

Mendocino/Lake Adult and Career Education

(ML ACE) Month Meeting

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

April 11, 2025 from 10-1pm

Mendocino College

1000 Hensley Creek Rd.

Ukiah CA 95482

In person location: LLRC 4210 Upper-level Library and Learning Resource Center

AGENDA

1. Call to Order Start time: (Action)
2. Roll Call of Voting Members: (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.

February 21, 2025 Minutes Roll Call vote: Ayes: Nays: Abstain: Absent:

- 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 2025-2026](#) (Discussion/Action)

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

Next meeting **May 9, 2025 and June 9 2025 (Monday) Next fiscal year: August 22 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. Director's Update:** (Discussion/Action)
Director will give updates/information on CAEP, MLACE and/or TE topics.
- a. CAEP Allocation—Preliminary for 25/26 in NOVA
 - b. CFAD—Consortium Fiscal Administration Declaration Due May 2nd
 - i. Consortium must approve in NOVA on or before May 2nd
 - c. MLACE Carryover Policy Revised
- 8. One Time Request and Approval** (Discussion/Action)
MLACE agency voting members submit one-time requests for programs and professional development according to criteria set by members in the one-time request rubric.
- a. AVAS –Request for End of Year Celebration/Outreach for Fall **Total Request: \$2500**
- 9. Member Updates-** (Discussion)
- a. Members agreed during the March meeting:
 - i. Monthly verbal report if member has any new information—no more than 5mins-report out per agency
 - ii. Will use the monthly verbal report as record of Member monthly update
 - iii. Annual Program Review in October, November and December.
 - iv. Annual Plan due on August 15—Euline will remind members in June
- 10. 3-year planning Process and Tasks and Due dates** (Discussion)
- a. Group will go over 3-year plan template—focus on Section 3,4,5
 - b. Activities for the 3-year plan should include current and near future
 - c. Final Draft Reviewed before May 9th Meeting; final draft approved at June 9th Meeting
- 11. Workgroups**
- a. Consortium members meet to discuss and strategize according to program area. (Discussion)
- 12. Adjournment** Time: First motion/Seconded/Approve: (Action)
- A. **Reminders: Next Meeting Date and Time: May 9 2025 10-1pm**
 - B. **CAEP Due Dates:**

May 2025


- **May 2:** CFAD for 2025-26 due in NOVA *
- **May 9:** Consortium Monthly Meeting—final draft of 3-year Plan

June 2025

- **Jun 1:** 24/25 Member Expense Report due in NOVA (Q3)
- **June 9:** Consortium Monthly Meeting (Monday)—approve final draft if revision needed
- **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
May 2, 2025	CFAD Certification due in NOVA
June 20, 2025	Three-Year Plan ❖ Must be submitted and approved by all members in NOVA
August 15, 2025	Annual Plan ❖ Must be submitted and approved by all members in NOVA
September 1, 2025	Certification of Allocation Amendments due in NOVA
September 30, 2025	<ul style="list-style-type: none"> • Member Workplan & Budget submission • Carryover Compliance Year 2 snapshot assessment
October 30, 2025	Consortium certification of all Member Workplan & Budgets
December 1, 2025	Member Q1 Expenditure Report

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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:

- **Sally Nevarez, MCOE Secretary.**
- **Nicole H Glentzer- MCOE, Superintendent of Schools in Mendocino County.**
- **Eric Crawford, MCOE Director of Career and College Programs**
- **Dave Gengoux, Ukiah Adult School Teacher**
- **Nikki Agenbroad, Ukiah Unified Budget Analyst.**
- **Debra Polak, Mendocino College, VP of Academic Affairs.**

b. Public comments received from: No public comments

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.

Debra Polak—Vice President of Academic Affairs, Mendocino College. PowerPoint: [MLACE History](#)

a. 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

- Debra- I was at the kickoff of the MLACE Consortium Community Appreciation Luncheon back in January 2025, It’s been really beautiful to have meetings where we honor our community members and consortium members.
- In 2014, AB86, A planning “grant” was provided. We didn’t ask for it, but we were told that we needed to work with all school districts in our area to identify gaps of services and provide solutions.
- At the time we were new, so we were not very aware of these boundaries. I think that we have improved a lot since then.
- Except for Round Valley, most of these school districts had an adult school.
- AB 104 was the next legislation; it took a while for them to provide more information.
- In the beginning of the planning for this consortium, there was a very tense meetings because people thought that the college will get all the state funds; but it is a pass through process. *The college is the fiscal agent dispersing the funds.*
- MLACE was the “poster child” of AEBG; they really loved us at the state level because not every consortium came together like we did.
- Another big thing was when Mendocino College started doing the High School Diploma in Round Valley.
- In 2017 Fort Bragg USD became a part of our Consortium; before then they belonged to College of the Redwoods.
- Tami- At first in MCOE we were guests and then we became non-funded partner.

