

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>

January 21, 2022 10 a.m. - 1:00 p.m.

MINUTES

1. Call to Order Start time: 10:03 am (Action)
2. Roll Call of Voting Members (Action)
Anderson Valley: Maggie Von Vogt (voting member); Fort Bragg: Anali Caraballo (voting member); Kelseyville: Joe DelPrete (voting member); Leggett Valley: Jeff Ritchley (voting member); Lake County Office of Education: Beth Hampson (voting member); Mendocino County Office of Education (MCOE): Tami Mee (voting member); Mendocino College (MC): Amanda Xu (voting member), Sarah Walsh (ESL), Jackie Orozco (MC HEP); Ukiah Unified School District (UUSD): Christy Smith (voting member), UUSD: Dave Gengoux, UUSD: Kathy Kiely; Willits: Marian Lohne (voting member); Upper Lake: Jeff Sturr absent (voting member); Round Valley: absentee (voting member);

Absent Voting Members: Round Valley, Upper Lake

Guests/Community Partners:

Meredith Noyer, Lake County Probation Adult Unit, meredith.noyer@lakecountyca.gov,

Sita Williams, Workforce Alliance, swilliams@workforcealliancencorthbay.org,

Tamashio Anderson, Robinson Rancheria Environmental Director, Scotts Valley Band of Pomo Indians, dinepomo@gmail.com

Suzanne Hewitt, Mendocino College Director of Nursing, Assistant Dean of Health Careers, shewitt@mendocino.edu

3. Changes/Modifications to the Agenda (Discussion/Action)
 - Modification:
 - One-time proposals (7a) – MC-ESL textbooks total requested **revised** from \$8400 to **\$8182**
 - Approval of Agenda with modifications
 - First: Christy/Second: Beth ayes:9, nays:0, abstain:0, absent:2 (Round Valley, Upper Lake)
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 December 10, 2021 Minutes –
 - First: Joe DelPrete/Second: Beth ayes:9, nays:0, abstain:0, absent:2 (Round Valley, Upper Lake)
5. Overview of next 6 months (Discussion)
 - Euline reviewed the deadlines and upcoming events for the next 6 months. (see appendix A)
 - January - student data is due in TE on 01/31/22 for the second quarter
 - Next meetings – February 11, March 11 and April 22, May 13 & June 10
 - April's meeting is moved to the third Friday due to the college's Spring Break
 - Google invite – you may have received email messages with updates

6. 3 Year Strategic Planning Workgroup Discussion

(Discussion)

Session Facilitated by Christy Smith & Euline Olinger

LINK to documents used during this presentation:

- Jamboard: 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>
- Second face of our three part strategic planning process
 - Review of the 3-Year-Strategic Planning timeline
 - In late August consortia received guidance and template from CAEP
 - In September – October – agency members completed the self-assessment tool
 - November, December, January & February – Strategic Planning Workgroups
 - March – Completion of Sections in the Template
 - April – First draft to be submitted to the consortium
 - May – Final draft to be submitted to the consortium
 - June 20, 2022 – Deadline to submit and approve by consortium members
 - December 2021 plan review
 - We reviewed the Jamboard
 - Strategic planning Jamboard link https://jamboard.google.com/d/1LiS32tI2bIZAlk8A7_3s7J8Y1L3NEV52-nRE4UOb27M/edit?usp=sharing
 - We are encouraged to go into the Jamboard and add a post-it
 - Remember to use the Parking Lot for questions, concerns, issues, even things which don't pertain to the strategic plan; everything here will be addressed at a later time
 - We reviewed the last session
 - ML-ACE mission statement; identified key words which represent the consortium and the consortiums work (Jam #9)
 - Summary of objectives from 2018-2021 Strategic Plan
 - Data reviewed - Jamboard (Jam #10, 11 & 12) input reorganized and put into groupings
 - Data regarding: enrollment, completions & barriers
 - Consortium Program Quality Self-Assessment tool
 - Developed by CAEP Member effectiveness field team
 - Created to help consortia evaluate their effectiveness in the 5 key indicators:
 - Capacity, Connection Entry, Progress and Completion/Transition
 - MLACE 9 member agencies participated total of 11 responses
 - Link to this document: <https://documentcloud.adobe.com/link/review?uri=urn:aaid:scds:US:c466c8e7-c542-4985-b8d6-fbf4810cb74c>

- This is a state live interactive web dashboard
 - Go to the link (provided above)
 - Click under “Select a Consortium”
 - Filter by consortia (we are “Mendocino-Lake CCD”)
 - Always check filter because every time you go out of this page it defaults back to the state level
 - 4 tabs
 - Population Demographics
 - Population-Adult Education Comparison
 - Adult Education Transitions
 - Labor Market Information
 - Population Demographics - At a glance
 - 16+
 - Adults with disabilities
 - Then the data is broken down into:
 - Age, gender race/ethnicity/English language ability/educational attainment
 - Can be drilled down deeper by going into next tab
 - Population-Adult Education Comparison
 - Select consortium
 - Left side is total population by demographic
 - Right side you can drill down by using the dropdown box in Demographic group
 - One year data comparison our data vs the range of dates from the survey
 - Additional notice and wonder - Reviewed the data discussed topics and wrote post-its on the Population Demographics & Comparison Data Jamboard
 - Transition Data
 - Activity we did last month
 - Check out the Jamboard on Transition (Jamboard #6)
 - Select consortium
 - Notice that the Adult Ed Pipeline Categorized three types of transition:
 - Transition to Post-Secondary
 - Transition to CTE
 - Transition to College credit courses
 - Looking at transition to postsecondary , transition to CTE and transition to non-development credit college course
 - Additional notice and wonder - Reviewed the data discussed topics and wrote post-its on the Population Demographics & Comparison Data Jamboard
 - Labor Market Information (LMI Data)

