



# Mendocino/Lake Adult and Career Education

(ML ACE) Month Meeting

Zoom meeting <a href="https://cccconfer.zoom.us/j/7372469362">https://cccconfer.zoom.us/j/7372469362</a>

June 9, 2025, from 10-1pm

**Mendocino College** 

1000 Hensley Creek Rd.

Ukiah CA 95482

In person location: MCM 1060 ( Board Room McMillan Hall Admin Building)

#### **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.

May 9, 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 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.** 3 year plan draft—review and approve today
- **b.** Annual Plan Template and Guidance now available
  - Summary and Narrative due to Euline—June 16
  - Will submit in NOVA after June 23
  - Members certify the Annual Plan in NOVA by June 30<sup>th</sup>
- 8. Member Updates- (Discussion)
  - a. Monthly verbal report if member has any new information—no more than 5mins-report out per agency
  - b. Will use the monthly verbal report as record of Member monthly update
- 9. Topics of Discussion (Discussion)
  - a. Discussion to allow/restrict AI notetaker at MLACE meetings
  - b. State required Data in TopsPro (TE)—CAEP outcomes, student information, Data Vista
  - c. Members proposed topics or guest speakers for future discussions in the monthly meeting.
- 10. Adjournment Time: First motion/Seconded/Approve: (Action)
- 11. Consortium PAT team—stay after adjournment for PAT team meeting short meeting
  - A. Reminders: Next Meeting Date and Time: August 22, 2025 Monday) 10-1pm LLRC 4210
  - **B. CAEP Due Dates:**

## 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:** End of Q4

#### **July 2025**

 Jul 15: Student Data due in TOPSPro (Q4) FINAL (\*Submit in TE by end 24/25 School year\* Most Adult Schools end before June 20th

## August 2025

Aug 15: Annual Plan for 2025-26 due in NOVA \* (MLACE move this to end of June)

### September 2025

- Sep 1: 23/24 and 24/25 Member Expense Report due in NOVA (Q4)
- Sep 1: 25/26 Certification of Allocation Amendment due in NOVA
- Sep 30: 23/24 and 24/25 Member Expense Report certified by Consortia in NOVA (Q4) \*
- Sep 30: 25/26 Member Program Year Budget and Work Plan due in NOVA
- Sep 30: End of Q1