- **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.

Debra:

- This program is funded by the Office of Migrant Education (Federally funded).
- We are at the end of the 5th year of the grant.
- We originally expected to be funded due to our outstanding results; now we have lost confidence that we will be awarded this grant again.
- There are services provided like: outreach/Intake of Student, HiSET vouchers, tutoring, classes and general support.
- **Jackie-** Through the HEP program, we serve migrant farm and agricultural workers, this is to not be confused with immigrants.
- Part of the requirements are that we graduate 69 of students each year, we have graduated 75 each year for the last 2 years.
- We help them with many things, not just in getting their high school equivalency, like helping them enroll in classes, preparing a resume or even applying for a job.
- The college district will fund full-time positions for the next year, so folks don't have to worry about that.
- **Debra: My appeal to the consortium is, what gap will this leave if we don't have the program?**
- **Also, what resources can we share with HEP in case this grant is not renewed?**
- **Debra-** Students do enroll in BSK classes, those classes are college classes.
- **Kris-** Can HEP exist without HiSET?
- **Debra-** HiSET is just an option for the high school equivalency exam. Any test will cost money to proctor and purchase vouchers.
- **Jackie-** GED is only online, HiSET is also paper-based; this is why we decided to go with this option since not all folks are computer-literate.
- We provide tutoring, guidance, and follow up. If we only provide the BSK class, students will not be as successful.
- We also provide High School education software licenses through AZTEC software.
- **Debra-** We are putting on hold other position hiring in order to keep funding for existing staff. We consider this program to be very important.
- **Maggie-** It seems like this High School equivalency support in our area is an existing issue. Now with the funding in peril it's more of a pressing issue.
- **Kris-** When a student needs their high school diploma, and they need a lot of credits, we usually refer them to HEP. Do you also refer student over to us when students have over 130 credits and can graduate easily?
- **Jackie-** When a student walks in, we have an initial interview with them and we address the high school credit topic with them; even when they call us through the phone to gather information.

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

- The consortium members will be made aware of this consortium policy and review and update if needed.
- **Maggie-** I think this can be a good system if we want to continue with program review. Everyone should be able to monitor their own budget and know when they are behind.

- Euline- Do we have a motion? Or do we want to change the wording?
- Kris- Can we change the wording where it says excessive carry over? Is there anything else that needs to be changed? I believe it sounds vague.
- Euline- We had written a plan to reduce the carry over by 2026. We are in technical assistance from CAEP and Joe Atherton from Fiscal, and Debra Polak the VP of Academic Affairs met with them.
- Amanda- Are all the other agencies using all of the funds every year?
- Euline-Three of our members are over the 19%.
- Amanda- It looks like every year we should have a check-in to discuss about this.
- Matt- Are we projected to be under the 20% this year?
- Euline- We will have another year where we will be flagged. We were flagged starting at the end of 2024.

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

- Kris- If we can report it out loud instead of doing a typed version, that would be best. We would only limit the amount of time we talk so this doesn't consume our meeting time.
- The annual Plan is due August 15th.
- Noor-We should have one-time targeted system with specific questions for our annual plan. We should also have a brief verbal update every meeting.
- Send reminder for Annual plan in June.
- Euline- Then annual Plan is due August 15th.
- Matt-LCOE has Citizenship and ESL programs now, even though the physical setting of the class is in Woodland College, we are planning to serve all of Lake County.
- . Dave- The last Citizenship Class session in Ukiah Adult School will be taking place on April 7th .
- Tami- Our Dental Class starts in July and Phlebotomy Class starts in August; applications are open for both.

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.

