

**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/7372469362>

February 11, 2021 10-1pm

Attendees: Euline Olinger, Christy Smith, Jeff Sturr, Jeff Ritchley, Amilamia Zenteno, Amanda Xu, Beth Hampson, Dave Gengoux, Joe Atherton, Joe Del Prete, Kimberly Mather, Margaret Von Vogt, Noor Dawood, Pam Jensen, Monica Whipple, Jackeline Orozco, Christopher Perry.

AGENDA

- 1. Call to Order** **Start time: 10:03am** **(Action)**
- 2. Roll Call of Voting Members** **(Action)**
Christy Smith (UUSD), Beth Hampson (LCOE), Noor Dawood (AVUSD), Amanda Xu (MC). Jeff Ritchley (WUSD), Jeff Sturr (ULUSD), Monica Gowan (RVUSD), Joe Del Prete (KUSD) ABSENT: Tami Mee (MCOE), Coni Belli (FBUSD)
- 3. Changes/ Modifications to the Agenda** **(Discussion/Action)**
Motion to accept agenda with no changes or modifications made by Christy Smith/Joe Del Prete – Approved (8,0,0,2)
- 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.
 - Approval of January 14th Minutes
 - Motion to approve January 14, 2021 minutes made by Joe Del Prete/ Christy Smith – Approved (8,0,0,2)
- 5. Overview of next 6 months** **(Discussion)**
ML ACE reviewed deadlines and upcoming events for the next 6 months. See Appendix A.
Christy reminded consortium that the college is closed on Fridays in the summer. The July meeting will be moved to July 12, 2021.
Amanda Xu let the consortium know that August 13th is an in-service day for the Mendocino College. The August meeting will be moved to August 20, 2021.
- 6. Consortium Approval of Anatomage Table Transfer from LCOE to Ukiah Adult School** **(Discussion/Action)**
 - a. Consortium was notified that LCOE would like to transfer the capital equipment to Ukiah Adult School per ML ACE Policy on Returning Capital Equipment, which was approved July 2020. The consortium will discuss and vote on this transfer.
Motion to approve the transfer of the Anatomage Table from Lake County Office of Education to Ukiah Adult School made by Joe Del Prete/Noor Dawood – Approved (6,0,2,2)
- 7. Member Updates—summary, updates and concerns** **(Discussion)**
Consortium members will share any current updates, summary and concerns regarding their programs.
 - a. Anderson Valley – The numbers have gone up. Getting the technology for more students has been difficult but the college and district have been helping. The staff has been very busy helping students get set up for the classes. Ami has created and in the process of making tutorial videos to help students with their hot spot, setting up CANVAS and connecting to Zoom tutorials. Coming soon will be tutorials on how to use CANVAS and ZOOM from their personal phones. These tutorial videos are in Spanish and on YouTube.
 - b. Fort Bragg Unified—no report (agency member absent)
 - c. Kelseyville Unified – Four more graduates since last meeting.
 - d. Lake County of Education – HiSET in the jail is still at a halt due to the County Jail not allowing people in. CNA program teacher resigned last Friday, LCOE is now looking for an instructor. LCOE is aiming to start the CNA

cohort in early March hopefully. Home Health Aide program has a few students interested. Beth will be working on recruiting more students.

- e. Mendocino County of Education—no report at this time (agency member absent)
- f. Mendocino College (Centers, HSE/HEP) – Jackie updated HEP 16 graduates from HEP and 6 from HSE. Students are in small groups. Jackie will be sending out the new HiSET schedule next week to everyone. – Amanda shared that the Ukiah campus will be a 20-50% back to on ground instruction on campus in the fall. The centers are hoping to offer the same amount of classes but with a lower class size per health guidelines. The Lake and Coast may be offering anatomy and physiology in the future. Christy will send Amanda the details of her classroom restraints.
- g. Round Valley – Monica G. shared the classroom is only open by appt. COVID outbreak has gone up again. Monica G. works with students by appointments and she helps students register for classes. A bilingual tutor from the learning center was hired to assist students in Covelo.
- h. Ukiah Unified – 14 graduates so far this year. When k-12 opens up again in the hope that more parents will be coming back to school themselves. Anderson Valley is working with UAS to help students work independently to get their high school diploma. The county jail has hired a new Inmate Service Coordinator, Kate Feign. COVID has prevented teacher to student physical contact. The ESL classes are going good. Dessa West will be retiring at the end of the summer. The position of Student Success Coordinator and High School Diploma Night Teacher will be vacant soon. Dave shared that the GED numbers have been stable. The Citizenship class has also been stable as well. Pam shared three people have gotten jobs since the beginning of the year. Five staff members are on quarantine. A water pipe broke over the weekend at their site. New flooring and walls are going to be going in soon. The board is working on their 3-year plan.
- i. Upper Lake Unified – Jeff Sturr shared they have two (2) new enrollees, two that are almost ready to graduate. They hope to grow the program and hire another teacher.
- j. Willits- Jeff Ritchley shared the enrollment has been going up. Power was out in Brooktrails for eight days. Night class is doing fine and everything is still rolling.

