

**Mendocino/Lake Adult and Career Education
(ML ACE) Meeting**

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

August 19 2022 10-12:00 p.m.

Mendocino College

1000 Hensley Creek Rd.

Ukiah CA 95482

ML ACE Admin Office Rm LLRC 4210

AGENDA

1. **Call to Order** **Start time:** (Action)
2. **Roll Call of Voting Members** (Action)
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.

- July 11 2022 Minutes

5. **Overview of next 6 months** (Discussion/Action)

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

6. **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.

A. Presentation–Laura Brooks, Program Director/Director of Strategic Programs and Women's Business Center, 707-391-1226, Laura@westcenter.org

1. [Advising - West BDC \(westcenter.org\)](#)
2. <https://www.westcenter.org/programs/centro-latino-west/>

Public comments received from:

7. **Director's Update –** (Discussion/Action)

Euline will share updates from CAEP and relevant information for the consortium.

A. New consortium member representatives–School Board Approved

- a. Willits–Arora Chavez–Director of Adult Programs
- b. Ukiah–Eric Crawford–Principal Ukiah Adult School
- c. Fort Bragg Current Superintendent: Joe Aldridge
- d. Willits New Superintendent: Mark Beebe

B. Update on van purchase for UVAH--

- a. **Add to ML ACE Policy and Procedure, highlighted in yellow:**

II. Surplus Capital Equipment: Informing Consortium of Surplus Status, and Determining Next Steps

3. The ML-ACE Director will include a discussion of the "surplus" capital equipment in an upcoming ML-ACE meeting, at which time consortium members will determine whether the

item will be 1) given to another consortium member as a "gift in kind," 2) sold to an outside buyer, 3) leased to an outside buyer 4) sold for parts/placed as junk.

C. Consortium survey result: Hybrid monthly meeting and quarterly in person meeting beginning November

D. Annual Plan Summary Draft

- a. Ready to view First draft in NOVA—Please take a look in NOVA
- b. August 29—Final Draft to consortium —Feedback due to Euline on September 8th, 4pm
- c. September 12-14—Final draft due in NOVA —Consortium approval needed in NOVA ASAP

E. Budget and Workplan due in NOVA

- a. The Quarter 4 (20/21, 21/22) member expense reports must be closed out to reflect accurate available funds in the 2022-23 Budget and Workplan.
 - i. Best practice is to complete the Quarter 4 member expense report prior to completing the 2022-23 Budget and Work Plan.
- b. October 30 due in NOVA
- c. November 30 certified by Consortium (Joe Atherton)

8. Member Update—link: [ML ACE Consortium Monthly Member Update](#) (Discussion/Action)

Members will update via shared google sheets and will highlight updates if needed.

- a. Anderson Valley Adult School
- b. Fort Bragg Coastal Adult School
- c. Kelseyville Ed Donaldson Adult Ed Center
- d. Lake County of Education—CTE
- e. Leggett Valley Adult School
- f. Mendocino County of Education-CTE
- g. Mendocino College (Centers, ESL, HSE/HEP)
- h. Ukiah Adult School
- i. Upper Lake Adult Ed Program
- j. Willits—Sanhedrin Adult Ed High School Diploma

9. Adjournment First motion/Seconded/Approve: Time: (Action)

A. Reminders:

- a. Meeting Date and Time: September 16, 2022 at 10 am-12:00 pm (Hybrid: in person and Zoom)