- Euline- I want to go through the needs assessment report that James prepared.
- This talks about the needs of our region and how we are serving the adults of our region
 - . Nikki- I have a concern in regard to the origin of the data.
 - Most of this is based on Lightcast and other sources that are inaccurate data.
 - Euline- Sita Williams helped us and sent us some of this information.
 - I am worried about building our entire plan on some of these things without any more dive into relevant data.
 - Maybe we do have some data we can rely on, I just worry that we are latching on to larger external data sources instead of honing in on what we know works for us locally.
 - Maggie-I feel similarly and I am really struggling with accepting the veracity of this data and how relevant it is.
 - Euline- I will talk to James in regard to that. We want to make sure our sources are reputable and accurate.
 - Euline- Will we work on groupwork or should we do it as homework?
 - Kris- I'm okay if we do it outside of today's meeting.

- In 2026 we would like our ESL enrollment and completion rate to increase by 5% by offering more.
- Homework is to complete one or maybe 2 of the sections and complete and turn in to Euline by March 31st.
- Kris Swett- I would like to do a meeting through ZOOM with Lake Tahoe in terms of High School Diploma. I would like this meeting to be a brainstorming session and I would prefer for Consortium voting members to be there. I just want to have a meeting to see how we can serve and support each other and not step on each other's toes.

11. Adjournment **Time: 1:20 First motion: Tami Mee /Seconded by: Amanda Xu**
Ayes:5 Nays: 0 Abstain: 0 Absent: 2, Lakeport & Leggett Valley **(Action)**

- A. Reminders: Next Meeting Date and Time: *April 11, 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

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Mendocino-Lake Adult and Career Education Consortium Guiding Principles

1. We commit to maintaining open lines of communication and transparency among consortium members and across institutions/agencies. In order to live out this principle

- we support the approval of interagency projects,
- access shared historical documents via Basecamp,
- Actively use the Brown Act procedures and all agencies participate using Community Pro Suite as our internal and external referral/tracking system.
- We will not engage in parking lot discussion that would undermine the group's policies & procedures.

As a result of living out this principle, more students are able to access adult education in their home communities.

2. We will work collaboratively to support our regional mission while representing our home institutions. In order to live out this principle,

We will meet our regional goals through our different programs by:

- Expanding offerings
- Improving enrollment
- Providing seamless transition
- Analyzing data
- Mitigating gaps in services

- We will not stop with the “status quo” in our programs
- We commit to attending all MLACE monthly meetings with at least one voting member present as much as possible.

As a result of living out this principle, more students will access and complete adult education in our region.

3. We value innovation and creativity, creating a supportive environment that allows for diverse and critical viewpoints. In order to live out this principle:

- We actively solicit critical feedback.
- We adequately plan and provide time for discussions, allowing for processing of information.
- We show that we value innovation and creativity when we listen to each other respectfully and when transition moments are allowed to process information.
- We reinforce diverse and critical viewpoint by welcoming and allowing viewpoints, by verbalizing, “Please speak up”, “we want to hear from you” and by reaching out and asking people what they think when they are not speaking up.

As a result of living out this principle, the quality of our adult education programs is consistently improved.

4. We will approach our work with a growth mindset. In order to live out this principle:

- We are open to new and creative ways of doing things.
- We will not stop looking at new and innovative ways to meet the educational needs of our students.

As a result of living out this principle, through our annual program review process, agencies will provide evidence in the presentation of how they are meeting the needs of their students, using a growth mindset.

5. We will come to our meetings prepared and ready to work. In order to live out this principle:

- We will review packets prior to meetings and will provide feedback on agenda order if needed.
- We will compile Information that needs to be reported prior to the meeting.
- We will complete assigned tasks.
- We, the participants will attend the meetings for the duration of the entire meetings when possible.
- We will refrain from surfing the web, using ones’ cell phones during the meeting when possible.
- We will refrain from side conversations during the meetings when possible.

As a result of living out this principle, meetings are completed in a timely manner, agendas allow for efficient and effective meetings, collaborative work are robust and rich when moved at an earlier time on agenda and members share pertinent information with the group.

6. We will include non-voting members’ input as a resource to decision-making and/or problem solving. In order to live out this principle:

- We will seek input from experts who are non-voting members when making decisions.
- We will Invite non-voting members to consortium meetings to share information and engage in collaborative conversation
- We will study best practices in the field when decision-making and problem solving, looking beyond the experience and expertise of voting members.
- We will not structure our meetings in such a way that guests do not have time to share information and engage in collaborative conversation.
- We will not hold meetings at which only voting members are invited.
- As appropriate, we will not make decisions without a broader study of best practices that is inclusive of voting members and non-voting members (larger studies of best practices can shed light on great ideas from beyond).

