

**Stanislaus Mother Lode
Adult Education Consortium
Meeting**

**Monday, October 17, 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		Ed Pelfrey – Sonora UHS
X	Colleen Whitlock – Tuolumne CSOS		Kevin Fox – Stanislaus COE
	Jennifer Osterhout – 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: 2:03 P.M.

- a. Roll Call
- b. [Pledge of Allegiance: Cathy Parker- Tuolumne CSOS](#)

2. APPROVAL OF AGENDA

[Roll Call: Ayes =12, Nays = 0, Abstained = 3, Not Present for Vote: Stanislaus COE, 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 November 17, 2022, Meeting Minutes
[Motion: Approve August 22, 2022, Meeting Minutes \[Modesto Junior College, second: Modesto CS\]](#)
[Roll Call: Ayes = 12, Nays = 0, Abstained = 0, Not Present for Vote = Stanislaus COE, Summerville UHSD, Sonora UHS.](#)

5. MEMBER SHAREOUT

- New Member Jose Sanchez Principle at Patterson Adult School. New Representative for the Patterson District.
- New Representative for Columbia College

- Pedro Mendez Reviewed the CAEP Responsibilities and Rules for the Consortia
- Modesto Junior College shared the interest behind SB544 and Dual Enrollment while focusing on making tuition fees affordable for immigrant students.
- Cathy Parker shared the news that she will be retiring from CAEP and moving on to a different field.
- Discussion on prep time and strategy, Modesto CS- A little over one hour a week; Turlock & Ceres one hour for every 3 hours; Calaveras prep as needed

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

- a. Announcements
- b. Meeting adjourned at 3:10 pm

Next regular meeting: November 27, 2022, in person

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>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-Waterford ➤ Book Club-Waterford ➤ Citizenship Classes ➤ English As A Second Language Instruction-Waterford ➤ 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 ● Para Bootcamp & FSSA Test Prep ● Bus Driving ● Patch Bootcamp ● Culinary ○ 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 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"> Actual Instruction Hours and Expenses by Program Area in NOVA (2021-22) Enter 22/23 Budget & Work Plan in NOVA YTD Expense (Q4) 2021- 22FY 	<ul style="list-style-type: none"> Estimates Expense by Program Area Enter 22/23 Budget & Work Plan in NOVA YTD Expense (Q4) 2021-22FY 	
October	<ul style="list-style-type: none"> Student Data TOPSPro (Q1) 	<ul style="list-style-type: none"> Certify 22/23 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 (2021-22) 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 22/23 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	• Student Data TOPSPro (Q4)	• Annual Plan in NOVA	

Pending