



**VCAEC Regular Meeting
Minutes
April 1, 2022 - Approved 5/6/2022
Virtual Meeting
Meeting from 1:00 pm - 3:00 pm**

Participants:

Facilitator: Greg Hill, Jr., WestEd

Recorder: Kathy Walker, WestEd

Member Representatives:

Sean Abajian **P**; Laurie Arnold, **P** (Marty McGrady, Admin Del. VCOE na;
Robin Gillett **P**; Kathy Greaves **P** (Leticia Carabajal, Admin Del. Oxnard **P**)
Amber Henrey **P** arrived at 2:35 (*Andrea McNeill, Admin Del. Fillmore*);
Cynthia Herrera **A**; Alex Mejia-Holdsworth **A**; Alan Penner **P**
Mike Sanders **P** (*Diana Batista, Admin. Del. Conejo na*) Carolyn Vang-Walker **P**

Meeting Called to order at 1:08 PM by Greg Hill, Jr. with the approval of Mike Sanders, VCAEC Chair

OPENING PROCEDURES

- Welcome

PUBLIC COMMENT

- None

VCAEC Norms read by Leticia Carabajal

- Create Space for Multiple Voices
- Give and Receive Grace
- Be Present
- Practice Active Listening
- Ask Questions
- Keep it “in the family”
- Respect Colleagues’ Time & Communicate Issues as they arise
- Be Open to Differences of Opinion and Ideas
- Adopt a “Yes, and” Mentality
- **Always, Always, Always Respond to Kathy**

GENERAL ANNOUNCEMENTS / UPDATES

- **Changes in VCAEC Member Representation**



- Holly has left VCCCD to pursue other opportunities
- Kathy Greaves is retiring on April 30th, 2022. Leticia Carabajal, who notably was a former student of Kathy Greaves, will be the admin delegate until a new principal is named.
- **Data Team Meeting, 3/24/2020** - Kathy shared that Oscar Pena from CASAS gave a broad overview of TE. Diana Batista made the arrangements for him to present. He has offered to do a few targeted training sessions in the future.
- **WDB share-out** - WDB has not had a meeting since March. The Performance and Evaluation Committee will meet next week. Amy Tyrell will be doing a presentation regarding the Prison to Employment (P2E) program that is now complete. Carolyn attended the IET workgroup. They are developing the IET pathway for Cyber Security at the college. Carolyn is hopeful that this will be a pathway that might give credit to students from adult school programs that obtain licensure in this pathway. The digital upskilling program might provide opportunities for articulated credit with adult school programs.

CONSENT AGENDA

- Approval of VCAEC Minutes, 3/4/2022
- Approval of Leticia Carabajal as the Admin Delegate for Oxnard Adult School, representing Kathy Greaves

Motion 1

Motion to approve the Consent Agenda

Motion by Kathy Greaves

Second by Robin Gillette

All present - yes | Opposed - None | motion passed

Note: Laurie Arnold stepped away and was not part of the vote.

Alex Mejia-Holdsworth, Amber Henrey, and Cynthia Herrera

were absent

DISCUSSION

See also agenda ([slideshow](#))

- **Re-authorizing Teleconferenced Meetings Pursuant to AB361.** It was decided that the May 6 meeting will be in-person and held at Oxnard Adult School, 1800 Solar Ave., Oxnard.



- **Consortium Fiscal Administration Declaration / Governance Updates.**

Discussed 2022-23 allocations and new reporting requirements (See [CFAD estimates by member agency](#) & [CFAD template \(NOVA export\)](#)).

The governance plan is now a required part of the CFAD and will be approved when CFAD is submitted. Greg facilitated a walk-through of the CFAD. Members reached a consensus to move forward with finalizing and submitting CFAD for approval.

- On the question of the consortium's approach to soliciting input from stakeholders, the group determined that agencies or consortium administration would facilitate outreach with local partners and email them directly to gain their comments. Leveraging advisory committees were also discussed.
- Renewed discussion of admin delegates. Group resolved to include a requirement to appoint admin delegates to the Governance plan.
- Due to the timing of board meetings, the superintendent can appoint someone to represent their district until a person is selected to be the official Member Representative.
- See approved CFAD for approved policies.

- **Three-Year Planning.** Discussion of three-year planning activities.

- **Stakeholder Surveys.** Alan and Robin would like paper copies of the surveys. Alan thinks it would be good to have high-quality surveys for staff and students used yearly consortium-wide. Greg is developing partner and Employer surveys and asked members to provide surveys they may already be using.
- **Partner Lists.** Greg asked for a list of partners that agencies may already be engaged with in one form or another and other agencies that are providing programs in each area (Libraries, AJCC WDB GoodWill ELL Navigator program). VCAEC will need to gather the program and enrollment information to collect in addition to the types of activities agencies may be collaborating with partners on.

- Kathy G will craft the language for the admin delegate to represent their school board

- Kathy W/Greg will send CFAD out for comment, then will push it out for approval in NOVA

- Greg to send paper copies of both student and staff surveys to Robin Gillette and Alan Penner



- **Employer Outreach.** Greg noted that while larger agencies may leverage their advisory boards for input, small schools without CTE programs may need to take a different approach to gather information from regional employers. Robin shared that Limoneira is likely the largest employer in Santa Paula. She also shared there is a new business at the corner of Palm and Main that appears to be a hub for UPS / Amazon and has a larger base of employees. Robin may be looking to collaborate to provide ESL or citizenship onsite at one of these businesses. Amber and Sean noted that the largest employers in their service areas are the school district

Regarding information gathering, many members have contact with their Chamber of Commerce & Service clubs. It was noted that perhaps each member might leverage existing opportunities to share employer / partner surveys. Moorpark belongs to the Chamber of Commerce as does Fillmore.

- **Subregional Planning.** Next week Greg will try to schedule time with Amber, Robin, Sean, and Alex to discuss subregional approaches to leveraging shared resources and meeting regional needs.

Motion 3

Motion to adjourn the meeting.

Motion by Robin Gillette

Second by Carolyn Vang-Walker

All present - Yes | Opposed - none | Motion passed

Note: A. Mejia-Holdsworth and Cynthia Herrera were absent from this meeting (Amber Henrey arrived at 2:35 and was present for this vote.)

Meeting adjourned at 3:02

VCAEC

