

**Stanislaus Mother Lode
Adult Education Consortium
Meeting**

**Monday, November 15, 2021
2:00 P.M. – 4:00 P.M.**

Zoom Confer

Meeting Minutes

Consortium Voting Members

X	Jessie Ceja – Turlock USD	X	Tonya Bibbins – Waterford USD
X	Emily Harry – Ceres USD		Jared Hungerford (Co-Chair) – Calaveras COE
X	Antony Little – Modesto CS		Rick Gonzalez – Newman-Crows Landing USD
	Pedro Mendez (Director) - Modesto JC	X	Roy Morlan – Sonora UHS
	Cathy Parker – Tuolumne CSOS	X	Dallas Plaa (Chair) – Stanislaus COE
X	Stephen Sweitzer – Summerville UHSD	X	Colleen Whitlock – Big Oak Flat Groveland USD
X	Araseli Zamora – Riverbank USD	X	Michelle Walker – Columbia College
	Marcos Huerta – Patterson USD		

1. CALL TO ORDER: 2:01 P.M.

- a. Roll Call
- b. [Pledge of Allegiance](#): Led by E Harry, Ceres USD

2. APPROVAL OF AGENDA

[Motion](#): Approve agenda as is with additional item to discuss reporting hours and expenses. [Motion: J Ceja, Second: T Bibbins]

[Roll Call](#): Ayes = 10, Nays = 0, Abstained = 0, Not Present for Vote: MJC, Tuolumne CSOS, Patterson USD, Calaveras COE, Newman-Crows Landing USD

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. October 18, 2021 Meeting Minutes

[Motion](#): Approve minutes as presented. [Motion: E Harry, Second: A Zamora]

[Roll Call](#): Ayes = 10, Nays = 0, Abstained = 0, Not Present for Vote = MJC, Tuolumne CSOS, Patterson USD, Calaveras COE, Newman-Crows Landing USD

- b. Resolution Continuing California Adult Education Stanislaus Mother Lode Consortium Authority to Hold Virtual Meetings

Motion: Approve resolution as presented to continue virtual meetings. [Motion: A Little, Second: S Sweitzer]

Roll Call: Ayes = 10, Nays = 0, Abstained = 0, Not Present for Vote = MJC, Tuolumne CSOS, Patterson USD, Calaveras COE, Newman-Crows Landing USD

5. MEMBER SHAREOUT

- a. CAEP Summit 2021 – October 26-28 – All
- Members who attended said there were many sessions that were beneficial. Marketing was a session members attended. Marketing includes PSAs, social media, Instagram, etc.
- b. CALPRO Online Professional Learning Opportunities – D Plaa
- The CALPRO flyer was shared with all consortium members. Application to attend the 2022 Adult Education Leadership Institute is due by Wednesday, 11/17/21.
- c. State ACSA Adult Ed Meeting Highlights – A Little
- ACSA Adult Ed Meeting Highlights were shared with all consortium members.
NOTES: AEC 11-03-2021 Agenda - Google Docs – It was reminded to all consortium members to be innovative and share resources and classes.
 - Money has been given to credit unions to conduct financial literacy classes. It was unknown which credit unions in the local area have received funding.
- d. Mayaco Update – P Mendez
- A powerpoint presentation was provided by Mayaco highlighting the use of the website: [Stanislaus/Motherlode Consortium > Home \(myadulthood.org\)](http://Stanislaus/MotherlodeConsortium/Home(myadulthood.org)). It was noted that not all districts currently use the website to promote programs. All consortium members were sent Mayaco's email to submit updates. maya@mayaco.com

6. FISCAL AND STUDENT DATA REPORTING UPDATES

- a. Member Due:
- 10/31/21 - Student Data TopsPro – Quarter 1
 - 12/01/21 – Member expense report due in NOVA
- b. Consortium Certification:
- 10/30/21 - Certify 21/22 Budget and Work Plan in NOVA
 - 12/01/21 - 20/21FY Program Area Information Reporting
 - D Plaa shared the CAEP program hours and expenses document to be updated by 12/01/21. Yellow indicates an “extreme value” and red indicates “not a valid entry”.
 - 12/31/21 – Certify member expense report in NOVA

7. ANNOUNCEMENTS/ADJOURNMENT

- a. Meeting adjourned at 2:40 p.m.

Next regular meeting: January 24, 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



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 	