

Mendocino/Lake Adult and Career Education**(ML ACE) Meeting**Zoom meeting <https://cccconfer.zoom.us/j/7372469362>

October 13, 2023 from 10-12:00 pm (Members stay after meeting for members only discussion/networking and lunch)

Mendocino College

1000 Hensley Creek Rd.

Ukiah CA 95482

In person location: LLRC 4210 (Second floor, next to the library)

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.

September 22, 2023 Minutes Roll Call vote: Ayes: Nays: Abstain: Absent:

- i. **Anderson Valley**
- ii. **Fort Bragg**
- iii. **Kelseyville**
- iv. **Lakeport**
- v. **Lake County Office of Education**
- vi. **Leggett Valley**
- vii. **Mendocino College**
- viii. **Mendocino County Office of Education**
- ix. **Ukiah**
- x. **Willits**

5. **Overview of next 6 months** **See link: [12 Month MLACE Schedule](#)** **(Discussion/Action)**

ML ACE will highlight certain deadlines and members review 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. Acknowledgement of guests/community partners:**B. Public comments received from:**

7. One-time Request

(Discussion/Action)

Consortium members accept and vote on one-time proposal requests based on rubric.

- a. **HSE Program request for funds for tutors and supplies Cost: \$3000**
- b. **UAS-Eric Crawford request for funds to attend CAEP Summit 2023: \$1690.21**

8. Annual Program Review Part 1–High School Diploma, ESL, Citizenship

(Discussion/Action)

Members review their 22/23 year program(s) highlighting the use of CAEP funds, enrollment growth and activities and short-term goals and vision. Please fill out this form: [Annual Program Review for 22/23 year](#)

- A. **Anderson Valley Adult School- ESL, Parent Education, Basic Skills, Citizenship, etc.**
- B. **Fort Bragg Coastal Adult School–ESL, High School Diploma, ESL/Citizenship**
- C. **Kelseyville Adult Education Center–High School Diploma**
- D. **Lakeport Adult School–High School Diploma**
- E. **Leggett Valley Adult School–High School Diploma**
- F. **Willits–Sanhedrin Adult School–High School Diploma**

9. Member Update

Members present updates, information, successes and concerns to the Consortium. Also, members should fill out the shared google sheet for monthly updates. Click: [2023 Monthly Member Update](#)

- a. **Lake County Office of Education**
- b. **Mendocino College–HSE, ESL, SCT-noncredit**
- c. **Mendocino County Office of Education**
- d. **Ukiah Adult School**

10. Director’s Update

(Discussion/Action)

Director will give updates/information on CAEP, MLACE and/or TE topic .

- 1. **SCT (Sustainable Construction Trade) booklet initial work**
- 2. **Due date in NOVA: Budget and Work Plan moved to October 20**
- 3. **TE data and Follow up Employment and Earnings Survey due October 30th**
- 4. **Community Partners’ Appreciation Luncheon Planning**
- 5. **CAEP Summit 2023 in October 24-26– sessions relevant to the group**

11. Group work

(Discussion/Action)

Consortium members will discuss and create a vision statement and will create list of values.

- A. **Vision statement–short simple statement to capture mission which are both aspirational and inspirational**
- B. **Values statement–list of characteristics of our consortium**

12. Future topics

(Discussion/Action)

Members are encouraged to share future topics of discussion for future meetings as appropriate and relevant.

- A. **Adjournment Time: First motion/Seconded/Approve: (Action)**
- B. **Reminders:**

- i. **Next Meeting Date and Time: November 17 2023 10-1pm**
Annual Program Review Part 2–MCOE, LCOE and UAS– VN Program only
Community Partners’ Appreciation Luncheon? November or December,