

Mendocino/Lake Adult and Career Education

(ML ACE) Month Meeting

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

May 13 2024 from 10-12pm (Members stay for Lunch and discussion 12-1pm)

Mendocino College

1000 Hensley Creek Rd.

Ukiah CA 95482

In person location: LLRC 4210 (next door to the library, upper level)

Minutes

[May PowerPoint](#)

1. Call to Order Start time:10:05 (Action)
2. Roll Call of Voting Members: Noor Dawood (Voting Member) ZOOM; Fort Bragg, Coastal Adult School: Gary Lewis (Voting Member); Kelseyville Adult School: Joe Del Prete (Voting Member) late, ZOOM; Lakeport USD: Jonna Weidaw (voting member); Mendocino College: Amanda Xu (Voting Member); Lake County Office of Education: Becky Walker (Voting Member) late; Ukiah Adult School: Eric Crawford (Voting Member); Willits Adult School (absent); MCOE (absent); Leggett Valley (absent) (Action)
3. Changes/ Modifications to the Agenda
Agenda Approved: First Motion: Eric Crawford Seconded by: Jonna Weidaw
Ayes:6 Nays: 0 Abstain:0 Absent:4 (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.
April 26 Minutes Roll Call vote: Minutes Approved, First Motion: Jonna Weidaw Seconded by: Amanda Xu
Ayes:6 Nays:0 Abstain:0 Absent:4
 - a. Anderson Valley
 - b. Fort Bragg
 - c. Kelseyville
 - d. Lake County Office of Education
 - e. Lakeport
 - f. Leggett Valley
 - g. Mendocino College
 - h. Mendocino County Office of Education
 - i. Ukiah
 - j. 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:

- **Buffey Bourassa (restorative justice program manager)** – We are gearing up for the introduction to construction course, which will be taught by Mendocino College instructors. This course will be 5 weeks long and students will attend twice a week. We are seeking to start a job skills readiness training in the near future.
 - **Amanda Xu- We have a college and career success course at the college, would that be an option?**
 - **We are offering this one-week class in the lake county jail.**
- **Jackie Orozco**
- **Charlie Burket (EDD veteran’s services officer):** There will be a job fair at the Coyote Valley Casino on May 30th from 10 a.m.-2:00 p.m.

B. Public comments received from:

- **Laura McAndrew Sammel, Lake County Chamber of Commerce-** I understand the inextricable link between our economy's success and the workforce that you are all working so hard to develop for us.
- I helped plan and facilitate the healthcare education and workforce summit that took place at Robinson Rancheria last month. We are working on some next steps so that we can move that project forward.

7. Guest Speakers— Several guest speakers will be presenting.

a. **Halyna Turchyn**—TE Data Consultant—recommendations from her deep dive into our consortium level and agency level TE Data

- *Every class that is CAEP funded, should have a CAEP program area.*
- *When students get to 12 hours, then they are included into the demographics.*
- *Literacy gains are achieved from pre and post testing.*
- *When marking the HSD/HSE box, the students will appear in this section in the report.*
- *Euline- We will be training people to help with this data and testing to make sure we are ready for when the new funding formula is implemented in 3 years’ time.*

b. **Molly Thomas** —Work Experience Instructor/Coordinator will present about Utility Line Clearance Arborist Certificate Training in the summer and about Work Experience Program at Mendocino College. [Utility Line Clearance Arborist Training Presentation](#)

- No Cost 200-hour training offered at Mendocino College.
- 18 years old or more to get in.
- Cannot be late twice or you are disqualified.
- Runs May 28-June 27