As result of living out this principle, non-members are consistently present at consortium meetings and are active and engaged participants i.e. they provide information, engage in collaborative conversation, and share best practices, constructive feedback, and more.

AND

Experts who are non-voting members are consulted when major decisions need to be made, providing information and feedback.

7. We will seek to understand others’ perspectives, and assume they have the best intentions in working towards/ honoring our mission. In order to live out this principle:

- We will directly and calmly express disagreement when it arises, using respectful and compassionate language.
- We will give all members the opportunity to give input on each topic.
- We will try to have all participants to be actively engaged by encouraging or allowing for adequate time to consider and reflect.
- We will try to ask questions to understand each other’s’ perspectives.
- We will not dismiss valid and relevant ideas for discussion.

As a result of living out this principle, meeting participants are able to fully grasp what’s being communicated and shared.

8. We will work together to represent MLACE in our individual agencies, organizations and the community. In order to live out this principle:

- We will share resources and knowledge between agencies within the consortium, in the spirit that we all serve the same desired outcome: to meet the career and educational needs of adults in our region.
- We will use resources efficiently and share them with each other when possible, even when this requires extra time or effort.
- We will share with other consortium members’ needs in mind not just one’s own school community in mind when we encounter opportunities for expanding knowledge/expertise that might benefit other members or students of the consortium.

As a result of living out this principle, adults in all parts of our region will have access to the same resources.



MLACE Policy and Bylaws on Carryover Funds and Technical Assistance

Approved @ 4/28/2023 MLACE meeting by Consensus

Revised after March 21 2025 meeting

In compliance with the CAEP's AB 1491, The MLACE consortium members voted to use no more than **19 %** as *the maximum carryover threshold* for each member. In addition, the steps and process for technical assistance and support for members having **"excessive" (more than 20%) carryover** is outlined below. The consortium members are aware that though no punitive actions will be enforced at the member level, however, at the consortium level, AB 1491 policy states that a consortium with more than 20% carryover will be flagged by the state every fiscal year.

a. Process for technical assistance for members having excessive carryover—

- At the end of Q2 reporting (March 2024), before certifying Q2 expenses in NOVA, the fiscal agent and MLACE director will reach out to consortium members whose carryover is above the 20% threshold as determined on the NOVA reporting system.
- At the Q2 reporting period, the members with a carryover of more than 20% will inform the MLACE director if there is any forthcoming project/expenses that the funds will be used to spend the carryover. **These Corrective Actions need to be entered in NOVA fiscal reporting.**
- No funding will be taken from the consortium member with more than 20% carryover during the first two years.
- At the end of two years, if the consortium member is consistently having a carryover of more than 20%, the consortium member will be assigned a Program Advisory Team (PAT) who will carry out a review process and provide fiscal assistance to help spend down the carryover. See the attached document on the Program Advisory Team Process.
- *Alternatively*, at the end of the two years, the member can elect to return the carryover funds (after the two years and technical assistance) to the Consortium's one-time account. These funds may then be accessed by any consortium member through our one-time proposal fund request process, which is acted upon quarterly at consortium meetings.

b. Process of reducing member allocation if member has "excessive" carryover in two consecutive fiscal years:

- The fiscal agent and MLACE will reach out to consortium members with 20% carryover or more at end of Q2 reporting (March) beginning on 23/24.

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Prepared by Euline Olinger, Ed. D. for 4/28/2024 Meeting



- The member with a carryover of more than 20% will be given an opportunity to spend a down carryover for the fiscal cycle.
- If the identified member consistently has more than 20% carryover, (period of two consecutive years), that member will be given technical and fiscal assistance. • At the end of the second year, if the carryover is still above 20 %, the member will be placed on the PAT process after 2 years. Alternatively, the member may be encouraged to voluntarily return carryover funds to the fiscal agent and the funds accessed by all members through the one-time request process.

