



VCAEC Regular Meeting
Minutes - approved 6/3/2022
May 6, 2022

Meeting held at Oxnard Adult School
Meeting from 1:00 pm - 3:00 pm

Participants:

Facilitator: Greg Hill, Jr., WestEd

Recorder: Kathy Walker, WestEd

Member Representatives:

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

Meeting Called to order at 1:10 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

- Next meeting will be held at Moorpark Adult School on 6/3/2022 at 1-3:00 PM.



CONSENT AGENDA

- Approval of VCAEC Minutes, 4/1/2022
- Approval of Michele Arso, Member Representative for Oxnard (approved by the superintendent)

Motion 1

Motion to approve the Consent Agenda

Motion by Mike Sanders
Second by Carolyn Vang-Walker
All present - yes | Opposed - None | motion passed
Note L.Lary, S.Abajain, R.gillette & C.Herrere not present

DISCUSSION

See also agenda ([slideshow](#))

- **Workforce Development Board Share Out.** Carolyn Vang-Walker shared an update on activities and plans at the Workforce Development Board. Carolyn Shared Labor Market Information in addition to sectors that are priority sectors for WDB. This information shows the likelihood of jobs in those areas.

She also shared that P2E Grant is complete. VACE was to serve 25 participants but actually served 37 incarcerated, placing 29 into jobs and 6 enrolled in community college or some other kind of post-secondary education. Additionally, 30 completed RAP training. Case manager Amy Tyrell presented to the WDB Performance and Evaluation Committee regarding the program. Two participants were featured during the Board of Supervisors Meeting Moment of Inspiration. The video was filmed at VACE's TDC studio.

Carolyn also encouraged members to take advantage of the Goodwill Youth Grant, as there are 130 spots available to help students be successful and include supportive services that may not be available at some adult schools.

- **Ventura County Digital Upskilling Project Update.** Greg and Kathy met with Jessica Daugherty regarding Digital Upskilling project led by the EDC. Jessica is looking to hold a focus group with CTE faculty to better understand what curricula exist within the region and what common competencies there may be across curricula. The adult education strand of the project may involve entry-level training in digital literacy. More than likely, the lowest level will be ESL, low income & or those with disabilities. Jessica will reach out to provide information regarding how to sign-up for focus group. Both Alan Penner and Carolyn Vang-Walker noted having already spoken to Jessica.

Greg / Kathy to send out data from WDC



- **Q3 Data Review.** Discussion regarding TE and Launchboard data. See [Enrollment Comparison 2019-2022](#).
- **Student / Faculty / Community Surveys.** Discussed preliminary survey results. Greg noted receiving several student and staff survey responses, but would like more responses from community and employers. Alan noted that the information gathered is particularly helpful as administrators deal with and share needs with their staff.

Greg also shared that most community survey responses were connected to VACE, and asked members to disseminate to partners if not done so already.
- **Course Inventory.** Kathy & Greg shared updates to [VCAEC Program / Course Inventory](#).

Members urged to reach out to partners to complete community / employer surveys

Motion 2

Motion to adjourn meeting by Alan Penner

Seconded by Mike Sanders

All present - Yes | Oppose - none | Motion passed

Note: Alex Mejia-Holdsworth left prior to this motion. L.Lary, R.gillette & C.Herrera, were not present

Meeting adjourned at 3:14 PM

VCAEC

