Mendocino-Lake Adult and Career Education
(MLACE) Month Meeting
June 11 2026 from 10-1 pm
Location: Mendocino College
1000 Hensley Creek Rd.
Ukiah CA 95482
(MCM 1060 Board Room McMillan Hall Admin Building)
Zoom meeting https://cccconfer.zoom.us/j/7372469362

Minutes Meeting Recording

1. **Call to Order Start time: 10:04** **(Action)**

2. **Roll Call of Voting Members: Anderson Valley: Noor Dawood (Voting member/Via ZOOM); Fort Bragg: Gary Lewis (voting member); LCOE, Matt Russel (voting member), Jaime Alexander (alternate); Lakeport Unified: Jonna Weidaw (voting member); Mendocino College: Jackie Orozco (voting member), Christy Smith (Alternate); MCOE: Eric Crawford (voting member); Ukiah Adult School: Kris Swett (voting member); Willits: John Horton (Alternate). MLACE office: Isaac Quintero, MLACE/HSE Administrative Assistant, Euline Olinger, consortium director.** Fiscal agent: Joe Atherton, Director of Fiscal Services.

(Action)

- **Anderson Valley**
- **Fort Bragg**
- **Lake County Office of Education**
- **Lakeport**
- **Mendocino College**
- **Mendocino County Office of Education**
- **Ukiah**
- **Willits**

3. **Approval of the Agenda** **(Action)**
   a. **First Motion: Erick Crawford /Second Motion: Jonna Weidaw Ayes:7 Nays:0 Abstain: 0 Absent:1 (Anderson Valley)**

4. **Approval of May 15 2026 Minutes** **(Discussion/Action)**
   a. **First Motion: Matt Russell/Second Motion: Eric Crawford Ayes:7 Nays:0 Abstain:0 Absent:1 (Anderson Valley)**

5. **Overview of next 6 months** **MLACE Meeting Schedule Fiscal Year 2026-2027** **(Discussion/Action)**
   a. ML ACE will highlight certain deadlines and members review upcoming events for the next 6 months (see last page of the agenda).
   - Reminder: Annual Plan Summary Review in NOVA: Due before June 30th
   - ***First Meeting of the New Fiscal year: September 11 2026–One-time proposal due for October approval***

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. Public comments received from: No Public Comments at this time

b. Introduction of community partners

- ***Dori Tanaka- Executive Director of Ukiah Valley Association for Habilitation***
- ***Jonah Noah Wakefield- High School Diploma Instructor for Lake County Adult School***
- ***Debra Polak- Vice President of Academic Affairs for Mendocino College***

7. **Guest Speakers: Greg Hershler and Albert Kim from Subject.com**
(Discussion)

Guests are invited for an informational presentation that pertains to the activities of MLACE.

A. Subject.com–High School diploma platform and online curriculum

Summary: Greg Hershler presented on Subject.com innovative online curriculum, highlighting its engaging, "Netflix of education" approach that uses short form microlearning to increase student engagement. He explained that the company is small and agile enough to develop new courses in as little as 90 days and offers a robust multilingual solution, including fully dubbed videos with synchronized lip movements and subtitles in multiple languages. Subject.com aims to keep students learning within the platform by providing support tools without simply giving answers, while also encouraging the ethical use of AI. Additional features include a locked-down browser, screen sharing and recording during exams to support academic integrity, AI-powered personalization of content based on student interests, and tools that help reduce grading workloads for instructors.

Jonah Wakefield shared positive feedback about working with Subject.com, noting that requested changes were implemented quickly and that the partnership has been responsive and collaborative.

Jonna Weidaw raised concerns regarding the limited positive online reviews of the platform, to which Subject.com responded by emphasizing their commitment to listening to customers and making improvements when issues are identified. Gary Lewis added that his program is already using Subject.com on a smaller scale with five licenses.

Next Steps: These agencies are already using the platform: Ukiah Adult School, LCOE and Fort Bragg. There is a workgroup that has been talking about this, we can continue the discussion about how we can utilize something like this as whole consortium.

8. **Topics for Member Discussion:** **(Discussion)**

a. Review of Working draft One-time request and Proposal Form

Summary:

- The consortium discussed several potential updates to the funding request guidelines.
- Suggestions included adding a bylaw that establishes a fiscal agent capital outlay limit ($10,000)
- There was also discussion about the use of one-time funds, including the possibility of allocating them to smaller consortium members.
- Members noted that smaller agencies do not have budgets for professional development.

- Additionally, a rationale/criteria was proposed to support professional development and increase CAEP knowledge through conference participation.
- To ensure equitable distribution of funds, it was suggested that members be limited to one request per year unless additional funds remain available (with or without a cap on the amount requested).

Next Steps: Finish One-Time Request Draft and present the proposed revision at the next consortium meeting.

b. Review of Summary of MLACE Activities and Outcomes—Look at Activities # 6-8

9. Director's Update: (Discussion)

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

A. Follow-up from last meeting:

Summary: The consortium reviewed the final copy of the MLACE Policy on Carryover Funds, which was approved last month, and acknowledged that implementation is currently behind schedule. Euline provided updates on remaining graduation ceremonies, including the High School Equivalency graduation at Mendocino College. Additionally, consortium lead Rick Abare is available to attend a September meeting to discuss his consortium's quarterly data work and provide further insight into their processes.

