

Mendocino/Lake Adult and Career Education

(ML ACE) Meeting

Mendocino College

1000 Hensley Creek Rd.

Ukiah CA 95482

Rm MH 1060 (Hybrid meeting)

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

November 18, 2022, 10 a.m. - 12:00 p.m.

Consortium Group work lunch: 12-12:30pm

MINUTES

- Call to Order Start time: 10:10 am (Action)
- Roll Call of Voting Members (Action)
Anderson Valley: Maggie Von Vogt(voting member); Fort Bragg: Anali Caraballo (voting member);
Kelseyville: Joe DelPrete (voting member); Lake County Office of Education: Beth Hampson (voting member); Leggett Valley: Jeff Ritchley (voting member); Mendocino College (MC): Amanda Xu (voting member), Mendocino County Office of Education (MCOE): Tami Mee (voting member); Ukiah Unified School District (UUSD): Eric Crawford, (voting member),, Dave Gengoux, Kathy Kiely, UUSD/UVAH:, Babe Delgado; Upper Lake: Jeff Sturr (voting member); Willits: voting member absent; MLACE director: Euline Olinger
- Present in person:
 1. Anali Caraballo
 2. Maggie Von Vogt
 3. Jeff Sturr
 4. Beth Hampson
 5. Joe DelPrete
 6. Tami Mee
 7. Eric Crawford
 8. Suzanne Hewitt
 9. Euline Olinger
 10. Jonica Vice

Absent Voting Members: Willits, Leggett

Guests/Community Partners:

- Frank Cuneo, Director Frank Cuneo, Director, NB TIP, FrankCstr8@gmail.com, (707) 772-9811
- Francesca Seta, COPE Health Solutions, Regional Manager, fseta@copehealthsolutions.com
- Nick Yamamoto, Adult Education Unit, Lake County Probation
- Jonica Vice, Ukiah High School CTE coordinator, jvice@uusd.net

- Changes/Modifications to the Agenda (Discussion/Action)

- **Modification:**

- Motion to approve November 18, 2022 Agenda
- First: Joe Second: Eric; ayes:6, nays:0, abstain:2 (LCOE, AVAS), absent:2 (Willits, Leggett)
- November 18, 2022 Agenda approved; no modifications

- **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.

- Motion to approve October 14, 2022 Minutes –
 - Changes: None
 - First: Joe, Second: Eric; ayes:6, nays:0, abstain:2, absent:2 (Willits, Leggett Valley)
 - October 14, 2022 Minutes approved; no modifications

- **Overview of the next 6 months**

(Discussion)

- Euline listed deadlines and upcoming events for the next 6 months. Joe DelPrete read the chart(See appendix A)
 - Next meetings – Dec. 9, 2022, January 20, 2023, Feb. 10 and Mar. 10, April 14, May 12
 - Program review sheet Part 3 – MC
 - Budget and Work Plan 2023 due in NOVA – November 30, 2022
 - Dec 1: July 1, 2021 to June 30, 2022 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *
 - Dec 1: 20/21, 21/22 & 22/23 Member Expense Report Due in NOVA (Q1)
 - Dec 31: 20/21, 21/22 & 22/23 Member Expense Report certified by Consortia in NOVA (Q1) *End of Q2

- **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:**

- **Nick Yamamoto: Lake County Probation-**
 - Working with probation students and helping them enroll to college
 - Want to partner with as many colleges to transition post-probation students
- Frank Cuneo: Director NB TIP Apprenticeship Readiness Program North Bay Trade Internship Program
 - November 18th declared by Pres Joe Biden as the National Apprenticeship Day
 - Continue to serve students around the North Bay region

- **Annual Program Review Part 2:**

(Discussion/Action)

- **Ukiah Adult School**

- Eric presented his update with a powerpoint:
- [UAS Program Review MLACE Update 11-2022](#) click to see his presentation
 - Summary of programs: challenge of student retention, marketing and retaining the VN program staff with instructors
 - HS and GED: lots of interests, but struggle to get the students persist and complete their programs
 - Will offer new class: Literacy in Spanish for K-12 parent support education
 - UVAH update:
 - Expanding activities offered to AWD clients
 - offering educational opportunities–this coming spring, 4 clients enrolled at Mendocino College for LRS (Learning Skills classes)
 - Another life skills program update: combining Mayacama, Life Services and local church offered their kitchen to have cooking classes together.
 - Ramping up customized and competitive integrated job skills training–looking to partner with local employers and businesses to get paid internship for our clients.
 - Looking to partner with regional centers and Department of Rehabilitation–Work experience program 300 hours and the clients paid by DOR–businesses not obligated to hire them but UVAH personnel is there to give support
 - Fun activities: Halloween parties and film viewing
- **Mendocino County of Education–Tami Mee ([Annual Review Form 2022](#))**
 - MA–offered in the community of 30 years.
 - Set backs during COVID due to restrictions
 - All our programs are operated with the student fees–no funds from MCOE.
 - Strengths: effective coordination of community externship locations, great instructors and community reputation of having “great students and MAs” who are employed around the different local health care facilities/clinics
 - Challenges of marketing, scholarship and financial aid to students (Career Point helps with this)
 - was offered to partner more with Alliance for Rural Health and Clinics which will provide financial assistance to students for their training
 - As with MA, DA struggled to increase enrollment after Covid. We are slowly starting to see increased enrollment numbers. We have a wonderful instructor and students are doing well.
 - Phlebotomy: during 21/22–
 - Most popular program;
 - Strengths: Adequate enrollment, instructors, effective coordination of clinical partners
 - Challenges: Low faculty retention, Marketing, spend the CAEP fundings on books and supplies
 - One-time funding from MLACE on teacher credentialing programs
- **Lake County of Education–Beth Hampson 21/22**
 - **Strengths of Programs:**
 - Instructor is highly effective and popular, with a positive reputation in the community, which helps with recruitment**
 - Even stronger partnership with clinical site, resulting in full scholarships for students and more**
 - **Challenges in 21/22**
 - Student retention and Student enrollment***
 - Low faculty retention, Inadequate personnel ,Lack of space**

Each cohort was approximately ½ enrolled, with a total number of enrolled students of 15, with 30 possible.

