

## 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**

#### Minutes

1. Call to Order Start time: 10:06 (Action)
  
2. Roll Call of Voting Members: Noor Dawood (voting member), Anderson Valley; Gary Lewis (voting member), Fort Bragg; LCOE (absent); Jonna Weidaw (voting member); Leggett Valley (absent); Amanda Xu (voting member), Mendocino College; Eric Crawford (proxy voting member), Mendocino County Office of Education; Kris Swett (voting member), Ukiah Adult School; Mark Beebe (voting member, ZOOM), Willits Adult School; Euline Olinger (Director of MLACE, ZOOM), Debra Polak (Vice President of Academic Affairs, facilitator); Isaac Quintero (MLACE Administrative assistant, notetaker). (Action)
  
3. Changes/ Modifications to the Agenda (Discussion/Action)
  - Correction of January, February, and March meeting dates.
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 Approved, First Motion: Noor Dawood, Seconded by: Kris Swett, Roll Call vote:  
Ayes: 7 Nays: 0 Abstain: 0 Absent:2 (Legget)(LCOE)

  - 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

5:23
  
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 10, 2025, February 21, 2025 March 7, 2025, April 11 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

- |   |                                       |                          |
|---|---------------------------------------|--------------------------|
| <b>a. Mendocino College</b>   | <b>ESL Books directly to students</b> | <b>\$23,051.00</b>       |
| <ul style="list-style-type: none"> <li>• Discussed after item 10 during the meeting.</li> <li>• Debra- Do we need to approve the one-time request for the books?</li> <li>• Euline- We don't really need to, but I always have to put all our requests just so that we're all on board and clear of where we're spending our money.</li> </ul>  |                                       |                          |
| <b>b. Mendocino County of Education</b>   | <b>Dental Assistant Cabinet</b>       | <b>\$2617. 23</b>        |
| <ul style="list-style-type: none"> <li>• Approved, First Motion: Jonna Weidaw Seconded by: Mark Beebe<br/><b>Ayes: 6 Nays: 0 Abstain: 1 (MCOE) Absent:2 (Leggett)(LCOE)</b></li> </ul>  |                                       |                          |
| <b>c. Ukiah Adult School</b>  | <b>CCAIE Conference May 2025</b>      | <b>\$1680.00</b>         |
| <ul style="list-style-type: none"> <li>• Approved, First Motion: Noor Dawood Seconded by: Eric Crawford<br/><b>Ayes: 6 Nays: 0 Abstain: 1 (Kris Swett) Absent:2 (Leggett)(LCOE)</b></li> </ul>  |                                       |                          |
| <b>d. Mendocino College-CTE</b>   | <b>ESL Support in the classroom</b>   | <b><u>\$7122. 15</u></b> |
| <ul style="list-style-type: none"> <li>Approved, First Motion: Gary Lewis Seconded by: Kris Swett<br/><b>Ayes: 6 Nays: 0 Abstain: Absent: 2 (Leggett) (LCOE)</b></li> <li>• Debra- What we are noticing is that when those classes are taught in English, we sometimes need an instructional assistant that is bilingual.</li> <li>• What we hope to do at the end of the semester is to put a call out for students or others to apply to be instructional assistants and be ready for the next semester.</li> <li>• This will cover for 3 classes.</li> </ul> |                                       |                          |

**Total: \$34,470.38**

**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.
- It is a road block to ask students to purchase books.
  - Students get a free copy of this book, printed and electronic copies.
  - The book is called “The Venture Series”. We have just transitioned to this series as a whole.
  - ESL Communication Skills certificate

- The workbook and student book we get in bulk at a 20% discount.
- We are offering 3 non-credit certificates that will be ready to go starting in January.
- The information about the ESL Certificates is available under the ESL portion in the website.
- We wanted to have some options for completion and success.
- I think this is a great certificate for folks who are improving their English skills in the workplace.
- We kept our advanced certificate and also our intermediate.
- Debra- I'm picturing that Menu on the website and seeing what will be available by our centers and agencies.
- Sarah- We are practicing phone calls to improve that "phone call English".

**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.

- Working on LVN and developing curriculum.
- This course will be offered at the Ukiah Adult School through Mendocino College starting 2026.
- Programs being developed by county offices of education
- Debra- Programs like LVN, MA, and Phlebotomy are being offered at other colleges as noncredit classes
- Maybe there is a way to make those courses be a part of the program through MC.
- Christy-They would be receiving the industry accreditation and the instruction through the other institution.
- Kris-What happens when Mendocino College has its fingers in all of these different programs?  
Where is this going to reside when all of that stops?
- Debra- The college is not trying to take over, the program would go back to the agency, because we wouldn't have the accreditation.
- 

**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.

- Joe Atherton- We had to figure out a way to spend the carry over, this is a draft that Euline proposed and Debra was going to approve it.
- From the start we were a year behind in spending the carry over.
- We don't need to spend this in a rush. We should spend it thoughtfully. However, we do need to get where they want us to be.
- Nikki- Having worked in smaller agencies, I do worry about the position about spending without imposing the weight of the spend down.

- Noor- We were a year behind and we were carrying over 100 and something thousand. Now we are spending comfortably without feeling under duress.
- Kris- Has some of this money rolled because of positions we have not been able to fill?
- Joe- A lot of that was personnel, but then because we had that whole year behind.
  - 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.

- Collecting the data of adults in the region, all adults, not just our students.
- We need Student Enrollment and outcome data.
- We can also take a look at the labor market information.
- Top 3 industries in Lake/Mendocino Counties are 1) Government 2) Healthcare and 3) Retail Trade.
- What CAEP requires consortiums to do is align the 3-year goals with statewide goals.
- Are we sending our students to livable wages? We can use Lightcast website as a source of data.
- Kathy- We want to target the non-persistors.
- James- True, we want to know where it is we can improve on and that will be by targeting that audience.
- We have Fact sheets available to us that can help us with data.
- Christy- I would add that using the data from the zip codes would be good.
- We need their feedback about what their needs are and how we can help them.
- Student Survey will be made available in English and Spanish
- Homework:
  - Add your site's CAEP Program Data- Student Enrollment, Outcomes, Graduation Rates, etc.
  - TOPS Pro
  - MIS
  - WASC Action Plan
  - CIP/CLNA
  - Deadline-Nov 8<sup>th</sup>, 2024

**12. Adjournment Time: 12:55 Ayes: 7 Nays: 0 Abstain:0 Absent: 2 (Leggett) (LCOE) (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