

**Stanislaus Mother Lode  
Adult Education Consortium  
Meeting**

**Monday, October 18, 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	X	Jared Hungerford (Co-Chair) – Calaveras COE
X	Antony Little – Modesto CS		Rick Gonzalez – Newman-Crows Landing USD
X	Pedro Mendez (Director) - Modesto JC	X	Roy Morlan – Sonora UHS
X	Cathy Parker – Tuolumne CSOS	X	Dallas Plaa (Chair) – Stanislaus COE
X	Catherine Steyer – Summerville UHSD	X	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: Approve agenda as is. [Motion: J Hungerford, Second: R Morlan]

Roll Call: Ayes = 13, Nays = 0, Abstained = 0, Not Present for Vote: Tuolumne CSOS, 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. September 20, 2021 Meeting Minutes

Motion: Approve minutes as presented. [Motion: T Bibbins, Second: A Zamora]

Roll Call: Ayes = 13, Nays = 0, Abstained = 0, Not Present for Vote = Tuolumne CSOS, Newman-Crows Landing USD

**5. MEMBER SHAREOUT**

- a. SCOE – D Plaa

- i. Programs Starting 10/25/21

1. Construction Training Program - Two-week solar installation boot camp
2. AG Safe – Food Certification

3. Forklift Certification
4. Tractor Operator
- b. Modesto City Schools – A Little
  - i. Ready Set Go – Collaboration with MJC with a Guidance Class in Fall 2021 and an introductory pathway course in Spring 2022.
- c. Patterson USD – M Huerta
  - i. Truck Driver Program – Starts 10/19/21 – 110 hours of classroom instruction and 60 hours behind the wheel
- d. Riverbank USD – A Zamora
  - i. Citizenship Class
- e. Turlock USD – J Ceja
  - i. Working with Green Valley to start a truck driver program in Turlock in Spring 2022
- f. Modesto Junior College – P Mendez
  - i. Phlebotomy Program – 2 Classes – state licensed.
  - ii. Pharmacy Tech – Going through accreditation – nationally accredited.
  - iii. OSHA and Forklift – Classes to start soon.
  - iv. GED – No program this year.

## 6. CAEP SUMMER 2021 – October 26-28

## 7. FISCAL AND STUDENT DATA REPORTING UPDATES

- a. Fiscal Update – P Parikh
  - We are certified for Quarter 1.
  - Half of the consortium membership has submitted their budget and workplan in NOVA. Feedback on workplans will occur the week of October 25.
  - Indirect is 5%.
- b. NOVA
  - Program was shared and discussed for new and old members concerning reporting.
- c. Member Due:
  - **9/1/21 - 20/21FY Program Area Information Reporting**
  - **9/30/21 - Member 21/22 Budget and Work Plan in NOVA**
  - 10/31/21 - Student Data TopsPro – Quarter 1
  - 12/01/21 – Member expense report due in NOVA
- d. Consortium Certification:
  - 10/30/21 - Certify 21/22 Budget and Work Plan in NOVA
  - 12/01/21 - 20/21FY Program Area Information Reporting
  - 12/31/21 – Certify member expense report in NOVA

## 8. ANNOUNCEMENTS/ADJOURNMENT

- a. Employment & Earning Survey Requirement – Deadline: 10/31/21
  - i. More research needed. New requirement not many members aware.
- b. Meeting adjourned at 2:34 p.m.

**Next regular meeting: November 15, 2021**

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><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</li> <li>➤ Book Club</li> <li>➤ Citizenship Classes</li> <li>➤ English As A Second Language Instruction</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> </ul> </li> <li>○ Book Keeping</li> <li>○ Quick Books</li> <li>○ Computer Literacy</li> <li>❖ Coding/Web Developing</li> <li>❖ Computer Support Specialist</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> </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

CAEP Summit 2021



Adult educators from across the state are early registering for the CAEP Summit 2021! You have not missed out yet. If you have not done so already, register for this amazing three-day professional learning experience. We listened to your feedback and have provided more opportunities to engage with fellow colleagues inside the platform. And not to mention, it's FREE to attend the conference! If you are looking for innovative, impactful, and practical tools, strategies, and resources to implement at your school site, this conference is for you. If you enjoy learning from your adult education colleagues, this conference is for you. Don't hesitate – registration is going strong, with limited capacity, and on a first come, first serve basis. Register today!

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

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>Actual Instruction Hours and Expenses by Program Area in NOVA (2020-21)</li> <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>	