

## Mendocino/Lake Adult and Career Education

### (ML ACE) Meeting

#### Mendocino College

1000 Hensley Creek Rd.

Ukiah CA 95482

ML ACE Admin Office Rm 6650

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

**February 11, 2022, 10 a.m. - 1:00 p.m.**

### MINUTES

1. Call to Order Start time: 10:02 am (Action)

2. Roll Call of Voting Members (Action)

Willits: Marian Lohne (voting member); Upper Lake: Jeff Sturr (voting member); Ukiah Unified School District (UUSD): Christy Smith (voting member), UUSD: Dave Gengoux, UUSD: Kathy Kiely, UUSD: Dorian Tanaka; Mendocino College (MC): Amanda Xu (voting member), Sarah Walsh (ESL), Jackie Orozco (MC HEP); Mendocino County Office of Education (MCOE): Tami Mee (voting member); Leggett Valley: Jeff Ritchley (voting member); Lake County Office of Education: Beth Hampson (voting member); Kelseyville: Joe DelPrete (voting member); Fort Bragg: Anali Caraballo (voting member); Anderson Valley: Maggie Von Vogt (voting member); Round Valley: absentee (voting member);

Absent Voting Members: Round Valley

#### Guests/Community Partners:

Kate Feigin, Mendocino County Jail, Restorative Justice Program Manager, [feigink@mendocinocounty.org](mailto:feigink@mendocinocounty.org)

Brian Hooker, Lake County Probation Adult Unit, [meredith.noyer@lakecountyca.gov](mailto:meredith.noyer@lakecountyca.gov),

Dru Bagwell, Adventist Health, Sr. Workforce Planning Analyst, [bagweld@ah.org](mailto:bagweld@ah.org)

Lindsey Patton, Director COPE Health Solutions (Adventist Health Partner)

[lindsey.patton@copehealthsolutions.com](mailto:lindsey.patton@copehealthsolutions.com)

Kristina Lamb, COPE Health Solutions, Program Manager, [klamb@copehealthsolutions.com](mailto:klamb@copehealthsolutions.com)

Lisa Weiler, Pinoleville Vocational Rehabilitation, Director,

TeMashio Anderson, Robinson Rancheria Environmental Director, Scotts Valley Band of Pomo Indians,

[dinepomo@gmail.com](mailto:dinepomo@gmail.com)

Suzanne Hewitt, Mendocino College Director of Nursing, Assistant Dean of Health Careers,

[shewitt@mendocino.edu](mailto:shewitt@mendocino.edu)

3. Changes/Modifications to the Agenda (Discussion/Action)

- Modification:

- None

- Approval of Agenda

- First: Jeff Ritchley/Second: Joe DelPrete ayes:10, nays:0, abstain:0, absent:1 (Round Valley)

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 21, 2022 Minutes –

- First: Jeff Ritchley/Second: Joe DelPrete ; ayes:10, nays:0, abstain:0, absent:1 (Round Valley)

## 5. Overview of next 6 months

(Discussion)

- Euline reviewed the deadlines and upcoming events for the next 6 months. (see appendix A)
  - March 31 – end of 3<sup>rd</sup> quarter; student data is due in TE
  - Next meetings – March 11, April 22, May 13 & June 10
    - March – training with CommunityPro Suite
    - April – Nova Certification and assurances review

## 6. Guest Speaker: Anastasia Simpson-Logg

(Discussion)

- Anastasia shared an update on Dual enrollment and special admit form for adult education students
  - SB554 Senate Bill - Helping Adult Ed dual enrollment
    - [https://leginfo.ca.gov/faces/billTextClient.xhtml?bill\\_id=201920200SB554](https://leginfo.ca.gov/faces/billTextClient.xhtml?bill_id=201920200SB554)
  - Mendocino College implementation of adult education is similar to High School dual enrollment
    - Fill out a special admission adult education application
      - Students do not begin clock in CA Promise/First Year until they transition to 1<sup>st</sup> time college student
      - Students may take up to 11 units (per semester) if concurrently enrolled in an adult ed program at adult schools
      - Meet with a counselor
      - College fees are waived
      - Required to meet residency for eligibility requirements
      - Material fees are student responsibility
      - \$17 max semester fee also student responsibility
      - Form is filled out every semester
      - Link to special admissions form:
        - <https://documentcloud.adobe.com/link/review?uri=urn:aaid:scds:US:60f66ea5-0da0-431e-8f52-4980a8524aea> (see appendix B)

## 7. 3 Year Strategic Planning Session #3

(Discussion)

- The Strategic Planning team reviewed previous sessions and facilitated discussions on SMART goal and objective writing as part of the collaborative strategic planning process.
  - Euline reviewed the timeline for the Strategic Planning:
    - Late August - Updated Guidance, template given to the consortia
    - September-October—CAEP webinars on Assessment, Processes of Planning
    - November-December—Strategic Planning Workgroup and pre-planning meetings; Consortium and Member Assessment of Needs
    - January—Continue Strategic Planning Workgroup
    - End of February—Strategic Planning workgroup; template in NOVA after Preliminary allocation
    - March—Completion of Sections in the Template
    - April—First draft submitted to the consortium
    - May—Final Draft submitted to the consortium
    - June 20, 2022—deadline Submit and Approve by consortium members
  - Kathy - Review what we have done so far

