

**Stanislaus Mother Lode  
Adult Education Consortium  
Meeting**

**Monday, August 9, 2021  
2:00 P.M. – 4:00 P.M.**

Zoom Confer

## Meeting Minutes

### Consortium Voting Members

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

1. **CALL TO ORDER: 2:03 P.M.**
  - a. Roll Call
  - b. [Pledge of Allegiance](#): Led by J Hungerford, Calaveras COE
  
2. **APPROVAL OF AGENDA**  
[Motion](#): Accept Agenda as presented. [Motion: P Mendez, Second: M Huerta]  
[Roll Call](#): Ayes = 10, Nays = 0, Abstained = 0, Not Present for Vote = Riverbank USD, Summerville USD, Waterford USD, Sonora UHS, Big Oak Flat Groveland 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. May 17, 2021 Meeting Minutes  
[Motion](#): Approval of May 17, 2021 meeting minutes [Motion: E Harry, Second: J Hungerford]  
[Roll Call](#): Ayes = 10, Nays = 0, Abstained = 0, Not Present for Vote = Riverbank USD, Summerville USD, Waterford USD, Sonora UHS, Big Oak Flat Groveland USD
  
5. **DISCUSSION ITEMS**
  - a. Welcome Consortium Members: Ceres USD, Modesto CS, Turlock USD  
[New Consortium members were welcomed. New members were encouraged to reach out to other members should they have any questions.](#)

- b. Consortium Annual Plan into NOVA: August 15, 2021  
The Consortium Annual Plan was reviewed with consortium members. It was asked that Goal #1 include a reference that programs align with housing costs within California.
- c. COVID Protocols Being Used  
Districts shared their COVID protocols for Fall 2021.

6. **FISCAL AND STUDENT DATA REPORTING UPDATES**

Comments: P Mendez reviewed upcoming dates for members to include:

- 08/01/21: Student Data Q4 Report Due
- 08/15/21: Annual Plan 21/22 Due in NOVA
- 09/01/21: Member Q4 Expense Report Due
- 09/30/21: Member Work Plan Due in NOVA
- 12/01/21: 20/21 Instructional Hours, Expenses and Match by Program Area in NOVA

7. **ANNOUNCEMENTS/ADJOURNMENT**

Meeting Adjournment: 2:47pm

**Next regular meeting: Monday, September 20, 2021 at 2:00 P.M.**

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:
<ul style="list-style-type: none"> <li><input type="checkbox"/> Adult Education Instruction</li> <li><input type="checkbox"/> College Prep Courses</li> <li><input type="checkbox"/> Hi-Set and/or GED Classes</li> <li><input type="checkbox"/> Virtual Curriculum</li> <li><input type="checkbox"/> Adult Ed. Outreach</li> <li><input type="checkbox"/> Adult Ed. Summer School</li> <li><input type="checkbox"/> Testing Centers</li> <li><input type="checkbox"/> Tutoring</li> <li><input type="checkbox"/> Short Term CTE Programs               <ul style="list-style-type: none"> <li><input type="checkbox"/> Bus Driver Program</li> </ul> </li> <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>	<ul style="list-style-type: none"> <li><input type="checkbox"/> ABE and ASE Instruction</li> <li><input type="checkbox"/> Book Club</li> <li><input type="checkbox"/> Citizenship Classes</li> <li><input type="checkbox"/> English As A Second Language Instruction</li> <li><input type="checkbox"/> Hi-Set and GED Instruction</li> <li><input type="checkbox"/> Tutoring</li> <li><input type="checkbox"/> Short Term CTE Program               <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Truck Driving Program                   <ul style="list-style-type: none"> <li><input type="checkbox"/> Sheet Metal</li> <li><input type="checkbox"/> Welding Classes</li> <li><input type="checkbox"/> OSHA 10</li> <li><input type="checkbox"/> Forklift Classes</li> </ul> </li> <li><input checked="" type="checkbox"/> NCCT Construction                   <ul style="list-style-type: none"> <li><input type="checkbox"/> Custodial Boot Camp</li> </ul> </li> <li><input checked="" type="checkbox"/> Micro Soft Certification                   <ul style="list-style-type: none"> <li><input type="checkbox"/> Bookkeeping</li> <li><input type="checkbox"/> Quick Books</li> </ul> </li> <li><input checked="" type="checkbox"/> Coding/Web Developing                   <ul style="list-style-type: none"> <li><input type="checkbox"/> Computer Support Specialist</li> <li><input type="checkbox"/> Computer Literacy</li> </ul> </li> <li><input checked="" type="checkbox"/> C.N.A. Program</li> <li><input checked="" type="checkbox"/> EMT Classes</li> <li><input checked="" type="checkbox"/> Pharmacy Tech Programs</li> <li><input checked="" type="checkbox"/> Phlebotomy Program</li> <li><input checked="" type="checkbox"/> Medical Billing and Coding                   <ul style="list-style-type: none"> <li><input type="checkbox"/> Medical Interpretation</li> <li><input type="checkbox"/> Clinical Medical Assisting Class</li> </ul> </li> </ul> </li> <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><input checked="" type="checkbox"/> = 3<sup>rd</sup> Party Certification</p>

### Consortium Wide:

- Central Office Support (Convening, TopsPRO, Fiscal)
- Hanover Research
- Web-Site Services

2021-22 Academic  
Year CAEP  
Stanislaus Mother Lode Consortium Meeting

Date	Day	Time
August 9, 2021	Monday (2 <sup>nd</sup> )	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 <sup>th</sup> )	2:00pm to 4:00pm
February 28, 2022	Monday (4 <sup>th</sup> )	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"> <li>Enter 21/22 Budget &amp; Work Plan in NOVA</li> <li>YTD Expense (Q4) 2020- 21FY</li> </ul>	<ul style="list-style-type: none"> <li>Estimates Expense by Program Area</li> <li>Enter 21/22 Budget &amp; Work Plan in NOVA</li> <li>YTD Expense (Q4) 2020-21FY</li> </ul>	
October	<ul style="list-style-type: none"> <li>Student Data TOPSPro (Q1)</li> </ul>	<ul style="list-style-type: none"> <li>Certify 21/22 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 (2020-21)</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 22/22 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	<ul style="list-style-type: none"> <li>Student Data TOPSPro (Q4)</li> </ul>	<ul style="list-style-type: none"> <li>Annual Plan in NOVA</li> </ul>	