

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)

Minutes

1. Call to Order Start time: 10:08 (Action)
2. Roll Call of Voting Members: Anderson Valley Maggie VonVogt (Voting member), Kristin Larson Balliet Fort Bragg (voting member), Joe Del Prete Kelseyville (voting member), Michelle Kelly Legget Valley (proxy voting member), Christy Smith (proxy voting member) Mendocino College, Eric Crawford UUSD (voting member), Scott Paulin Director of Ukiah Unified, Mark Beebe Willits Unified (voting member), Beth Hampson LCOE (Voting member), Jonna Weidaw Lakeport (voting member), Tami Mee MCOE (voting member), Christopher Kinyon (Career Point/Guest). (Action)
3. Changes/ Modifications to the Agenda First Motion: Tami Mee, Seconded: Mark Beebe (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:10 Nays:0 Abstain: 0 Absent:0
 - 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:

- **Pamela Heston**- Director of Employer Partnership- My role is to bring industry and businesses to our campus and connect our students to gain full employment after graduation or certificate completion.
- <https://cccconfer.zoom.us/j/88298516301?from=addon#success>

B. Public comments received from:



7. One-time Requests

(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

- Jackie Orozco has requested this amount because of the resources they have allocated to help students who come in and want to get their High School Equivalency.
- This money is to aid those who do not qualify for HEP, and want to obtain their HSE.
- These funds will help provide resources for the students, like tutors, vouchers, and supplies.

1st Motion: Mark Beebe 2nd: Joe Del Prete Ayes:10 Nays:0 Abstain:0

b. UAS-Eric Crawford request for funds to attend CAEP Summit 2023: \$1690.21

- This will be Eric's first time attending CAEP Summit conference as professional development.
- The Dates for the CAEP Summit Conference are October 24 through the 26.
- **1st Motion: Joe del Prete 2nd: Beth Hampson Ayes:10 Nays:0 Abstain:0**

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.

1. Maggie PPT Presentation: <https://docs.google.com/presentation/d/1ldwbZDdBz-8RoOYqQzBt4LNxSBSQTgGPeisoZ1OHM3U/edit?usp=sharing>

- Most of our students are from rural Mexico; a large proportion is undocumented.
- Thirty one percent of parents have a HS Diploma; six percent have graduated.
- Our biggest program is ESL.
- Last year for half of the year we were offering a High School Equivalency.
- We offer other Mendocino College non-credit courses like Spanish and art Classes.
- The College is expanding these classes to give older adults and equal opportunity.
- We have been doing more community celebrations like the end of the school year celebration.
- Our Citizenship tutor will meet with students and verify if they qualify for the program.
- We've been applying to Mendocino Community Foundation for a grant to help with part of the citizenship application fee.
- We have continued to apply for that grant and we have had a class boom because of that grant.
- HSE has not been very continuous. We are looking for a teacher that can offer hybrid and in person classes.

- We've been able to hire someone new to help with the parent education, they are committed in staying with us.
- B. Fort Bragg Coastal Adult School–ESL, High School Diploma, and Citizenship classes.**
1. **Kristin-**
 - In Fort Bragg we have Citizenship, ESL, and High School Diploma classes.
 - We are currently at 25 enrollments, anyone who applies to Citizenship has been able to get it so far.
 - The challenges are that attendance is inconsistent due to life circumstances, and citizenship is only offered in English.
 - We are considering a new curriculum for the High School Diploma; we only have written packets at the moment.
 - We are very interested in NEDP course Eric was talking about for students who are struggling with credits.
- C. Kelseyville Adult Education Center–High School Diploma**
- **Joe-**Last Year I had 108 student enrollments. I have 39 enrollments this year; and 10 graduates so far. My big goal of the year is to train somebody to take over.
- D. Lakeport Adult School–High School Diploma**
- **Jonna** - We have a High School Continuation program. I am here to gather more information and see if an adult education program is possible in North Shore.
- E. Leggett Valley Adult School–High School Diploma**
1. **Michelle-** We do not have any students right now, for the Adult High School Diploma.
 - **Euline-** They are available for dual enrollment, just like other High School Students.
- F. Willits–Sanhedrin Adult School–High School Diploma**
- We have 13 students enrolled in Adult Ed.
 - We have a great grandmother that is getting her high school diploma at the same time as her great granddaughter.
 - Maggie- Do you have a specific staff person who is in outreach?
 - Everyone is wearing 2 or 3 hats, or in other words fulfills several roles.

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

1. Beth-

- Our MA and CNA are going strong
- We have 19 students in our new high school diploma program; today we have our first graduate.
- Our instructor Jonah will reach out so we can offer citizenship classes in Lake adult school.
- A non-profit from Oakland was at the Resilient Reentry event and they shared valuable information. They have a 9 a.m. to 3 p.m. free hotline every Friday where people can call for legal advice about expungement.

b. Mendocino College–HSE, ESL, SCT-noncredit

1. Christy Smith-

- Next Thursday is college day at the coast.

- Non-credit classes like Ceramics, and Yoga Pilates can be offered more to the population we serve.

c. Mendocino County Office of Education

1. Tami Mee-

- Thirty-one students graduated in our graduation ceremony that just took place.
- We are recruiting the next cohorts for all 3 programs.
- We are hoping to fill those because we are in a position where, if we can't fill our cohorts completely, then we're at risk of not being able to run them.

d. Ukiah Adult School

1. Eric-

- Our Pell Grant is secure; our VN program will be happening even if it's past December.
- The final paper work for Plazas Comunitarias was sent off on Monday. We plan to start that program in February.
- We've had several requests and people asking about this program.

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

1. Euline-

- I am working with Michael Ross in developing a construction brochure to help in having outreach materials for students interested in this field.
- Updates requested for new medical brochure.
- **Dec 8th will be the appreciation Luncheon** for the community partners.
- Please email me ideas of community partners we can invite.
- I would like to include Meredith Noyer and Nick Yamamoto from Lake County Probation, and the Dean of CTE.

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.

- I can help you set this up in TE scheduler wizard.

4. Community Partners' Appreciation Luncheon Planning.

**5. CAEP Summit 2023 in October 24-26– sessions relevant to the group
(Break 11:27)**

11. Group work

(Discussion/Action)

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

1. Group #1 is composed of Maggie, Christy Smith, and Mark Beebe.

- **Maggie**-We like what you had, and we have 2 ideas to add. Creative, Flexible, and innovation.
- The short definition we came up with is; "Creating an environment where the needs of every student are addressed through adaptable growth mindset."

2. Group #2 is composed of Beth, Eric, and Jonna

- **Beth**- our draft phrase would be: "We are collaborative, innovative, prepared, participatory, inclusive in our decision making, and committed to a shared mission in our colleagues."

3. Group #3 is composed of Joe, Tami, and Euline

- **Euline**-I would like to be respectful of time, please send me your group work so we can make it more concise.

- 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: 12:08 First motion: Beth Hampson/Seconded: Christy Smith/ Ayes: 10
(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,