

**Stanislaus Mother Lode
Adult Education Consortium
Meeting**

Monday, February 28, 2022
2:00 P.M. – 4:00 P.M.
Zoom Confer

A G E N D A

1. CALL TO ORDER

- a. Roll call
- b. [Pledge of Allegiance](#)

2. APPROVAL OF AGENDA

- 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.

4. ACTION ITEMS

- a. January 24, 2022 Meeting Minutes
- b. Resolution Continuing California Adult Education Stanislaus Mother Lode Consortium Authority to Hold Virtual Meetings

5. MEMBER SHAREOUT

- a. CAEP 3-Year Plan
- b. TopsPro Consortium Data Integrity Report

6. [FISCAL AND STUDENT DATA REPORTING UPDATES AND DEADLINES](#)

- a. Members:
 - 3/1/22 – Member expense report due in NOVA (Q2)
- b. Consortium Certification:
 - 3/31/22 – Certify member expense report in NOVA (Q2)

7. ANNOUNCEMENTS/ADJOURNMENT

Next regular meeting: March 21, 2022

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 Avenue, Modesto, CA.



Adult Education Stanislaus Mother Consortium – Academic Year 2021-22

Mother Lode Area:	Stanislaus Area:
<p>INSTRUCTION PROGRAMS</p> <ul style="list-style-type: none"> ➤ Adult Education Instruction ➤ College Prep Courses ➤ Hi-Set and/or GED Classes ➤ Virtual Curriculum ➤ Adult Ed. Outreach ➤ Adult Ed. Summer School ➤ Testing Centers ➤ Tutoring ➤ Short Term CTE Programs <ul style="list-style-type: none"> ○ Bus Driver Program <p>SERVICES</p> <ul style="list-style-type: none"> <input type="checkbox"/> AE Administration <input type="checkbox"/> AE Clerical Support <input type="checkbox"/> AE Career Navigator (Adult Students) <input type="checkbox"/> AE Counseling Services <input type="checkbox"/> AE College Transition Specialists 	<p>INSTRUCTION PROGRAMS</p> <ul style="list-style-type: none"> ➤ ABE and ASE Instruction ➤ Book Club ➤ Citizenship Classes ➤ English As A Second Language Instruction ➤ Hi-Set and GED Instruction ➤ Tutoring ➤ Short Term CTE Program <ul style="list-style-type: none"> ❖ Truck Driving Program ❖ OSHA 10 ❖ NCCT Construction <ul style="list-style-type: none"> ○ Sheet Metal ○ Welding Classes ○ Forklift Classes ○ Custodial Boot Camp ○ Book Keeping ○ Quick Books ○ Computer Literacy ❖ Coding/Web Developing ❖ Computer Support Specialist ❖ C.N.A. Program ❖ EMT Classes ❖ Pharmacy Tech Programs ❖ Phlebotomy Program ❖ Medical Billing and Coding <ul style="list-style-type: none"> ○ Medical Interpretation ○ Clinical Medical Assisting Class <p>SERVICES</p> <ul style="list-style-type: none"> <input type="checkbox"/> AE Child Care Services <input type="checkbox"/> AE Clerical Support <input type="checkbox"/> AE Career Navigator (Adult Students) <input type="checkbox"/> AE Administration <input type="checkbox"/> AE Counseling Services <input type="checkbox"/> MJC ESL On-Campus Welcome Center <p>❖ = 3rd 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 9, 2021	Monday (2 nd)	2:00pm to 4:00pm
September, 20, 2021	Monday	2:00pm to 4:00pm
October, 18, 2021	Monday	2:00pm to 4:00pm
November 15, 2021	Monday	2:00pm to 4:00pm
January 24, 2022	Monday (4 th)	2:00pm to 4:00pm
February 28, 2022	Monday (4 th)	2:00pm to 4:00pm
March 21, 2022	Monday	2:00pm to 4:00pm
April 11, 2022	Monday	2:00pm to 4:00pm
May 16, 2022	Monday	2:00pm to 4:00pm

CAEP Deadlines

	Members	Consortia	CAEP
September	<ul style="list-style-type: none"> Actual Instruction Hours and Expenses by Program Area in NOVA (2020-21) Enter 21/22 Budget & Work Plan in NOVA YTD Expense (Q4) 2020-21FY 	<ul style="list-style-type: none"> Estimates Expense by Program Area Enter 21/22 Budget & Work Plan in NOVA YTD Expense (Q4) 2020-21FY 	
October	<ul style="list-style-type: none"> Student Data TOPSPro (Q1) 	<ul style="list-style-type: none"> Certify 21/22 Budget & Work Plan in NOVA 	
November			
December	<ul style="list-style-type: none"> YTD Expense Report in NOVA (Q1) 	<ul style="list-style-type: none"> Actual Instruction Hours and Expenses by Program Area in NOVA (2020-21) YTD Expense Report in NOVA (Q1) 	
January	<ul style="list-style-type: none"> Student Data TOPSPro (Q2) 		
February			February 28, 2022: CFAD 2022-23 and 2023-24 release
March	<ul style="list-style-type: none"> YTD Expense Report in NOVA (Q2) 	<ul style="list-style-type: none"> YTD Expense Report in NOVA (Q2) 	
April	<ul style="list-style-type: none"> Student Data TOPSPro (Q3) 	<ul style="list-style-type: none"> Approval of 22/22 Workplans 	
May		<ul style="list-style-type: none"> CFAD for 2022-23 due in NOVA 	
June	<ul style="list-style-type: none"> YTD Expense Report in NOVA (Q3) 	<ul style="list-style-type: none"> YTD Expense Report in NOVA (Q3) 	
July			
August	<ul style="list-style-type: none"> Student Data TOPSPro (Q4) 	<ul style="list-style-type: none"> Annual Plan in NOVA 	