Next Steps: Invite Rick Abare to September consortium meeting. Collect any question or data topics that members would like to address in advance.

10. **Member Update: (Discussion/Action)**

Summary:

- **Anderson Valley:** Reported a decline in enrollment numbers due to safety concerns among non-citizen community members.
- **Willits:** Will continue offering High School Diploma and Citizenship programs.
- **Lakeport:** Celebrated a successful graduation ceremony with 37 students graduating. Additionally, Chico State is continuing to seek Bachelor of Social Work (BSW) and Master of Social Work (MSW) candidates.
- **Ukiah Adult School:** Received approval for the South Center location, which will be housed at Grace Hudson School.
- **LCOE:** Reported an issue related to testing procedures that was not student-related. The summer CNA program is scheduled to begin on Monday.
- **MCOE:** Medical Assistant students are currently participating in externships. The Dental Assistant program will conclude in one week, and the CNA program will end on the 18th. The CNA program will remain tuition-free through November.
- **Mendocino College:** The High School Equivalency (HSE) Graduation Ceremony is scheduled for Sunday the 14th at Pomo Plaza.

11. Future Topics of Discussion (Discussion)

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

a. Data review quarterly–whole group to generate discussion

- **Jonna- Get back to see if we are implementing our 3-year plan.**
  - **Discussion on requests about funds for graduation ceremonies not covered by agency allocation**

12. Adjournment (Action) **Time: 12:52 First motion: Eric Crawford /Seconded: Matt Russell /Approved:**

A. **Reminders: Next Meeting Date and Time: September 11 2026 *10-1pm MCM 1060***
  a. **Data Review guest speaker**

B. PAT workgroup:
  a. Update: CAEP-TAP check in
  b. Consortium Carryover in NOVA

CAEP Due Dates: MLACE Schedule:

May 2026

- May 15 2026—MLACE Meeting (TE Data Review)
- **May 2:** CFAD for 2026-27 due in NOVA *

June 2026

- June 8, 2026—MLACE Meeting (EOY TE data and Annual Plan Summary from members)
- **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

No meeting in July 2026.

MLACE Meetings August 2026 to June 2027

~~Aug 21st 2026—Possibly no Meeting ?~~

August 15 –Annual Plan due in NOVA

- **Sep 11th 2026—MLACE Meeting –One-time request proposals due**
  - **Sep 1:** 25/26 Member Expense Report due in NOVA (Q4)
  - **Sep 30:** 25/26 Member Expense Report certified by Consortia in NOVA (Q4) *
  - **Sep 30:** 26/27 Member Program Year Budget and Work Plan due in NOVA
  - **Sep 30:** End of Q1; NOVA carryover compliance snapshot taken at 11:59 pm

- **Oct 9th 2026—MLACE Meeting–(Annual Program Review, One-time request proposal approval)**
  - **Oct 30:** 26/27 Member Program Year Budget and Work Plan certified by Consortia in NOVA
  - **Oct 31:** Student data due in TOPSPro (Q1)
  - **Oct 31:** Employment and Earnings Follow-up Survey
- **Nov 13th 2026-- MLACE Meeting**
  - **Nov 14:** Written Expenditure Plan (WEP)* Only for consortia who have exceeded 20% carryover.

- **Dec 11 2026–MLACE Meeting–One time request due**
  - **Dec 1:** 26/27 Member Expense Report Due in NOVA (Q1)
  - **Dec 1:** July 1, 2025 to June 30, 2026 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *
  - **Dec 31:** 26/27 Member Expense Report certified by Consortia in NOVA (Q1)
  - **Dec 31:** End of Q2

- **Jan 22nd 2027–MLACE Meeting-One-time request proposal approval**
  - **Jan 31:** Student Data due in TOPSPro (Q2)
  - **Jan 31:** Employment and Earnings Follow-up Survey

- ~~**Feb 19th 2027–MLACE Meeting**~~
- **Feb 28:** Possible Preliminary allocations for 2027-28 released by this date.
- **Mar 12th 2027–MLACE Meeting (Review**
  - **Mar 1:** 26/27 Member expense report is due in NOVA. (Q2)
  - **Mar 31:** End of Q3
  - **Mar 31:** 26/27 Member Expense Report certified by Consortia in NOVA (Q2)*

Apr 16th 2027—MLACE Meeting–ONe time request proposal approval

- **CFAD Review, vote and approval by Consortium members**
- **Apr 30:** Student Data due in TOPSPro (Q3)
- **Apr 30:** Employment and Earnings Follow-up Survey

- ~~**May 14 2027—MLACE Meeting—Possible No meeting?**~~
- **May 2:** CFAD for 2026-27 due in NOVA *16

- **June 7th 2027—MLACE Meeting**
  - End of Program year (June 30th)
  - Submit End of Year DIR in TE (June 15th)
  - Submit Annual Plan Summary (2027)and Goals for 2028
- **Jun 1:** 26/27 Member Expense Report due in NOVA (Q3)
- **Jun 30:** 26/27Member Expense Report certified by Consortia in NOVA (Q3) *

Jun 30: End of Q4