

**Stanislaus Mother Lode
Adult Education Consortium
Meeting**

**Monday, November 28, 2022
2:00 P.M. – 4:00 P.M.**

Zoom Conference

Meeting Minutes

Consortium Voting Members

| | | | |
|---|---------------------------------------|---|---|
| X | Jessie Ceja – Turlock USD | | Tonya Bibbins – Waterford USD |
| X | Emily Harry – Ceres USD | X | Jessica Dorris – Calaveras COE |
| X | Antony Little – Modesto CS (Chair) | X | Rick Gonzalez – Newman-Crows Landing USD |
| X | Pedro Mendez (Director) - Modesto JC | X | Ed Pelfrey – Sonora UHS |
| X | Colleen Whitlock – Tuolumne CSOS | | Kevin Fox – Stanislaus COE |
| X | 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: 2:02 P.M.

- a. Roll Call
- b. [Pledge of Allegiance: Little A, Modesto CS](#)

2. APPROVAL OF AGENDA

[Roll Call: Ayes =13, Nays = 0, Abstained = 2, Not Present for Vote: Stanislaus COE, Waterford 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. Approval of October 17, 2022, Meeting Minutes
[Motion: Approve October 17, 2022, Meeting Minutes \[Turlock USD, second: Columbia College\]](#)
[Roll Call: Ayes = 13, Nays = 0, Abstained = 0, Not Present for Vote = Stanislaus COE, Waterford USD.](#)

5. MEMBER SHAREOUT

- Pedro Mendez reviewed the Governance Procedures for Spring 2023. Responsibilities for each member include submission of Quarterly Reports and Budget Revisions.
- Members were informed that a new Co-Chair needs to be appointed to please email Anthony Little with any recommendations or interest in taking the positions for the remainder of Spring 2023. To be elected on March 20, 2023, or April 17 2023.

- The Consortium Members were informed that we will be appointing a new Chair and Co-Chair during March and April 2023.
- Saul Guzman our new Senior Accountant Analyst was introduced to the consortium members as the new point of contact for the Central Office.
- CAEP Budget and Workplan need to be submitted in Excel and in Nova.
- Active CAEP Members' participation when appointing a new Member is recommended that the CEO sends out a letter with a broad statement to allow a new member to participate without hold-ups.

6. FISCAL AND STUDENT DATA REPORTING UPDATES

Members:

November

- **November 30:** 22/23 Member Program Year Budget and Work Plan certified by Consortia in NOVA * (Extended for 2022)

December:

- **Dec 1:** July 1, 2021, to June 30, 2022, Program Area Report (Instructional Hours and Expenses by Program Area; actuals) in NOVA and Certified by Consortium*
- **Dec 1:** 20/21, 21/22- & 22/23-Member Expense Report Due in NOVA (Q1)
- **Dec 31:** 20/21, 21/22- & 22/23-Member Expense Report certified by Consortia in NOVA (Q1)*
- **Dec 31:** End of Q2

7. ANNOUNCEMENTS/ADJOURNMENT

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

Next regular meeting: January 23, 2023 Zoom

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