

Mendocino/Lake Adult and Career Education

(ML ACE) Month Meeting

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

December 12, 2025, from 10-1pm (Workgroup after adjournment)

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.

A. November 14, 2025, Minutes Roll Call vote: Ayes: Nays: Abstain: Absent:

- a. Anderson Valley
- b. Fort Bragg
- c. Lake County Office of Education
- d. Lakeport
- e. Mendocino College
- f. Mendocino County Office of Education
- g. Ukiah
- h. 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 meetings: January 23 2026, Short Meeting (1 hour) and Community Partners' Appreciation Luncheon

February 27, 2026 (Education to Employment Regional Summit 2026),

March 13, 2026, April 17, 2026, May 15, 2026, and June 8, 2026

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 MLACE program 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. **24/25 Annual Program Area Reporting in NOVA –What it is and who uses it**
- b. **TE Admin portal—create account as administrator**
- c. **Education to Employment Summit in Feb 27, 2026— open for registration and tabling**
- d. **North Far North CCAE Mini Conference Save the date March 9,10**

8. Member Updates

(Discussion/Action)

- a. Monthly verbal report if member has any new information—no more than 5 mins-report out per agency
(Will use the monthly verbal report as record of Member monthly update)

9. Annual Program Area Review

(Discussion/Action)

Members will participate in program area reviews by discussion, reflection and evaluation of program areas.

- a. **High School Diploma**
 - Willits Sanhedrin High School
 - Ukiah Adult School (GED, HSD and Jail HSD Program)
- b. **High School Equivalency Program HSE**
 - Basic Skills Classes in Ukiah, Lake Center, Coast Center and North County Center (Willits)

10. Future Topics of Discussion

(Discussion/Action)

Open to Members to propose topics or guest speakers for future discussions in the monthly meetings.

- a. **Discuss Frequency of MLACE meetings**
- b. **TopPro Data –What are the components we need to make sure we have?**

11. Adjournment

Time: First motion/Seconded/Approve:

(Action)

- A. **Reminders: Next Meeting Date and Time: January 23 2026 10-1pm MCM 1060**
 - a. **Program Area Review in January: Adults with Disabilities Program (UVAH)**

12. Workgroup: opportunity for members to work on MLACE and program area discussions. (After regular meetings are adjourned)

(Discussion only)

- A. **High School diploma and HSE workgroup**
- B. **PAT Team: MLACE Policy on Carryover—Continue Discussion**

CAEP Due Dates: MLACE Schedule:

December 2025

- **Dec 1: 25/26 Member Expense Report Due in NOVA (Q1)**
- **December 12, 2025—MLACE Meeting**

- **Dec 1st : July 1, 2024 to June 30, 2025 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium ***

- **Dec 31:** 25/26 Member Expense Report certified by Consortia in NOVA (Q1)
- **Dec 31:** End of Q2

January 2026

- **January 23, 2026, MLACE Meeting (One-time proposal) + Community Partners' Appreciation Luncheon**
- **Jan 31:** Student Data due in TOPS Pro (Q2)
- **Jan 31:** Employment and Earnings Follow-up Survey

February 2026

- **February 20, 2026—Meeting—Propose to Cancel**
- **February 27 2025 Hold for Education to Employment Summit 2026 (9:30-3pm—Ukiah)**
- **Feb 28:** Preliminary allocations for 2026-27 and 2027-28 released by this date.

March 2026

- **March 13, 2026—MLACE Meeting**
- **Mar 1:** 25/26 Member expense report is due in NOVA. (Q2)
- **Mar 31:** End of Q3
- **Mar 31:** 25/26 Member Expense Report certified by Consortia in NOVA (Q2)*

April 2026

- **April 17, 2026—MLACE Meeting (One-Time Proposal; Approval of CFAD)**
- **Apr 30:** Student Data due in TOPS Pro (Q3)
- **Apr 30:** Employment and Earnings Follow-up Survey

May 2026

- **May 15 2026—MLACE Meeting**
- **May 2:** CFAD for 2026-27 due in NOVA *

June 2026

- **June 8, 2026—MLACE Meeting**
- **Jun 1:** 25/26 Member Expense Report due in NOVA (Q3)
- **Jun 30:** 25/26 Member Expense Report certified by Consortia in NOVA (Q3) *
- **Jun 30:** End of Q4