

Mendocino/Lake Adult and Career Education

(ML ACE) Month Meeting

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

June 10 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

1. Call to Order Start time: 10:05 (Action)
2. Roll Call of Voting Members: Anderson Valley, Maggie Von Vogt (Voting Member); Fort Bragg, Kristin Larson Balliet (voting member); Kelseyville, Joe Del Prete (voting member) ZOOM; Lake County Office of Education, Becky Walker (voting member); Lakeport Unified, Jonna Weidaw (voting member) ZOOM, Leggett Valley, Chemaine de la Rosa (voting member) ZOOM; Mendocino College, Amanda Xu (voting member) ZOOM; Mendocino County Office of Education, Tami Mee (voting member) ZOOM; Ukiah Unified, Scott Paulin (voting member) ZOOM, Nikki Agenbroad; Willits Unified, Arora Chavez (voting member) ZOOM. (Action)
3. Changes/ Modifications to the Agenda; Modifications approved; First Motion: Kristin Larson Balliet Seconded by: Maggie Von Vogt
 - Item #8 delete close session and add return to the session.
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: Becky Walker Seconded by: Jonna Weidaw
Ayes:6 Nays:0 Abstain: 4 Absent:0

 - 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.
No meeting in July; Next meeting August 23 2024; September 13, 2024; October 11 2024.

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:

- **Mallory Stevens-Early College Credit Program for Adult Education**
- **James Hayes- Strategic Planning Consultant, Sages San Diego.**

B. Public comments received from: No public comments

7. Guest Speakers--

a. Mallory Stevens—Early College Credit Program for Adult Education

- I work as an independent Consultant. I work for the Bay area, San Diego, and other Community Colleges.
- CCAP to help underrepresented student population.
- CCAP really says that we will offer classes to connect students with degrees for transfer, and college readiness.
- It's about creating accommodations and intentional connections.
- Offering open sections can help leveraging online.
- (Mallory shared CCCD Adult Ed k12 Supplemental Application Form Completion Process Slide)
- Creating a plan and a schedule is where we create intentional connection.
- These programs bring in a lot of students statewide. About 10% of community college enrollments are dual enrollments.
- This population is an important percentage that requires our attention.
- CAEP, Community College apportionment and/or WIOA Title1 can be used for these program expenses.
- Ability to Benefit
- Dual enrollment is a way for them to meet the 6-unit requirement.
- Every adult school knows the population they are serving and has a sense of their needs.
- Amanda- If there is interest in CCAP classes then we make plans for students to be able to have these available for them.
- Becky- We want them to do CCAP courses because the 2-year clock for students does not begin.
- In my past life we created CCAP agreements based on individual courses.
- Amanda-We don't have CCAP agreement with adult schools, but we do have CCAP agreements with high schools; we do have dual enrollment. If there is interest in CCAP, I am willing to talk this over with the interested.

b. James Hayes—Strategic planning consultant will present about his work with other consortia on facilitating the 3-year planning team and helping with the process of completing the report.

- After teaching CTE for 12 years in Adult Education I got out of the classroom and started helping multiple educational institutions with their challenges.

- I've helped about 44 different institutions, including 8 community colleges and 5 educational organizations.
- This is for the planning of 2025-2028
- Nikki Agenbroad- I'm curious to see what the overall timeframe is.
- James-July 1st-July 30th. By June you should have your 3 year plan and submitted. I would strongly encourage to start as early as possible, especially in collecting the necessary data.
- Maggie- Can you tell us what it will look like and if it will be all of us in the meetings?
- James- I believe that other meetings will be required outside of the consortium meetings because it is such a heavy lift.
- I would love to lead or be that resource on the side if you have any questions.
- Euline- Let's make sure this is a big rehaul focusing on our data and how we achieve it.
- James- I just attended CCAE CAIA Conference. I don't think CCAE will push towards a new funding formula in the K-12 side of things, through the LA over port.
- Euline- Can you tell us about the advantages of using a facilitator?
- James- The facilitator can be the neutral person that comes in and can ask difficult questions.
- jhayes@sagesandiego.com

8. Director's Update

(Discussion/Action)

