



Mendocino/Lake Adult and Career Education

(ML ACE) Month Meeting

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

October 11 2024, from 10-1pm (lunch and Strategic planning/discussion after regular agenda)

Mendocino College

1000 Hensley Creek Rd.

Ukiah CA 95482

In person location: LLRC 4210—Upper-Level Library/Learning Resource Center

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 13, 2024, Minutes Roll Call vote: Ayes: Nays: Abstain: Absent:

- a. Anderson Valley
- b. Fort Bragg
- c. Lake County Office of Education
- d. Lakeport
- e. Leggett Valley
- f. Mendocino College
- g. Mendocino County Office of Education
- h. Ukiah
- i. 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.
 Next meeting November 8, December 13, 2024, **January 12, 2025, February 23, March 8, April 12 2025**

- 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 Proposals and Approval

(Discussion/Action)

Members submit proposals for one-time funding. Consortium discuss, vote and approve requests. One-time funds for 24/25 balance are \$20,918

a. Mendocino College	ESL Books directly to students	\$23,051.00
b. Mendocino County of Education	Dental Assistant Cabinet	\$2617. 23
c. Ukiah Adult School	CCAIE Conference May 2024	\$1680.00
d. Mendocino College-CTE	ESL Support in the classroom	<u>\$7122. 15</u>
	Total:	<u>\$34,470.38</u>

8. Guest Speakers—Community Partners

(Discussion)

Community partners present information relevant to MLACE work and activities.

a. Sarah Walsh—ESL Faculty Coordinator

Sarah will share about new non-credit ESL certificates and update from the ESL Department.

b. Debra Polak: VP Academic Affairs, Mendocino College

Debra will share about non-credit CTE courses and partnership with the MLACE in supporting these courses.

9. Member Updates- Please fill out Google Sheet: [2004-2025 MLACE Monthly Member Update](#) (Discussion)

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

10. Director’s Update -

(Discussion/Action)

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

- a. [Written Expenditure Plan Quick Description in the CAEP Newsletter](#)
- b. [MLACE Carryover Policy and by-law](#)
- c. Program Review discussion—Start in November, December

11. Strategic Team 3-Year Plan Update:

(Discussion)

Our facilitator, James Hayes, will be updating the consortium on the 3-year strategic team accomplishment, timelines and different activities that the consortium members will be involved every month.

12. Adjournment Time: First motion/Seconded/Approve:

(Action)

A. Reminders: Next Meeting Date and Time: *November 8 2024 10-1pm*
CAEP Due Dates:

October 2024

- Oct 30: 24/25 Member Program Year Budget and Work Plan certified by Consortia in NOVA *
- Oct 31: Student data due in TOPSPro (Q1) (Data Integrity Report in TE)
- Oct 31: Employment and Earnings Follow-up Survey

December 2024

- **Dec 1:** July 1, 2023 to June 30, 2024 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *
- **Dec 1:** 22/23, 23/24 & 24/25 Member Expense Report Due in NOVA (Q1)
- **Dec 31:** 22/23, 23/24 & 24/25 Member Expense Report certified by Consortia in NOVA (Q1)
- **Dec 31:** End of Q2