

**Stanislaus Mother Lode  
Adult Education Consortium  
Meeting**

**Monday, March 20, 2023  
2:00 P.M. – 4:00 P.M.**

Zoom Conference

**Meeting Minutes**

Consortium Voting Members

X	Jessie Ceja – Turlock USD		Tonya Bibbins – Waterford USD
X	Emily Harry – Ceres USD	X	Jessica Dorris – Calaveras COE
	Antony Little – Modesto CS (Chair)		Rick Gonzalez – Newman-Crows Landing USD
X	Pedro Mendez (Director) - Modesto JC	X	Ed Pelfrey – Sonora UHS
X	Colleen Whitlock (Co-Chair Tuolumne CSOS		Kevin Fox – Stanislaus COE
	Jennifer Osterhout – Summerville UHSD		Diana Harford – Big Oak Flat Groveland USD
X	Armando Nunez – Riverbank USD	X	Steve Amador – Columbia College
x	Corrin Rivera – Patterson USD		

**1. CALL TO ORDER: 2:38 P.M.**

- a. Roll Call
- b. [Pledge of Allegiance: Turlock USD](#)

**2. APPROVAL OF AGENDA**

[Roll Call](#): Ayes =8, Nays = 0, Abstained = 6, Not Present for Vote: Summerville, Patterson, Newman-Crows landing USD, Modesto CS, Waterford USD, Newman Crows Landing USD, SCOE, BOFG

**3. PUBLIC COMMENTS** - Public comments are allowed at this time on the agenda. The Consortium Chairperson will recognize any member of the audience wishing to speak on matters related to Adult Education. The Chairperson may allot time for those wishing to speak, but the Consortium will take no action on matters presented (Ed. Code Section 35145.5). Presentations will be limited to 5 minutes. If appropriate, a matter may be referred to the Consortium Chairperson for placement on a future agenda. The public may ask questions relevant to agenda items at the time those items are under consideration.

[No public comments.](#)

**4. ACTION ITEMS**

- a. Approval of Agenda  
[Motion: Approved Agenda March 20, 2023 \[J Ceja, second: Sonora UHS\]](#)
- b. Approval of February 27, 2023 Meeting Minutes  
[Motion: Approved November 28, 2022, Meeting Minutes \[ Columbia College, second: Tuolumne CSOS\]](#)  
[Roll Call](#): Ayes = 8, Nays = 0, Abstained = 6, Not Present for Vote = Summerville USD, , Patterson USD, Newman-Crows landing USD

**5. MEMBER SHAREOUT**

- Hanover Research- Renee- Discussed the 2023 Environmental Scan
- AB 1491 Carry Over Guidance- Pedro reviewed the guidelines for the upcoming distribution, the

vote will take place at the upcoming meeting.

- J.Ceja- Shared his experience at the Adult Education: Using Data to Explore and Improve Equity Impact Adult Education.

## 6. FISCAL AND STUDENT DATA REPORTING UPDATES

Members:

### February 2023

- **Feb 28:** Preliminary allocations for 2022-23 and 2023-24 released by this date.

### March 2023

- **Mar 1:** 20/21 and 21/22- and 22/23-Member expense report is due in NOVA. (Q2) \*
- **Mar 31:** 20/21 and 21/22- and 22/23-Member Expense Report certified by Consortia in NOVA (Q2) \*
- **Mar 31:** End of Q3

### April 2023

- **Apr 30:** Student Data due in TOPSPro (Q3)
- **Apr 30:** Employment and Earnings Follow-up Survey

## 7. ANNOUNCEMENTS/ADJOURNMENT

- a. Announcements
- b. The meeting adjourned at 3:19 pm

### Next regular meeting: April 24, 2023, Zoom

Pursuant to California Government Code section 5454957.5, when a writing that is a "public record" as defined by law is distributed to Yosemite / Stanislaus Mother Lode Consortium members less than 72 hours before a regularly scheduled Consortium meeting, copies of these writings shall be available for public inspection during normal business hours at Modesto Junior College, West Campus, Sierra Hall, Room 255, 2201 Blue Gum