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

- MPC has been underutilized and those funds can be used for other things like hiring a facilitator for a 3-year plan.
- **Christy**- One of our goals was to ease the Communication between MLACE and adult schools or other agencies that the student may be served by.
- The effectiveness never produced a level that made sense for the investment.
- ◆ **Motion passed to drop services for My Professional Center: First Motion: Scott Paulin Seconded by: Cristy Smith Ayes:7 Nays:0 Abstain:3 Kelseyville, Lakeport, LCOE Absent: 0**
- ◆ **Motion passed to hire facilitator for 3-year plan. First motion: Becky Walker Seconded by: Scott Paulin Ayes: 9 Nays:0 Abstain: 1 Absent: 0**
 - \$15k-\$25k price range for Facilitator, Includes travel.
 - Euline-James is a wonderful facilitator, I have seen him, and he is very knowledgeable and effective.
 - Nikki- I feel that he could have been more concrete with examples of what he has to offer.
 - Christy- The facilitation of developing that plan is worth the investment.
 - Scott- If we did not contract him, what would we do with that one-time money?
 - Euline- We can support the healthcare programs in Lake and Mendocino.
 - Becky- I will move to approve the contract with a 15k dollar cap, should we get close to that cap, reconvene another vote to provide additional funds.

A. CLOSED SESSION

- a. The consortium will vote on MPC renewal or not.
- b. Vote to hire a 3-year plan facilitator/consultant.

B. RETURN TO OPEN SESSION

- a. 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)

C. Allowable Expenses in CAEP

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

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

- **Mendocino College-** Highest Enrollment yet of Computer class in Spanish.
- We completed the First Fire academy, we are excited to continue this in the spring.
- The EMT course is another pathway of interest, it's continuing to grow because there is a high need.
- It is not too late to enroll in summer school
- Utility Line Clearance- we have 14 Adults enrolled. We are in week 2 of 5 total.
- We are offering a Drone workshop at the end of June to prepare for FFA.
- The goal in the next few years, we would like to offer it as a 2-3 unit class.
- We hired a new ESL Teacher- Melissa Fornari as a full time.
- Public Safety Coordinator position will be available soon.

LCOE- We just finished our first Adult school on the North Shore.

- We are excited to start our extension of the adult school in the Lake Center.
- This year CNA & MA program graduates, all but one passed their exams.
- We are expanding these programs. Next summer we will be offering a CNA program for High School students.

MCOE- Our MA class is completely full. We have 23 students.

- Our Dental Cohort all passed their exams
- Our Phlebotomy class graduates all passed their exams
- We are in the middle of moving because we are starting another cohort.
- We are recruiting for the next cohorts of Phlebotomy and MA.

UUSD- 73 graduates for the Ukiah Adult School.

- The new methodology of hybrid instruction really helped graduate more students.
- Eric Crawford is moving on to another position in MCOE.
- Tami- I want to acknowledge Kathy Kiely for all the help she has offered to one of our MA Students.
- We are still pursuing the VN program and transitioning it to the college campus at the end of this next cohort.

Lakeport

- Euline and I attended the honor one is to honor all graduation.

Kelseyville

- 36 Graduates this year, our graduation will be today at 7.
- I have made about 50 referrals to Jonah Wakefield, and some of them are starting up in the HSE program.

Fort Bragg

- We had 10 diploma Graduates
- We had a Citizenship celebration the day before that.
- Anne Thomas retired, and Julie Rumble will be taking her place.

Anderson Valley

- We had 25 people get their citizenship
- We have had a pretty good enrollment to ESL classes.
- We will be offering two classes of ESL
- We are considering using our own funds to pay an instructor for a computer class in Spanish.

10. 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—

11. Adjournment **Time: 12:40** First motion: Maggie Van Vogt /Seconded: Kristin Larson Balliet /Approved (Action)

A. Reminders:

- i. Next Meeting Date and Time: August 23—10-1pm***
- ii. Members submit Annual Summary of their programs – June 30th Annual Plan due August 15, 2024***
- iii. Adult Ed Professional Resources: CALPRO and OTAN***