- **Steps to resolve Challenges 21/22**

- More early advertising

- Needs assessment if advanced level class needed

- Create and distribute flyers 3 months ahead X Network with other agencies Other: Deepen relationships with healthcare, education, and workforce partners, optimally resulting in increased enrollments and new student scholarships/sponsorships

- **Goals for next year**

- Increase enrollment and retention by 30% each year Other

- Gather longitudinal data on students

- **Summary/notes:**

- Our instructor, in partnership with a strong new C.N.A. RN Program Director, are an excellent instructional team, and students find both success and joy in this program

- Enrollment numbers were not high in 21-22, but it was a building year, and in 22-23 we are reaping the benefits. There is continued work to do around advertising/marketing, retention, and educating students about medical pathways available to them once the program is done.

- Additionally, we need a sustained strategy for gathering and recording longitudinal student data.

- **Member Update—concerns, issues, information sharing (if appropriate)**

(Discussion)

Members update Google sheet shared (Link: [ML ACE Consortium Monthly Member Update](#)) More updates from members below:

- Kelseyville

- 9 graduates so far!

- Question: Anyone dealt with Parchment about getting transcripts?

- UUSD—Citizenship

- The current class started on November 7. We still have room! Interested? Come to class on November 14, Room 1 at Ukiah Adult School, 6:30pm, bring your green card to class. The next citizenship class will start on January 9, 2023.

- High School Diploma—5 graduates so far with 12 on the wings.

- Pearson Vue Testing Center—November testing dates: 1, 8, 15, 29

- VN Program—Graduation/Completion Ceremony—December 20 with 32 graduates!

- **Director’s Update**

(Discussion/Action)

A. Euline shared updates from CAEP and relevant information for the consortium

- **Mendocino College-MLACE hosting CAEP-WestEd Regional Training Conference in January 2023**

- Focus on Adult Education: A Gateway to College and Living Wage Employment using data to inform, explore and create strategies and activities.

- This is a 5 hour/ all day training conference

- open to all members, staff, partners and college personnel

- MLACE meeting January 20th cut back to 1 hour and members encouraged to attend the Conference

- Approval of minutes

- One-time proposals

- **CAEP Summit 2022—Update**

- New Carryover Guidance in January

- Redesigning and Re-imagining and Re-engaging—

- Consortium members share from CAEP Summit 2022

- CAEP Requirements in TE:
 - Employment survey,
 - student data information—check those boxes
 - pre or post test results in TE for EFL gains
- **Adjournment** **Time: 12:01 pm** **(Action)**
 - **Motion to adjourn (First motion/Seconded/Approved)**
 - First: Joe/Second: Tami; ayes:6, nays:0, abstain:0, absent:2 (Willits, Leggett Valley)
 - Meeting adjourned at 12:01 pm.
 - Lunch with the consortium and discussed TE data for each agency
 - Reminders:
 - a. **Meeting Date and Time: Friday, December 9, 2022, 10 am-12: 00 pm**
 - i. Meeting will be hybrid
 - 1. **Annual Program Review Part 3**

Appendix A:

<p>November 2022 November 18—ML ACE Meeting</p> <ul style="list-style-type: none"> • Program Review Part 2—MCOE, LCOE and UUSD • Nov 30: 22/23 Member Program Year Budget and Work Plan certified by Consortia in NOVA * (Extended for 2022) <p>In Person Meeting Lunch + TE Data Review</p>	<p>December 2022 December 9 —Meeting Program Review Part 3—Mendocino College,</p> <p>Dec 1: July 1, 2021 to June 30, 2022 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *</p> <p>Dec 1: 20/21, 21/22 & 22/23 Member Expense Report Due in NOVA (Q1)</p> <p>Dec 31: 20/21, 21/22 & 22/23 Member Expense Report certified by Consortia in NOVA (Q1) *End of Q2</p>	<p>January 2023 January 20-ML ACE Meeting</p> <ul style="list-style-type: none"> • One-time proposal 9-10am • WestEd CAEP Regional Training (10-3pm) @ Ukiah Campus <p>Jan 31: Student Data due in TOPSPro (Q2) Jan 31: Employment and Earnings Follow-up Survey</p> <p>January 13—MC Inservice January 16—MLK Holiday January 17-MC Spring classes begins</p>
<p>February 2023 February 10*—MLACE Meeting In Person Meeting</p> <p>23/24 MLACE Monthly Meeting Calendar Approval</p> <p>Possible Group Work:</p> <ul style="list-style-type: none"> • ESL Group Strategic • ReviewHSD/HSE/Basic Skills Strategic Review • Vision Statement 	<p>March 2023 March 10 2023—ML ACE Meeting</p> <p>Mar 1: 20/21 and 21/22 and 22/23 Member expense report is due in NOVA. (Q2)*</p> <p>Mar 31: 20/21 and 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q2) *</p> <p>Mar 31: End of Q3</p> <p>Possible Group work:</p> <ul style="list-style-type: none"> • CTE—Medical Strategic Review • AWD Review • ML ACE values 	<p>April 2023 April 14 —ML ACE Meeting</p> <ul style="list-style-type: none"> • One-time proposal <p>Apr 30: Student Data due in TOPSPro (Q3)</p> <p>Apr 30: Employment and Earnings Follow-up Survey</p>