## Adult Education Stanislaus Mother Consortium – Academic Year 2022-23

Mother Lode Area:	Stanislaus Area:
<p><b>INSTRUCTION PROGRAMS</b></p> <ul style="list-style-type: none"> <li>➤ Adult Education Instruction</li> <li>➤ College Prep Courses</li> <li>➤ Hi-Set and/or GED Classes</li> <li>➤ Virtual Curriculum</li> <li>➤ Adult Ed. Outreach</li> <li>➤ Adult Ed. Summer School</li> <li>➤ Testing Centers</li> <li>➤ Tutoring</li> <li>➤ Short Term CTE Programs               <ul style="list-style-type: none"> <li>○ Bus Driver Program</li> </ul> </li> </ul> <p><b>SERVICES</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> AE Administration</li> <li><input type="checkbox"/> AE Clerical Support</li> <li><input type="checkbox"/> AE Career Navigator (Adult Students)</li> <li><input type="checkbox"/> AE Counseling Services</li> <li><input type="checkbox"/> AE College Transition Specialists</li> </ul>	<p><b>INSTRUCTION PROGRAMS</b></p> <ul style="list-style-type: none"> <li>➤ ABE and ASE Instruction-Waterford</li> <li>➤ Book Club-Waterford</li> <li>➤ Citizenship Classes</li> <li>➤ English As A Second Language Instruction-Waterford</li> <li>➤ Hi-Set and GED Instruction</li> <li>➤ Tutoring</li> <li>➤ Short Term CTE Program               <ul style="list-style-type: none"> <li>❖ Truck Driving Program</li> <li>❖ OSHA 10</li> <li>❖ NCCT Construction                   <ul style="list-style-type: none"> <li>○ Sheet Metal</li> <li>○ Welding Classes</li> <li>○ Forklift Classes</li> <li>● Custodial Boot Camp</li> <li>● Para Bootcamp &amp; FSSA Test Prep</li> <li>● Bus Driving</li> <li>● Patch Bootcamp</li> <li>● Culinary</li> </ul> </li> <li>○ Book Keeping</li> <li>○ Quick Books</li> <li>○ Computer Literacy</li> <li>❖ Coding/Web Developing</li> <li>❖ Computer Support Specialist</li> </ul> </li> <li>❖ C.N.A. Program</li> <li>❖ EMT Classes</li> <li>❖ Pharmacy Tech Programs</li> <li>❖ Phlebotomy Program</li> <li>❖ Medical Billing and Coding                   <ul style="list-style-type: none"> <li>○ Medical Interpretation</li> <li>○ Clinical Medical Assisting Class</li> </ul> </li> </ul> <p><b>SERVICES</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> AE Child Care Services</li> <li><input type="checkbox"/> AE Clerical Support</li> <li><input type="checkbox"/> AE Career Navigator (Adult Students)</li> <li><input type="checkbox"/> AE Administration</li> <li><input type="checkbox"/> AE Counseling Services</li> <li><input type="checkbox"/> MJC ESL On-Campus Welcome Center</li> </ul> <p>❖ = 3<sup>rd</sup> Party Industry Recognized Certification</p>

**Consortium Wide:**

- Consortium Fiscal, Reporting and Compliance
- Hanover Research
- Mayaco Inc. Web-Site Services

**2021-22 Academic  
Year CAEP  
Stanislaus Mother Lode Consortium Meeting  
Dates**

Date	Day	Time
August 22, 2022	Monday (In person)	2:00pm to 4:00pm
September 19, 2022	Monday	2:00pm to 4:00pm
October 17, 2022	Monday	2:00pm to 4:00pm
November 28, 2022	Monday (in person)	2:00pm to 4:00pm
January 23, 2022	Monday	2:00pm to 4:00pm
February 27, 2023	Monday	2:00pm to 4:00pm
March 20, 2023	Monday	2:00pm to 4:00pm
April 17, 2023	Monday	2:00pm to 4:00pm
May 15, 2023	Monday (in person)	2:00pm to 4:00pm

**CAEP Deadlines**

	Members	Consortia	CAEP
September	<ul style="list-style-type: none"> <li>Actual Instruction Hours and Expenses by Program Area in NOVA (2021-22)</li> <li>Enter 22/23 Budget &amp; Work Plan in NOVA</li> <li>YTD Expense (Q4) 2021- 22FY</li> </ul>	<ul style="list-style-type: none"> <li>Estimates Expense by Program Area</li> <li>Enter 22/23 Budget &amp; Work Plan in NOVA</li> <li>YTD Expense (Q4) 2021-22FY</li> </ul>	
October	<ul style="list-style-type: none"> <li>Student Data TOPSPro (Q1)</li> </ul>	<ul style="list-style-type: none"> <li>Certify 22/23 Budget &amp; Work Plan in NOVA</li> </ul>	
November			
December	<ul style="list-style-type: none"> <li>YTD Expense Report in NOVA (Q1)</li> </ul>	<ul style="list-style-type: none"> <li>Actual Instruction Hours and Expenses by Program Area in NOVA (2021-22)</li> <li>YTD Expense Report in NOVA (Q1)</li> </ul>	
January	<ul style="list-style-type: none"> <li>Student Data TOPSPro (Q2)</li> </ul>		
February			February 28, 2022: CFAD 2022-23 and 2023-24 release
March	<ul style="list-style-type: none"> <li>YTD Expense Report in NOVA (Q2)</li> </ul>	<ul style="list-style-type: none"> <li>YTD Expense Report in NOVA (Q2)</li> </ul>	
April	<ul style="list-style-type: none"> <li>Student Data TOPSPro (Q3)</li> </ul>	<ul style="list-style-type: none"> <li>Approval of 22/23 Workplans</li> </ul>	
May		<ul style="list-style-type: none"> <li>CFAD for 2022-23 due in NOVA</li> </ul>	
June	<ul style="list-style-type: none"> <li>YTD Expense Report in NOVA (Q3)</li> </ul>	<ul style="list-style-type: none"> <li>YTD Expense Report in NOVA (Q3)</li> </ul>	

July			
August	• Student Data TOPSPro (Q4)	• Annual Plan in NOVA	