8. Public Comments/ Correspondents --via Zoom

(Discussion)

MLACE welcomes public input. This agenda item is limited to matters that are under the jurisdiction of the MLACE 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.

Euline has met community partners at different meetings. Kimberly Mather share that DOR in Lake and Mendocino Counties helps people with disabilities get job training and help students find jobs.

9. Director's Update

(Discussion)

- a. Euline shared updates on Community Pro Suite Community Catalog. Cal Jobs data has been ingested in our Community Pro Suite. A training will be held March 12th 2021 after a short MLACE Monthly meeting. Beth Hampson would like to know what the emphasis of this training would be, and get a checklist from Beth before the training. Euline shared that new community partners that have never been trained will get the basics. There are updates that CPS has shared and needs to share with us.
- b. Euline shared data from TE Data Integrity Report (Quarterly). Euline and Christy shared the formulas for performance rate and persistence rate; they shared the CAEP Outcomes, summary for the consortium. See Attached Documents (CAEP Manager's Summary).
- c. Euline shared information Adult Education Programs Update. Euline shared the Governor's Proposed Budget for 2021-22, which is an increase of 1.49999% from last fiscal year.
- d. The state is giving us more guidelines on member effectiveness reminders. A written document on our consortium governance. MLACE has been using the program review for three years and that should be good for the state. CAEP Expenditure Requirements to close out 18/19 funds, members should submit their Quarter 2 Expenses in NOVA and then submit certification that 18/19 funds were expended. See guidelines shared in February 2021 Power point.

e. Resources for Incarcerated Students: Pathways from high school diploma to Post-Secondary. Click link to see Document on shared Google Drive: [The Possibility Resport: from Prison to College Degrees in California](#)

- 10. Whole Group Discussion on the ML ACE Operational Principles and Behaviors** (Discussion/Action)
 Consortium members and partners read and discussed the ML ACE operational principles. They created actions and behaviors that align with these principles. A shared Google document [ML ACE Operational Principle Discussion Group Work.docx](#) all the information is documented.

- 11. Adjournment** Motion to adjourn made my Christy Smith / Beth Hampson – Approved (6,0,0,2)
 Time: 12:55 (Action)

b. Reminders:

- i. Meeting Date and Time March 12, 2021
- ii. ML ACE Operational Principles and Behaviors—Continue and Draft for Review

Appendix A:

<p>February 2021</p> <p>*Feb 11th—ML ACE Meeting</p> <ul style="list-style-type: none"> ML ACE Operational Principle work <p>Feb 28: Preliminary allocations for 2021-22 and 2022-23 released by this date.</p> <p>Feb 1-28- Motivation and Persistence Online Course</p> <p>Note: Meeting is on a Thursday</p>	<p>March 2021</p> <p>March 12— ML ACE Meeting</p> <p>Mar 1: 18/19 and 19/20 and 20/21 Member Expense Report due in NOVA (Q2)</p> <p>Mar 1: Close out of 18/19 Member Funds due in NOVA</p> <p>Mar 31: 18/19 and 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q2)</p> <p>Mar 31: Close out of 18/19 funds in NOVA certified by Consortia in NOVA</p> <p>Community Pro Suite Training after regular Meeting</p>	<p>April 9 2021</p> <p>April 9— ML ACE Meeting</p> <p>One-time Proposal</p> <p>Apr 30: Student Data due in TE(Q3)</p> <p>CFAD Consortium Approval</p>
<p>May 2021</p> <p>May 14th—ML ACE Meeting</p> <p>May 2nd CFADs for 2021-2022 Due in NOVA</p>	<p>June 2021</p> <p>June 11th-ML ACE Meeting</p> <p>Jun 1: 19/20 and 20/21 Member Expense Report due in NOVA (Q3)</p> <p>Jun 30: 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q3)</p> <p>Jun 30: End of Q4</p>	<p>July 2021</p> <p>July 12th—ML ACE Meeting</p> <ul style="list-style-type: none"> One time Proposal Annual Plan Approval <p>August 2021</p> <p>20th—ML ACE Meeting</p> <p>Aug 1— Student Data in TE due (Q4)</p> <p>Aug 15—Annual Plan 2021-22 due in NOVA</p>