



Mendocino/Lake Adult and Career Education

(ML ACE) Meeting

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

November 17 2023 from 10-12:00 pm (Members stay after meeting for members only

discussion/networking and lunch 12-1pm) 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: 10:07**
 (Action)
2. **Roll Call of Voting Members: Anderson Valley: Maggie Von Vogt (voting member) ; Fort Bragg Coastal Adult School: Kristin Larson Balliet (Voting member); Lakeport Unified: Jonna Weidaw (voting member); Kelseyville Unified : Joe del Prete (voting member); Leggett Valley: Michelle Kelley (proxy voting member) absent; Mendocino College: Christy Smith (proxy voting member), Amanda Xu (voting member) ZOOM; Lake County Office of Education: Beth Hampson (voting member); Mendocino County Office of Education: Tami Mee (voting member); Willits Unified: Mark Beebe ZOOM (voting member) ; Ukiah Unified: Eric Crawford (voting member).**
3. **Changes/ Modifications to the Agenda: Approved** **First Motion: Joe del Prete** **Seconded by: Kristin Larson Balliet** **(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.
 October 13, 2023 Minutes Roll Call vote: Ayes: Nays: Abstain: Absent:
 - i. **Anderson Valley**
 - ii. **Fort Bragg**
 - iii. **Kelseyville iv.**
 - 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.



7. Annual Program Review Part 2–Healthcare Programs (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. Mendocino County Office of Education–MA, Phlebotomy and DA programs

1. Tami Mee

- The biggest challenge has been enrollment in our Medical Assistant program.
- This training is typically 10 months; next year it will be 8 months.
- Our goal for the next cohort is 20 students; we currently have 18 applicants.
- The revenue from our student fees is our main source of income.
- Phlebotomy class: we would run it once a year. We may go back to one large cohort but not so often. This is our most popular program and cost wise is the least expensive of the three.
- We had a generous one-time donation from retired physicians.
- All of our Dental Assistant Students passed and are currently employed.
- With the support of The Alliance for Health; their scholarships helped cover part of tuition.
- Our overall goal is to maintain the programs. We are considering in doing phlebotomy boot camps because there are new updates that have come out.
- The phlebotomy and dental programs have been up and running for about 20 years.
- We have modified our schedule to try and accommodate a wider variety of student circumstances.

B. Lake County Office of Education–MA and CNA programs

2. Beth Hampson

- CNA & MA programs.
- Our CNA instructor got her certification from us over 12 years ago.
- We want to maintain and run our programs, for as long as possible.
- We have increased our fee's after revising what the costs were.
- Another way we have increased our revenue is increasing the number of students.
- Last year we had a total of 37 students. We had an increase of 10 students compared to last year.
- Some of our students need supplemental tutoring due to all the medical terminology.
- This kind of additional help is part of our retention procedures.
- We are also paying our instructors to be part of the outreach process.
- Our RN instructor is our MA assistant instructor; he helps us bridge both programs.
- The number of our financial providers that help pay tuition, has increased.

C. Ukiah Adult School-Vocational Nursing program Est.1966

3. Eric Crawford

- We are limited to staffing and clinical sights, therefore we can only run one cohort.
- We have 36 students waiting to begin the program this year.
- 5 Instructors are excited and ready to begin.
- We are hoping to begin in February.
- Applications for the 2025 will be available in August 2025.
- The program is scheduled to be adopted by Mendocino College in the near future.
- Financial aid will be administered by the college when this happens.
- Christy- We are looking in hiring a professional who has experience in LVN program.
- Fall 2026 or Spring 2027 is an estimated timestamp for this to be a Mendocino College Program.
- We are looking for a Certification program to offer other possibilities like Respiratory Tech in Ukiah Adult School.

8. 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](#)

1. **Christy Smith**- Updates about Physical Therapist Assistant program. Some colleges may have a waiting list for students. We are reaching out to those students to let them know that we can honor that acceptance letter.
 - We are 1 option that can help them meet those pre-requisites, if they are willing to commute.
 - We are exploring creative solutions to help the adult learners.
2. **Amanda Xu**- Mendocino College is part of a collaborative with Sonoma State, Humboldt, UC Davis, and College of the Redwoods.
 - We are working together to provide a seamless transition from kindergarten through a bachelors.
 - We are exploring supporting faculty to get minimum qualifications to teach at Mendocino College.
 - Currently we are working with high school faculty to pay them to get their masters; there's funding through this K16 collaborative to do so.
3. **Eric Crawford**- We will be starting our Plazas Comunitarias program in February 2024.
 - Jackie and I are currently working on marketing for this program.
 - This is to get an equivalent of a high school diploma or to finish elementary.
 - This is to accomplish a Mexican high school diploma.
 - This is an Adult basic Education route that is fully in Spanish, which will help people build the academic literacy skills they need.
 - This can help them qualify for Pell grants and other funds to continue their education.

9. Director's Update

(Discussion/Action)

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

1. Program Hours and Leverage Funds Reporting in NOVA

Euline- I sent the members and email with tips on how to report in NOVA. This for the financial side of reporting and how to do it.

2. Highlights from CAEP Summit 2023 in October 24-26– sessions relevant to the group

a. Eric-

- Roots for Success out of Castro Valley, is a training program for people who are interested in getting the stem or alternative energy jobs.
- They cover Wind, Solar, Geothermal, Recycling, and Wastewater management.
- This would be a perfect combination with an apprenticeship program like construction or SCT in Mendocino College.
- I'm trying to determine how many jobs are available in the area.

- If any of our students have an EIN, they will be able to give this as an option instead of social security.

b. Beth

- AB1705 Changes in Legislation that will benefit students
- I was really encouraged to see collective encouragement.
- I want to learn more about Ability to Benefit and Credit for Prior Learning programs.

c. Euline

- This was the first time we met after 3 years for a conference.
- 650 people attended this conference and it was great to see all the leaders there.
- I learned about the structure and leadership across the consortiums in the Nation.
- Apply digital skills, so many resources for instructors and students like, Chat GPT.

10. Group Work--

(Discussion/Action)

Highlights from the Group work–Values statement–list of characteristics of our consortium

- First Motion: Joe Del Prete Seconded by: Tami Mee
- 6th core value, we philosophically - Student Centered and Asset based.

11. Future topics

(Discussion/Action)

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

- Annual Program Review/How did we spend our funds.
- Joe- Ability to benefit
- Euline- Dual enrollment

12. Adjournment

Time: 12:03 First motion: Joe del Prete /Seconded: Kristin Larson Balliet/Approved: All (Action)

A. Reminders:

- Next Meeting Date and Time:** December 8 2023 10-1pm
Annual Program Review Part 3–Ukiah and MLACE office.