

Mendocino/Lake Adult and Career Education

(ML ACE) Month Meeting

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

November 08 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 (Action)
Start time: 10:10

2. Roll Call of Voting Members: Anderson Valley, Maggie Vonvoght (voting member); Fort Bragg, Gary Lewis (voting member); MCOE, Tami Mee (voting member); LCOE, Matt Russell (voting member); Lakeport Unified, Jonna Weidaw (voting member); Lakeport Unified, Jonna Weidaw (voting member) ZOOM; Leggett Valley (absent); Ukiah Adult School, Kris Swet (voting member), Dave Gengoux, Kathy Kiely, Nikki Agenbroad; Willits Adult School, Aurora Chavez (proxy voting member); Mendocino College, Amanda Xu (voting member) ZOOM, Joe Atherton (fiscal member); Euline Olinger (Director/Facilitator). (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.
October 11, 2024, Minutes Approved, First Motion:, 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. 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, *January 10, February 21, March 14, April 11, 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 \(Discussion\)](#)

a. Member agency gives enrollment/TE updates, activities, wins, challenges, concerns, etc.

- **Anderson Valley-** We have seen an increase in student attendance. We believe attendance has increased because of the extra night we are offering for ESL.
- We tried an experiment of offering 2 levels of ESL over the summer.
- We have not established the High School Equivalency program in Anderson Valley, due to not being able to find a teacher and allocate our own resources to make this happen.
- **Fort Bragg-** We have the high school diploma, ESL, and Citizenship programs running.
- We have about 12 enrollments in the diploma program.
- We recently introduced the bright thinkers curriculum.
- **Ukiah Adult School-**We are losing the LVN program to the college, where it will be given.
- In 21-22 we see few enrollments because of Covid.
- We almost doubled our graduation rate because we really targeted people who had been in our program for more than 2 years.
- We started a new independent study program and we got most students graduated, so we're continuing that this year.
- Last year, we graduated 81 students which is about double the amount that we usually have.
- We are pre-post testing for ESL only, not HSD.
- Our current programs are: *HSD, Citizenship, GED, Jail Program, and ESL.*
- **Willits-** Our enrollment has been dwindling. As long as their needs are being met, that's what is important.
- One of the reasons that our registration and attendance are low is because Leggett also has their own HSD program.
- Our HSD attainment has increased steadily the last 2 school years.
- We have been approved to house Citizenship and ESL programs but since we go through our carry over funds, we do not know how we are going to pay for that.

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 Review—HSD, GED, ESL, Citizenship	December-- Group 2 CTE Programs	February Consortium Level Review
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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.

- a. CAEP Summit 2024—update, sharing from other members who attended
- b. Program Review discussion—Start in November, December, February
- c. Community Partners' Appreciation Luncheon in January— solicit ideas for Planning and activities.
 - o I would like to include Lake County Probation and other community partners that we usually don’t see often.
 - o January 10th would be a good date to host this event.
 - o Maggie- I wonder if connecting with the people who are involved in identifying the workforce needs, would be beneficial.
 - o Amanda- There is interest in building kind of a repository database of all the different employers in Mendocino and Lake counties who would come, present and discuss in a classroom, and where they’d be willing to go.

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.

- We are still in that first phase of data collection to accurately diagnose what the needs are for the region and how we can help.
- Data Analysis and then developing strategies, activities, and outcomes would be the next steps.
- Who are our Current Students and how are they doing?
 - o CAEP Program data (TOPS PRO, MIS)
 - o CASAS Data Portal and TE Accountability Reports
 - o Student Technology Intake Survey
 - o WIOA Title II Continuous Improvement Plan (CIP)
- What Does our Region Need?
 - o Strong Workforce Program Regional Plan (SWP)
 - o North Far North Regional Consortium
 - o Employer Survey
 - o Community Partner Survey
 - o January Luncheon
- Surveys
 - o Faculty/Classified Staff

- Community Partners
- Employers
- All due December 13th

Adjournment Time: 12:50 p.m. First Motion: Maggie Von Voght /Seconded: Gary Lewis

A. Reminders: Next Meeting Date and Time: December 13, 2024 10am-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 (QI)
- Dec 31 : 22/23, 23/24 & 24/25 Member Expense Report certified by Consortia in NOVA (QI) ● Dec 31:
End of QI

