

**Stanislaus Mother Lode  
Adult Education Consortium  
Meeting**

**Monday, September 19, 2022  
2:00 P.M. – 4:00 P.M.**

Zoom Conference

**Meeting Minutes**

Consortium Voting Members

X	Jessie Ceja – Turlock USD	X	Tonya Bibbins – Waterford USD
X	Emily Harry – Ceres USD	X	Jessica Dorris – Calaveras COE
X	Antony Little – Modesto CS (Co-Chair)	X	Rick Gonzalez – Newman-Crows Landing USD
X	Pedro Mendez (Director) - Modesto JC		Roy Morlan – Sonora UHS
	Cathy Parker – Tuolumne CSOS (Chair)	X	Kevin Fox – Stanislaus COE
	Stephen Sweitzer – Summerville UHSD	X	Colleen Whitlock – Big Oak Flat Groveland USD
X	Armando Nunez – Riverbank USD	X	Steve Amador – Columbia College
X	Jose Sanchez – Patterson USD		

**1. CALL TO ORDER: 2:02 P.M.**

- a. Roll Call
- b. Pledge of Allegiance: Antony Little- Modesto CS

**2. APPROVAL OF AGENDA**

Roll Call: Ayes =11, Nays = 0, Abstained = 3, Not Present for Vote: Tuolumne CSOS, Summerville UHSD, Sonora UHS

**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 August 22, 2022, Meeting Minutes  
Motion: Approve August 22, 2022, Meeting Minutes [ Waterford USD, second: Ceres USD]  
Roll Call: Ayes = 11, Nays = 0, Abstained = 0, Not Present for Vote = Tuolumne CSOS, Summerville UHSD, Sonora UHS.
- b. 2022-23FY CFAD Amendment Discussion to increase Big Oak Flats and Sonora UHS (\$57,165)  
Motion: Approve August 22, 2022, Meeting Minutes [ Modesto Junior College, second: Waterford UHS]  
Roll Call: Ayes = 11, Nays = 0, Abstained = 0, Not Present for Vote = Tuolumne CSOS, Summerville UHSD, Sonora UHS.

**5. MEMBER SHAREOUT**

- Patterson USD will request in October to reduce the credits required for a High School Diploma. An update will be provided once the request has been made.
- Pedro Mendez would like to do a new member review of CAEP.

School	Adult	High School	Continuation
Patterson USD	170-190	230	210
Modesto CS	170	230	200
Waterford USD	180	230	200
Turlock USD	180	230	200
Stanislaus COE	170		
Big Oak FG	160		
Sonora	160		
Tuolumne SCOS	160		
Calaveras OE	175		
Ceres USD	170	230	200
Newman-Crows Landing USD	180	260	220
Riverbank USD			

## 6. FISCAL AND STUDENT DATA REPORTING UPDATES

Members:

### September 2022

- Sep 1: 20/21 and 21/22 Member Expense Report due in NOVA (Q4)
- Sep 14: Annual Plan for 2022-23 due in NOVA \* (Extended for 2022)
- Sep 30: July 1, 2021 to June 30, 2022 Program Area Report (Instructional Hours and Expenses by Program Area; estimates only) in NOVA
- Sep 30: 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q4) \*
- Sep 30: End of Q1

### October 2022

- Oct 30: 22/23 Member Program Year Budget and Work Plan due in NOVA (Extended for 2022)
- Oct 31: Student data due in TOPSPro (Q1)
- Oct 31: Employment and Earnings Follow-up Survey

## 7. ANNOUNCEMENTS/ADJOURNMENT

- Announcements
- Meeting adjourned at 3:17

**Next regular meeting: October 17, 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



Pending

## 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> <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> </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	

Pending