



**7. Guest Speaker**

**(Discussion)**

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. Debra Polak—Vice President of Academic Affairs**

- **Debra will give a summary/review of the formation of MLACE the consortium from AB 86:**

*“The California Community College Chancellor’s Office (CCCCO) and the California Department of Education (CDE) are working in partnership to implement the California Adult Education Program (CAEP)”. 2015*

- **Topic of Discussion with the Group:** High School Equivalency Program (HEP) at Mendocino College and how the consortium can leverage resources to continue serving Basic skills/High School Equivalency students to obtain their high school equivalency certificates.

**8. Director’s Update:**

**(Discussion/Action)**

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

**a. CAEP Allocation—Preliminary for 25/26**

**b. MLACE Carryover Policy Review**

- **The consortium members will be made aware of this consortium policy and review and update if needed.**

**9. Member Updates- Please fill out Google Sheet: [2004-2025 MLACE Monthly Member Update](#) ( Discussion)**

**a. This google form is not used well. Quarterly updates?**

**b. Written update needed—best practices for member updates**

**10. Group Work: 3 year planning—Strategies, Activities and outcomes**

**(Discussion)**

- a. The group will work collaboratively to create activities with CAEP outcomes to move our Three Year Planning work onward.

**11. Adjournment Time: First motion/Seconded/Approve:**

**(Action)**

**A. Reminders: Next Meeting Date and Time: *February 21, 2025 10-1pm***

**B. [CAEP Due Dates:](#)**

**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) \*

**April 2025**

- **April 12: Consortium Monthly Meeting**
- **Apr 30:** Student Data due in TOPSPro (Q3)

- **Apr 30:** Employment and Earnings Follow-up Survey


May 2025

- **May 2:** CFAD for 2025-26 due in NOVA \*
- **May 9:** Consortium Monthly Meeting

June 2025

- **Jun 1:** 24/25 Member Expense Report due in NOVA (Q3)
- **June 9:** Consortium Monthly Meeting (Monday)
- **Jun 20:** CAEP Three-Year Plan Due
- **Jun 30:** 24/25 Member Expense Report certified by Consortia in NOVA (Q3) \*
- **Jun 30:** End of Q4

PowerPoint Slide Show - [CAEP FY25-26 Preliminary Allocations & CFAD Overview (1)]



## Reminder: Timeline/Deadlines

Deadline:	FY 2024-25 Deliverable
<b>May 2, 2025</b>	CFAD Certification due in NOVA
<b>June 20, 2025</b>	Three-Year Plan ❖ Must be submitted and approved by all members in NOVA
<b>August 15, 2025</b>	Annual Plan ❖ Must be submitted and approved by all members in NOVA
<b>September 1, 2025</b>	Certification of Allocation Amendments due in NOVA
<b>September 30, 2025</b>	<ul style="list-style-type: none"> <li>• Member Workplan &amp; Budget submission</li> <li>• Carryover Compliance Year 2 snapshot assessment</li> </ul>
<b>October 30, 2025</b>	Consortium certification of all Member Workplan & Budgets
<b>December 1, 2025</b>	Member Q1 Expenditure Report

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