- Began in December with reviewing the objectives in our 2018-2021 Strategic Plan. We also looked at data specific to our Consortium as it related to enrollments, completions, barriers, and transitions.
  - LINK to documents used during this presentation:
    - Jamboard:  
[https://jamboard.google.com/d/1LiS32tI2bIZALk8A7\\_3s7J8Y1L3NEV52-nRE4UOb27M/edit?usp=sharing](https://jamboard.google.com/d/1LiS32tI2bIZALk8A7_3s7J8Y1L3NEV52-nRE4UOb27M/edit?usp=sharing)
    - Self-Assessment Tool:  
<https://documentcloud.adobe.com/link/review?uri=urn:aaid:scds:US:c466c8e7-c542-4985-b8d6-fbf4810cb74c>
    - 2021 CAEP Fact Sheet:  
<https://caladulthood.org/2021factsheets>
  - In January we reviewed our Consortium Program Quality Self-Assessment tool, the CAEP online Fact Sheets which included regional demographics and labor market indicator data.
  - In both of our previous sessions, we gathered information from our members and guests to help inform the strategic planning workgroup as they move forward with developing the plan itself.
- Christy - What to expect from today's collaboration
  - Smart goal definition
    - Specific: Who, what, how, when, where, why
    - Measurable: How will we know when it is accomplished?
    - Attainable: Is it realistic? What would we need to make it realistic?
    - Relevant: How does it fit into our goals and objectives?
    - Time bound: When will we achieve this goal?
  - Smart goal example using objectives 5 from our 2018-2021 Strategic Plan
    - *Complete pathway maps in the priority industry areas.*
      - Medical Pathway booklet completed in 19/20
        - Construction and business pathway maps booklets are in process
        - SMART GOAL DRAFT: By 2025, create and publish pathway maps (in booklet form) in (the LMI data-identified areas in the priority industry areas of) construction and business as tools for student academic guidance and planning. Ukiah Adult School Continuous Improvement Plan 2021: By June 2022, our school persistence rate will improve by 5% overall with gains in the high school diploma and English as a Second Language programs.
  - Breakout Rooms
    - The goal is to gather ideas and input around the development of Strategic Plan objectives.
      - Each group had specific objectives to consider:
        - Collaborate and provide input on revisions, deletions, additions for the Workgroup to use in developing the 2022-2025 Strategic Plan SMART goals as we looked at each objective
- Share Out
  - Breakout room 1 - Maggie -
    - Objective 1 identify develop and expand offerings of non-credit Mendocino College curriculum in the priority pathways
    - Objective 3 implement strategies that improve the sustainability of our health care programs
      - Important to prepare and support ESL students

- Breakout room 2 - Christy
  - Objective 2 Improve enrolment in existing programs based on community needs data
    - This goal should be kept; maybe revised
  - Objective 7 Improve student retention rates from enrollment to completion of education goals
- Breakout room 3 - Kathy
  - Objective 4 improve the ease with which our students connect to outside support agency services
- Breakout room 4 - Euline
  - Objective 8 Equitably fill program gaps throughout the consortium

**8. Member Update—concerns, issues, information sharing (if appropriate) (Discussion)**

- Anderson Valley -
- Fort Bragg Unified – Anali - For Fort Bragg Coastal Adult School has 10 new enrolled students (ESL and Citizenship) and from the Coast Center we have 8 students (HEP and ESL)
- Kelseyville Unified -
- Lake County of Education – Beth: CTE Beth registration is open for Fall session QR Codes on flyers -recruiting through Facebook, going to multiple events
- Leggett Valley –
- Mendocino County of Education – CTE - Tami begin Fall registration in May for cohort Medical Assistant and Dental Assistant, expecting to have the full 20 student cohort: Second cohort for phlebotomy and Dental Assistant
- Mendocino College (Centers, HSE/HEP) – Amanda: planning for fall/summer courses; Fiesta Day
- Round Valley -
- Ukiah Adult School – Christi: Attended a CAEIA Conference; Data due date changing in TE for next school year... changing to July 15 starting this year for year-end; COLA 5.33%; committed to keeping Adult ED matched; positive revenue message; funding model is being looked at - Information session starts Wed; Dave Feb 28 starts next citizenship class.
- Upper Lake Unified -
- Willits Unified -

**9. Public Comments/ Correspondence --via Zoom (Discussion)**

*MLACE (Mendocino Lake Adult & Career Education) 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.*

- **Public comments received from:**
  - Adventist Health - Kristina Lamb shared a power point with information on their COPE Health Scholar, Medical Assistant and Junior Health Scholar programs
    - Health Scholars must go through and Program Enrollment Process, Shadow program & health screening
      - Provide 3-, 9- & 15-month programs
      - scholarships available
    - Medical Assistant Program: students graduate and can take the licensure exam
    - Junior Health Scholar program is for High school students
    - Point of contact Kristina Lamb  
Program Manager

**10. Adjournment      Time: 12:37 pm**

**(Action)**

- **First motion/Seconded/Approved**

- Christy/Maggie ayes:10, nays:0, abstain:0, absent:1 (Round Valley)

**A. Reminders:**

**a. Meeting Date and Time: March 11, 2022, at 10 am-1:00 pm**

- i. 3-year Strategic Planning Workgroup (if needed)
- ii. Data Integrity Report (DIR) Review Workgroup-break into program areas for DIR review