



Mendocino/Lake Adult and Career Education

(ML ACE) Month Meeting

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

November 8, 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.

October 11, 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 December 13, 2024, **January 10, 2025, February 21, March 14, April 11, 2025, May 9, 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. **Member Updates-** Please fill out Google Sheet: [2004-2025 MLACE Monthly Member Update](#) (Discussion)
- Member agency gives enrollment/TE updates, activities, wins, challenges, concerns, etc.
 - Program Review for Agencies for 2023/24 –activities and use of CAEP funds (one-time and annual allocation) to the consortium during the Program Review dates.

November-- Group 1 Program Review—HSD, GED, ESL, Citizenship	December-- Group 2 CTE Programs	February Consortium Level Review
Anderson Valley	Lake County Office of Education	MLACE office
Fort Bragg	Mendocino County Office of Education	
Lakeport	Mendocino College—SCT, non credit CTE,non-credit courses, HSE	
Leggett		
Ukiah—HSD, GED, ESL, Citizenship, Jail Program		
Willits		

8. **Director’s Update** (Discussion/Action)

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

- CAEP Summit 2024—update, sharing from other members who attended
- Program Review discussion—Start in November, December, February
- Community Partners’ Appreciation Luncheon in January— solicit ideas for Planning and activities

9. **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.

10. **Adjournment Time: First motion/Seconded/Approve:** (Action)

A. Reminders: Next Meeting Date and Time: *December 13, 2024 10-1pm*

CAEP Due Dates:

November 2024

- Submission Written Expenditure Plan in NOVA—November 8 2024—Member Approval that day
- Due approvals in NOVA before Nov 14:** Written Expenditure Plan
- 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 Q1