **(Discussion/Action)**  
The consortium will review, discuss and approve one-time proposal requests from consortium members.
  - a. **Ukiah Unified request for 4 Staff hourly rate to attend Professional Development--\$ 3399.78**  
Motion to approve \$3,399.78 to UUSD for professional development made by Joe Del Prete / Tami Mee (8,0,1,1) Approved
  - b. **Anderson Valley request for 3 staff to attend Professional development--\$1216.91**  
Motion to approve \$1,216.91 to AVUSD for professional development made by Joe Del Prete / Christy Smith (8,0,1,1) Approved
  - c. **Mendocino County of Education request for adult credential training fees for DA and Phlebotomy instructors--\$7,420**  
Motion to approve \$7,420 to MCOE for DA and Phlebotomy credential training made by Joe Dell Prete / Jeff Sturr (8,0,1,1) Approved
7. **Member Updates—summary, updates and concerns** **(Discussion)**  
Consortium members will share any current updates, summary and concerns regarding their programs.
  - a. Anderson Valley – Classes’ will start later this month and beginning of Feb. Uncertainty on how classes at the school district classes will be ran as the semester begins.
  - b. Fort Bragg Unified – Anali Caraballo is the new outreach and support specialist for Ft. Bragg. Welcome Anali!
  - c. Kelseyville Unified – Regular operations except for wearing masks. Six new students with four more potential.
  - d. Lake County of Education – CNA and MA programs are running smoothly. Students have questions about where they will receive COVID vaccines. Beth should be back around Feb. 7<sup>th</sup> 2021.
  - e. Mendocino County of Education – The classes have started this month. The fall cohort was divided into groups to adhere to safety protocols with limited space in the classroom. The Dental Assistant only has six students this year. Challenges with exposure to COVID has interrupted the class attendance.
  - f. Mendocino College (Centers, HSE/HEP) – Vaccinations may be done soon. Scheduling for summer and fall are being discussed and planned. Additional funding will be given to Mendocino College.

- g. Round Valley – Online issues still have not been resolved. Students are coming to Monica G. for help registering. The dynamic forms has been working very well. (special admit forms for dual enrollment—high school students signatures and other required signatures are now obtained electronically through Dynamic forms)
- h. Ukiah Unified – CNA as a pre-requisite to application was removed from the LVN application process at UAS. UVAH- Accreditation process was held in December. The exit interview went well and possibly being granted at a 3-year accreditation. At the end of December, an outbreak at one of the buildings, these employees will return to work later this month. Job openings for people to disinfect work areas.
- i. Upper Lake Unified – Not much has changed. Students can still come into the office. About 12 students actively enrolled.
- j. Willits Unified – Two new enrollees this week.

**8. Director’s Update**

**(Discussion)**

- a. Euline shared updates on Community Pro Suite Community Catalog and asked members to look into their own schools information for changes or updates. Euline showed a Summary Report form Community Pro Suite that disaggregated student enrollment according to CAEP programs offered by consortium:

CAEP Programs	No. students Enrolled 7/1/19-12/31/20 (Students may be enrolled in multiple programs)
ABE/ASE	16/80
AWD	101
ESL	222
Citizenship	38
CTE	97
HSE	20

- b. Euline shared aggregated data on instructional hours and expenses by programs reported in NOVA in 2019/2020.
- c. Euline shared information from the CARES ACT Funds as it pertains to using funds for Adult Education Programs.
- d. Other additional pertinent information to members and partners – members filled out the Racial Equity Survey

**9. Whole Group Discussion on the ML ACE Operational Principles and Behaviors**

**(Discussion/Action)**

Consortium members and partners discussed the ML ACE operational principles and created actions and behaviors that align with these principles.

**10. Public Comments/ Correspondents --via Zoom**

**(Discussion)**

*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.*

**11. Adjournment First motion Christy Smith/Seconded Monica Gowan/Approve:**

**Time:12:49**

**(Action)**

**b. Reminders:**

- i. **Meeting Date and Time** February 11, 2021
- ii. **ML ACE Operational Principles and Behaviors—Continue Group Work in February 2021**

Appendix A

<p><b>January 2021</b></p> <p><b>*Jan 14<sup>th</sup>—MLACE Meeting</b></p> <p><b>One time Proposal</b></p> <ul style="list-style-type: none"> <li>• <b>ML ACE Operational Principle work</b></li> <li>• <b>One-time proposal</b></li> </ul> <p><b>Jan 31: Student Data due in TE(Q2)</b></p>	<p><b>February 2021</b></p> <p><b>*Feb 11<sup>th</sup>—ML ACE Meeting</b></p> <ul style="list-style-type: none"> <li>• <b>ML ACE Operational Principle work</b></li> </ul> <p><b>Feb 28:</b> Preliminary allocations for 2021-22 and 2022-23 released by this date.</p> <p>Feb 1-28- Motivation and Persistence Online Course</p> <p><b>Note: Meeting is on a Thursday</b></p>	<p><b>March 2021</b></p> <p><b>March 12— MLACE Meeting</b></p> <p><b>Mar 1:</b> 18/19 and 19/20 and 20/21 Member Expense Report due in NOVA (Q2)</p> <p><b>Mar 1:</b> Close out of 18/19 Member Funds due in NOVA</p> <p><b>Mar 31:</b> 18/19 and 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q2)</p> <p><b>Mar 31:</b> Close out of 18/19 funds in NOVA certified by Consortia in NOVA</p> <p><b>Mar 31:</b> End of Q3</p>
<p><b>April 9 2021</b></p> <p><b>April 9— ML ACE Meeting</b></p> <p><b>One-time Proposal</b></p> <p><b>Apr 30: Student Data due in TE(Q3)</b></p>	<p><b>May 2021</b></p> <p><b>May 14<sup>th</sup>—ML ACE Meeting</b></p> <p>CFADs for 2021-2022 Due in NOVA</p>	<p><b>June 2021</b></p> <p><b>June 11<sup>th</sup>—MLACE Meeting</b></p> <p><b>Jun 1:</b> 19/20 and 20/21 Member Expense Report due in NOVA (Q3)</p> <p><b>Jun 30:</b> 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q3)</p> <p><b>Jun 30:</b> End of Q4</p>