- Trainees will receive certificates in: Flagger, OSHA 10, AHA First Aid, and CPR
 - This is only offered in the Ukiah Campus, No Zoom options because it is a lot of hands-on.
 - You can view the course overview included in the slide presentation.
 - For Registration there is a QR code on flyer or email Molly Thomas.
 - 7-5:30 Classes because trainings are 4x10's for 5 weeks because it is a 200-hour training.
- c. **Tascha Whetzel Learning Disability Specialist**, will share about what are non-credit courses versus credit courses and the process of approvals, non-credit information. [Credit VS Noncredit Courses Presentation](#)
- I just got back from the Non-credit Institute, which was done in Anaheim area, and a lot of the community colleges came to talk about noncredit in general, and the kind of things that we can be doing in that field.
 - *Credit Classes are on your transcript and Noncredit classes are also on our transcripts.*
 - *Noncredit classes can be enrolled at any point and repeatable.*
 - *Noncredit classes were developed to provide lifelong learning opportunities, not necessarily for a Job.*
 - **Amanda Xu-** *if we have a student wanting to enroll after the 8th week, he will miss some information, but will still be able to enroll and benefit from it.*
 - **Becky Walker-** *Is this something we can do in our high schools?*
 - *Workforce Prep classes are meant to give students the skills they need to join the workforce.*
 - *1 local certificate- Practical Living Certificate of Skills.*
 - *There are now 17 courses that are offered to older students who want to develop other skills like: Watercolor painting, film photography, ceramics, creative writing, jazz band, vocal jazz, singing, piano, guitar, conversational Spanish (3 levels), Yoga, Pilates.*
 - **Amanda-** *We have been working with Anderson Valley to promote these courses and at the same time get them involved in ESL.*
 - **Amanda-** *It can be challenging to keep non-credit courses if there is not enough student support.*
 - **Tascha-** *Yes, this is true because it can affect the funding.*
 - **Steps in Starting a Noncredit Program-** Evaluate need, including labor market data for CTE (No consortia recommendation or advisory meetings needed) Involve Faculty
 - **Eric-** *How can I know how many noncredit courses are available?*
 - **Tascha-** *We have this in our Catalog which is in our website.*
 - *We as a college are getting to the part where we may need to have a few pages in our catalog with non-credit courses to attract more students.*

8. Director's Update

9.

(Discussion/Action)

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

A. My Professional Center Renewal contact

- a. Consortium will vote on MPC renewal or not.

Amanda- I would suggest we wait for next meeting to vote, once everybody is present.

- **Eric-** *Knowing that this was the year to push this MPC system, and we are still not there.*
- *I'm not sure if moving to the new system Oneflow, will give us a different result.*
- *Unless we have a regional buy-in I'm not sure how we will benefit from such system.*
- **Euline-** *Napa is on board now with MPC but not Marin County.*

- **Noor**- MPC is not very helpful to us because we have such a large population of undocumented students. We have not felt like it is useful to us.
- **Jackie**- My main concern was sharing student data, especially because we have a large population that cannot share their data, and they are unable to get a job through Cal jobs because of their status.
- **Euline**- Only Cal Jobs require the SSN number. To be in our system you do not need social security number to be in MPC.
- **Noor**- The best benefit I have seen is the tracking for the workforce development board.
- **Euline**- We are falling behind in the MIS data.
- **Eric**- If MPC does not give us the data that we are missing, then we are missing the big picture.

B. Other Student information systems: One Flow, ASAP, Edgenuity—none of these connect with regional Cal JOBS

C. 3-Year (2025-2028) plan is due June 20, 2025

- a. Funds available to hire a 3-year plan facilitator/consultant.
 - Recommended by Neil Kelly, about 15-25K for Fiscal Year,
 - Becky- If we put on pause MPC for one year, then we can utilize those funds towards this consultant.
 - I would prefer to have one person in charge of this and that we can ask about this.
 - How are other consortiums doing it, and how can we follow their example?
 - Becky- If we can utilize spend down money I don't see why not. I would like for him to present in June and vote in June.
- b. Consortium will need to form a strategic planning team which will meet monthly to strategize and create 3-year plan (consortium members, workforce development board partners and other stakeholders)

D. Allowable Expenses in CAEP

The group will go over the allowable expenses in [Fiscal Management Guidance](#)

10. Member Updates—Please fill out Google Sheet: [2024 MLACE Monthly Member Update](#)

11. Future topics

(Discussion/Action)

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

- (a) June—
- (b) August—
- (c) September—

12. Adjournment Approved Time: 12:39 First motion: Joe Del Prete/Seconded by: Eric Crawford (Action)

A. Reminders:

- i. Next Meeting Date and Time: June 10 2024—10-1pm**
- ii. Members submit Annual Summary of their programs –Annual Plan due August 15, 2024**
- iii. Adult Ed Professional Resources**