

**Stanislaus Mother Lode
Adult Education Consortium
Meeting**

**Monday, January 24, 2022
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 | X | 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 |
| | Stephen Sweitzer – Summerville UHSD | X | Colleen Whitlock – Big Oak Flat Groveland USD |
| | 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 with additional item to discuss COLA. [Motion: C Parker, Second: T Bibbins]
[Roll Call](#): Ayes = 13, Nays = 0, Abstained = 0, Not Present for Vote: Riverbank USD, Summerville UHSD

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. November 15, 2021 Meeting Minutes
[Motion](#): Approve minutes as presented. [Motion: E Harry, Second: T Bibbins]
[Roll Call](#): Ayes = 10, Nays = 0, Abstained = 2, Not Present for Vote = Modesto CS, Riverbank USD, Summerville USD

- b. Resolution Continuing California Adult Education Stanislaus Mother Lode Consortium Authority to Hold Virtual Meetings

Motion: Approve resolution as presented to continue virtual meetings. [Motion: C Parker, Second: P Mendez]

Roll Call: Ayes = 13, Nays = 0, Abstained = 0, Not Present for Vote = Riverbank USD, Summerville USD

5. MEMBER SHAREOUT

- a. CTE Industry Program Overview
- i. Members shared their activities. Links will be included in the Instruction Programs Chart.
 - ii. Waterford
 1. Child Development – Increase in home childcare providers; High School has articulated with MJC
 - iii. Turlock
 1. Associate of Child Development with UC Merced – 4 classes
 2. Notary Workshop
 3. Truck Driving School – Fall 2022
 - iv. Sonora
 1. Cosmetology
 - v. Ceres
 1. Culinary Program – Serve Safe
 2. Paraprofessional Training
 3. Bus Driving
 4. Notary Workshop
 - vi. SCOE
 1. Warehouse Supply Chain
- b. CAEP 3-Year Plan
- i. Chairs will bring to the February 28, 2022 meeting.
- c. CAEP Member Allocations
- i. 2021-2022
 1. Payout to consortium members will occur on 1/26/22 for July – December allocations (1/2 of the yearly allocation amount)
 - ii. Preliminary Allocations – 2022-2023
 1. P Parikh presented a chart that included COLA. Discussion ensued about whether the COLA will stay in the May revise budget.
- d. CASAS National Summer Institute 2022 – 6/14/22 – 6/16/22
- i. CASAS Summer Institute 2022 will be both virtual and in-person (San Diego).

6. FISCAL AND STUDENT DATA REPORTING UPDATES

- a. Member Due:
- 1/31/22 - Student Data TopsPro – Quarter 2
 - 3/1/22 – Member expense report due in NOVA (Q2)
- b. Consortium Certification:
- 12/31/21 – Certify member expense report in NOVA
 - 3/31/22 – Certify member expense report in NOVA (Q2)

7. ANNOUNCEMENTS/ADJOURNMENT

- a. Announcements
 - i. Week 3 of the Spring semester for MJC.
 - ii. Riverbank – Citizenship instructor is from Learning Quest.
 - iii. Ceres & MJC are partnering to offer forklift training, CompTia training, and Industry Safety training.
 - iv. Calaveras is conducting in-person Adult English classes.
- b. Meeting adjourned at 2:55 p.m.

Next regular meeting: February 28, 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



Adult Education Stanislaus Mother Consortium – Academic Year 2021-22

| 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 ➤ Book Club ➤ Citizenship Classes ➤ English As A Second Language Instruction ➤ 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 ○ 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 9, 2021 | Monday (2 nd) | 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 th) | 2:00pm to 4:00pm |
| February 28, 2022 | Monday (4 th) | 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"> Actual Instruction Hours and Expenses by Program Area in NOVA (2020-21) Enter 21/22 Budget & Work Plan in NOVA YTD Expense (Q4) 2020- 21FY | <ul style="list-style-type: none"> Estimates Expense by Program Area Enter 21/22 Budget & Work Plan in NOVA YTD Expense (Q4) 2020-21FY | |
| October | <ul style="list-style-type: none"> Student Data TOPSPro (Q1) | <ul style="list-style-type: none"> Certify 21/22 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 (2020-21) 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 22/22 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 | <ul style="list-style-type: none"> Student Data TOPSPro (Q4) | <ul style="list-style-type: none"> Annual Plan in NOVA | |