



Mendocino/Lake Adult and Career Education

(ML ACE) Month Meeting

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

December 13, 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)

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.

November 8, 2024, Minutes Roll Call vote: Ayes: Nays: Abstain: Absent:

a. Anderson Valley

Changes/ Modifications to the Agenda

- 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: <u>12 Month MLACE Schedule</u> (Discussion/Action)

ML ACE will highlight certain deadlines and members review upcoming events for the next 6 months.

Next meeting: January 10, 2025, February 21, March 14, April 11, 2025, May 9, 2025

6. Public Comments/ Correspondents --via Zoom

(Discussion)

(Discussion/Action)

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 quests/community partners:
- B. Public comments received from:





- 7. Guest Speaker—guest speakers share and present information to the group about their services and scope of services that are relevant to adult learners, and adult and career education.
 - a. Pamela Heston, Director of Employer Partnership, North Far North Workforce Development Consortium
- 8. Member Updates- Please fill out Google Sheet: 2004-2025 MLACE Monthly Member Update (Discussion)
 - a. Member agency gives enrollment/TE updates, activities, wins, challenges, concerns, etc.
 - b. 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	December Group 2 CTE Programs	February Consortium Level Review
Review—HSD, GED, ESL,		
Citizenship		
Anderson Valley	Lake County Office of Education	MLACE office
Fort Bragg	Mendocino County Office of Education	
Lakeport	Mendocino College—SCT, noncredit	
	CTE, non-credit courses, HSE	
Leggett		
Ukiah—HSD, GED, ESL,		
Citizenship, Jail Program		
Willits		

9. Director's Update (Discussion/Action)

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

- a. Data Sources: Data Vista and CAEP fact sheets
- **b.** Self-Assessment tool for our Three year Planning
- c. Community Partners' Appreciation Luncheon in January planning and activities
- d. CAEP Events in 2025

10. Strategic Team 3-Year Plan Update: (12-1pm) (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 in every month.

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





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

CAEP Due Dates:

- 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

January 2025

- Jan 10: MLACE regular meeting plus Community Partners' Appreciation Luncheon
- Jan 31: Student Data due in TOPSPro (Q2)
- Jan 31: Employment and Earnings Follow-up Survey

February 2025

Feb 28: Preliminary allocations for 2025-26 and 2026-27 released by this date.

March 2025

- Mar 1: 22/23 and 23/24 and 24/25 Member expense report is due in NOVA. (Q2)*
- Mar 31: End of Q3
- Mar 31: 22/23 and 23/24 and 24/25 Member Expense Report certified by Consortia in NOVA (Q2) *