- Data Drill Down:
 - Filters by Macro Region “North far North”, Micro Region “Northern Coastal”, County “Mendocino County” or “Lake County”
 - Filter by job characteristics: entry level education, work experience and on the job training
- Data points (or sets)
 - Unemployment Rate (upper right-hand corner of the page)
 - 10 top industry sectors
 - 10 fastest growing occupations
 - 10 fastest growing occupations with estimated projection in 2020-2025 plus median hourly earnings and cost of living adjusted earnings
 - Filter to check the data by:
 - Filter by location:
 - Uncheck all
 - Macro Region = North Far North
 - Micro Region = Northern Coastal
 - County (type the county you want to search for Mendocino or Lake)
 - Filter by Job Characteristic
 - Uncheck all
 - Typical entry Level Education = Check the first 3
 - Typical Work Experience Required = Check none and less than 5
 - Typical on the job training = None & Short term and moderate
- Labor Market Data Key Terms
 - Industry
 - A group of establishments that produce similar products or provide similar services. For example Health Care
 - Occupation
 - A set of activities or tasks that employees are paid to perform. For example Certified Nursing Assistant
- Data results will be
 - 10 largest industries & 10 fastest growing occupations
 - Consider the following four points when looking at this LMI data
 - Identify local labor, training and educational needs
 - Identify target occupations aligned to learner education and training
 - Identify occupations with living wages

- Identify programming opportunities to meet language, literacy and occupational skills needed to enter a career pathway
- Identify 3 occupations in demand; think how can we provide training/programs for them
- Sita posted the following link in the chat
 - NAICS for Casinos
 - <https://www.naics.com/naics-code-description/?code=713210>

7. One-time proposals Remaining for 21/22: \$14,000

(Discussion/Action)

One-time requests from consortium members and programs served by MLACE. We budget and set aside funds, and vote on them in January, April, July & October. For funds remaining for 21/22; proposals submitted beginning of January:

- a. MC-ESL textbooks Total Requested: \$8400 (\$8182) (see appendix C)
 - Sarah Walsh Mendo College ESL - would support all of our centers and adult schools. The idea of providing text books started of beginning of pandemic; textbook cost have gone up; online bookstore. Hard for our ESL learners to access the online book store. Make sure we have the books available for our students.
 - Jackie Orozco - supports the textbook proposal (as a former ESL student) since this will support ESL learners and makes a big impact on the students.
 - Approval of one-time proposal:
 - First: Joe DelPrete/Second: Maggie ayes:8, nays:0, abstain:1 (Mendocino College), absent:2 (Round Valley, Upper Lake)
- b. Anderson Valley Adult School—Student Mobile Hotspots Total Requested: \$1,575 (see appendix D)
 - Maggie Von Vogt - To cover the monthly Verizon service fee. Offering for ESL & BSK; originally given when Unified School District when remote and the services cut since USD has been back in person.
 - Christy – asked if this is a onetime or ongoing proposal
 - Maggie - not sure yet and is going to continue assessing
 - First: Joe DelPrete/Second: Jeff Ritchley ayes:8, nays:0, abstain:1 (Anderson Valley), absent:2 (Round Valley, Upper Lake)

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

(Discussion)

- Anderson Valley -
- Fort Bragg Unified -
- Kelseyville Unified -
- Lake County of Education – Beth: opening up recruitment for next fall
- Leggett Valley – Jeff - two students and talking about the program with local people
- Mendocino County of Education – Tami: Phlebotomy started, next month is the deadline for the Dental Assistant
- Mendocino College (Centers, HSE/HEP) –
 - Jackie: Manuel Galica new HEP outreach specialist his contact information: Manuel Galicia 707-472-7295. For those who are sending students to HiSET test taking. If the student is attending Mendocino

College, they have to show their vaccination card in order to be on the facilities. Wanted to inform all that High School Equivalency Certificate: is issued by California State of Education; GED & HiSET are brand names

- Amanda: Started semester this week. Covid policy in place; had to drop students not in compliance. Assisting students to register. Mendocino College is working on accepting rapid test provided by a third party.
- Round Valley -
- Ukiah Adult School - Kathy: Dual Enroll struggles. Kathy created own form for dual enrollment and has 5 students doing dual enrollment.
- Upper Lake Unified -
- Willits Unified -

9. Public Comments/ Correspondence --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.

Public comments received from:

- **(Discussion)**

 - Tamashio – Covid has impacted workflow and communication. Continue to work on environmental work and collaboration with the county, our education and making headway with UC Davis with the Blue Ribbon committee.

10. Adjournment Time: 12:44 pm

(Action)

- **First motion/Seconded/Approved**
 - Christy/Joe DelPrete ayes:8, nays:0, abstain:0, absent:3 (Round Valley, Leggett and Mendocino College)

A. Reminders:

- a. **Meeting Date and Time: February 11, 2021 at 10 am-1:00 pm**
 - i. 3-year Strategic Planning Workgroup: