

## 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**

### Minutes [Dec 13 ZOOM Recording](#)

1. Call to Order (Action)  
Start time: 10:01
2. Roll Call of Voting Members: Anderson Valley, Noor Dawood (Voting member); Fort Bragg , Gary Lewis (Voting member); Lake County Office Of Education, Matt Russell (Voting member); Lakeport Unified, Jonna Weidaw (Voting member); Leggett Valley, (absent); Mendocino College, Amanda Xu (Voting member); Mendocino County Office of Education, Tami Mee (Voting member), Willits Unified, Arora Chavez (Voting member); Ukiah Adult School, Chris Swett (voting member), Dave Gengeoux, Kathy Kiely, Nikki Agenbroad; Director of MLACE/Facilitator, Euline Olinger; Minute taker, Isaac Quintero (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.*  
November 8, 2024, Minutes First Motion: Kris Swett Seconded by: Jonna Weidaw Roll Call vote: Ayes:8 Nays: 0 Abstain: 0 Absent:1
  - 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 (Discussion/Action)  
See link: [12 Month MLACE Schedule](#)  
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)

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:**

- **Laura Tharpe- Career Advisor for North Bay Org Equus**
- **Buffy Bourassa- Restorative Justice Program Manager for Mendocino County Sheriff's Office**

**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
- In April of this year, we held a Lake County Healthcare Education Summit
  - We were able to get all of the universities in the room and representatives from other agencies like community-based organizations.
  - We also had emergency responder personnel.
  - There is a lot of need for community health care workers.
  - We would like to build and fill the gaps in the community workforce.
  - Megan Tunzi ([mtunzi@mcoe.us](mailto:mtunzi@mcoe.us)) from Fort Bragg is a great partner and her and I are talking about how to bridge gaps between students and employment.
  - For instance, there's a heavy equipment logging operation apprenticeship out of Shasta College.
    - That apprenticeship means free housing on site, automatic job placement, and they're getting paid while they're taking this apprenticeship.
  - Northstatecareers.org is a great website for students to go and look.
  - If you have students that are interested, please have them explore these opportunities because there is very limited placement, age bracket is 18 and up.
  - This is a SPI program (Sierra Pacific Industries)
  - Kathy- Is there a lot of people that have graduated and are looking for something in particular?
  - Pamela- We are targeting everybody, even those who do not have a high school diploma.
  - Kathy- I am looking into helping students who are healthcare workers and work in private homes that can benefit from furthering their education and exploring other opportunities without the need of a high school diploma.
  - Pamela- Jen Bevington, I can connect you she is K16 Redwood Collaborative out of Sonoma State.
  - Pamela- I recommend the CVC which they can enroll on college online even if they cannot be there in person.
  - Euline- I will send out all of the resources that she mentioned for your reference.
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.

- Amanda Xu-
  - Today is the last day of the semester, we are winding down and then getting ready to start the new semester.
  - We've had dual enrollment focused summer sessions at the centers for the last few summers, and we're broadening it now.
  - This consists of a morning and an afternoon class, if you pass both, you get a \$300 stipend and free lunch included as well as a trip at the end of the semester. These are focused on transfer level courses.
  - We are coordinating in April a Native American cultural gathering at the Coast Center.
- Jackie Orozco- [HSE Program Review](#)
  - It is very important to have a screening of the students so we understand how to guide them after they complete their HSE Certification.
  - About 65% of students are enrolled in BSK classes.
  - About 95% of students continue to take college courses after HSE Graduation.
  - Euline- We definitely do need to make a collaborative effort in serving HSE students and their interests.
- Matt Russell [LCOE Program Review](#)
  - Activities: changes in personnel, programs, innovations, new methods of delivery, curriculum, etc.
  - High School Diploma program has expanded to having an office at Mendocino College Lake Center.
  - Additional Program Assistant hired to support the High School Diploma program.
  - Additional funding sources for the CNA program have allowed us to be more flexible in acquiring curriculum and resources for the expanded HSD program.
- Dave- Do you have a poster for your diploma program?
- Tami Mee [MCOE Program Review](#)- Just like LCOE we offer a Medical Assistant
  - Our courses are all state licensing exams
  - We prepare students for Phlebotomy state exam also.
  - Students can work as an MA without a certification if the physician is willing to hire you.
  - You can tell where we really struggled with Covid, and coming out of Covid and getting our numbers back up.
  - It was just a scary time to work in healthcare and financially, a lot of people weren't working so they couldn't afford enrollment fees.
  - It was also challenging for students to complete their clinical portion since sites were not allowing employees that were not from the medical facility.
  - Only 9 students completed their MA from 2021-2022 through 2022-2023.
  - We have bumped up in our most recent year, to 23 students who completed their MA.
  - For Dentist Assistant we run two cohorts per year.
  - We have all 3 cohorts starting in January.
  - All of our Programs are fee based, these are our main source of income besides one-time money from MLACE.
  - We recently purchased chrome books so our students can take the curriculum there.

- We are looking into accreditation so we can then offer sources of financial help to students.
- Career Point is a great partner because they give assistance to our students.

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, 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
  - **January 10<sup>th</sup> is the best timing for our community partner’s luncheon.**
    - We can go ahead and add the approval of one-time funds in the agenda at this time.
    - We would like to invite community partners who have not been here before
    - **Note to Me: Create QR code and Flyer to distribute to community partner’s luncheon. (Google Form)**

**10. Strategic Team 3-Year Plan Update: [PowerPoint Slides 12-27](#)**

**(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.

- We definitely want more Survey responses but we are doing well so far.
- Next Steps:**
- Consolidate and analyze data from all surveys
  - Collect and crosswalk data from regional, local, and site plans to determine trends.
  - Produce a Needs assessment/Gap Analysis
  - We are going to look at the wants and needs to see if it is a consortium wide need.

**Remember:**

- MLACE must show how adult education can help solve regional needs.

- Do this by creating strategies that solve those needs.
- You Determine those needs by listening to others, researching plans and LMI, and receiving feedback.
- January 24<sup>th</sup>-Reminder to touch base with community partners who assisted on Jan 10<sup>th</sup>.
- Literacy and a high school diploma are the highest indicators that help people rise from poverty.
- Best practice to get a response to surveys is to call non persisters.
- A 3-page report will be provided to share with community partners instead of the full 59-page plan.

11. **Adjournment Time: 12: 58 First motion: Kris Swett /Seconded by: Matt Russell /Approved: (Action)**

**A. Reminders: Next Meeting Date and Time: January 10, 2025 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) \*