Prepared by Euline Olinger, Ed. D. for 4/28/2024 Meeting



MLACE Policy and Bylaws

Program Management Process

Adopted 2.10.17 Revised 12.8.17

Updated 1.11.19

Updated 4.28.2023

Program Management Process:

All on-going programs (MOE and non-MOE) will undergo a standard annual review at the November ML ACE meeting. These reviews will focus on program performance as defined by the AEBG performance outcomes:

- (A) *Improved literacy skills (ABE/ASE/ESL)*
- (B) *Completion of high school diplomas or their recognized equivalents (ABE/ASE)* • (C) *Completion of **postsecondary** certificates, degrees, or training programs (CTE/AWD)* • (D) *Placement into jobs (ALL)*
- (E) *Improved wages (ALL)*
- (F) *Transition into postsecondary (ABE/ASE/ESL)*

In addition, ML ACE will review:

- Enrollment
- Program Cost
- Carryover funds (Per AB 1491 Carryover Funds)

A program can be put into Program Management for the following reasons:

- 1) The ML ACE agency can voluntarily place a program into Program Management
- 2) The ML ACE can vote to place a program into Program Management
- 3) The MLACE consortium can vote to place a program/agency member on PAT if a consortium member has consistently (after 2 consecutive years) has carryover funds of more than 20% .

Program Management will consist of the following elements:

Current State: Create a snapshot of the current program based on data presented at the annual review.

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Diagnosis: Research why the program is not performing

Program Revitalization Plan: If appropriate, create a set of recommended strategies to improve program performance. Recommendations would be presented no later than July 1 including any suggested funding proposals for improvement. *See Appendix A for Program Revitalization Plan Factors.*

Program Improvement: Allow agency to implement recommendations in fall semester.

Second Review: The program will undergo a second review by the ML ACE at the November meeting where it will be determined if the program will be discontinued, will remain in program management or will be taken out of program management. *See Appendix B for Criteria for Assigning Discontinuance.*

An agency will have the option to discontinue the program voluntarily at any point during the review process

If a program is discontinued, re-allocation of program funds will be voted upon by ML ACE voting members.

Program Advisory Team:

Program management will be carried out by the Program Advisory Team (PAT). The committee will consist of the project director, a representative of the Agency whose program is under review, at least 1 voting ML ACE member (or designee) from a different agency and up to two additional consortium participants. Volunteers will be solicited on an as needed basis, one team per program under review. The PAT will make recommendations to the ML ACE, but does not have the authority to make binding decisions regarding program discontinuance.

Adjustment of Member Allocation:

Under AB104 member allocations can be adjusted or reduced if any of the following occur:

- a) The member no longer wishes to provide services that address the needs identified in the adult education plan
- b) The member cannot provide services that address the needs identified in the adult education plan
- c) The member has been ineffective in providing services that address the needs identified in the adult education plan and reasonable interventions have not resulted in improvements.

Appendix B:

A ML ACE majority vote to discontinue a program based on Program Advisory Team (PAT) recommendations meets criteria C as reason for allocation adjustment. Both MOE and Non-MOE

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funded programs can be discontinued, but overall on-going funding for individual members cannot drop below the original MOE levels.



Appendix A:

Program Revitalization Plan Factors

The PAT will consider the following when developing an Action Plan to revitalize a program:

I. Growth and Enrollment

- A. Recruitment: active outreach of target populations
- B. Cooperative ventures: Joint activities with local employers, ML ACE Agencies, and/or other partners
- C. Career and academic counseling services: appropriate use of and availability of student support services
- D. Course scheduling: analyze program offerings in terms of times of day, day of week or open entry/ open –exit
- E. Demand for the program: analyze target population size
- F. Articulation: from K-12 or other entry points and to community college or workforce
- G. Course content: overlapping with other programs with similar content in a geographical region
- H. Class size: analyze impact of over- or under-enrollments
- I. Marketing: to target populations
- J. Staffing: requirements and/ or request

II. Retention and Completion:

- A. Faculty development in classroom techniques such as addressing alternative learning styles, student course contracts and classroom research.
- B. Curriculum analysis to ensure alignment of courses outcomes with next course entry skills in sequences.
- C. Identification of special needs of the target population that may present barriers to completion.

III. Resources and Support:

- A. Faculty and support staff are adequate in both numbers and expertise.
- B. Resources including facilities, equipment, technology, supplies and curricular/ instructional support
- C. Student support services
- D. Funding gaps that may be recommended for AEBG one-time funds if local funds are not available (funding approval is at the discretion of the ML ACE board).

Appendix B



Criteria for Assigning Discontinuance

- Revitalization was recommended, an Action Plan was followed, but program improvement was inadequate as determined by the PAT.
- Faculty and staff in the program have general agreement that the program should be discontinued.
- The school superintendent, schoolboard, principal or program director have general agreement that the program should be discontinued.
- The financial demands of the program have become unrealistic.
- The Agency is unable to find qualified faculty in the discipline.

Any number of these criteria may be met for assigning the discontinuance