



**VCAEC Regular Meeting**  
**Minutes - approved 9/9/2022**  
**August 12, 2022**

Meeting held via Zoom  
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 N/A); Leticia Carabajal P Ramona Villavicencio P, Admin Del. Oxnard); Robin Gillette P; Amber Henrey P(Andrea McNeill, Admin Del. Fillmore N/A);

Dr. Cynthia Herrera P; Alex Mejia-Holdsworth P **arrived at 1:35 pm.** Alan Penner A; Mike Sanders P; Carolyn Vang-Walker P

Invited Guest: Jessica Daugherty P, Cause Impact and Jaime Fall P, Ed Collaborative, Mark Sheinberg P,

**Meeting Called to order at 1:03 PM** by Greg Hill, Jr. with the approval of Mike Sanders, Chair

**OPENING PROCEDURES**

- Norms read by Leticia Carabajal
- Welcome - All participants and guests introduced themselves
- Roll Call
- [Approval of Resolution Reauthorization](#) for 30 days, due to increased COVID cases in Ventura County

**Motion 1**

Motion to approve the **State of Emergency and Re-authorizing Teleconferenced Meetings Pursuant to AB361 for 30 days.**

Motion by Mike Sanders

Seconded by Carolyn Vang-Walker

All present Yes | Opposed None | motion passed.

Note: Alan Penner, Alex Mejia-Holdsworth were absent from this vote

**PUBLIC COMMENT - None**

**GENERAL ANNOUNCEMENTS / UPDATES**

- [Digital Upskilling Basic Computer Curriculum.](#)  
[Slide Deck](#) Jessica Daugherty (CauseImpacts) and Jaime Fall (EDC). The EDC is looking to obtain support from members of VCAEC to collaboratively develop, pilot, and implement a digital upskilling

Greg / Kathy will coordinate with Mike,



course for novice learners. General expectation for the course is that it would have a duration of about 4-6 weeks. Ideally, program will be offered in English and Spanish, and latter to additional tiers at AE or CC. Funding is available to provide wrap-around and technology supports such as childcare, laptops, or hotspots. Target completion date for novice tier curriculum development is October, following shortly thereafter by pilot / field testing. EDC would like to identify which member agencies might participate in both curriculum development or pilot.

- All agencies indicated they would like to participate in offering classes
  - Dr. Cynthia Herrera shared that VCCCD has existing curriculum in Computer Fundamentals that might be used or adapted. It was also noted that all VCAEC Members have novice computer programs.
  - Jessica/Jaime indicated funds are available to pay instructors who participate in developing the curriculum.
  - Mike Sanders indicated that Conejo has a mechanism to pay community enrichment teachers so they could pay instructors from other districts to participate in the development of the curriculum.
  - Laurie Lary from VCOE agreed to lead the curriculum development team. Greg / KW will coordinate with Mike, Carolyn, and Laurie to define scope and begin the work.
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- **WDB Share Out.** No updates. Carolyn Vang-Walker shared the next WDB meeting will be held on August 25th.
  - **VCCCD Share Out.** Dr. Cynthia Herrera shared that the vaccine mandate at the VCCCD has been suspended by the Board of Trustees based on the incident rates within Ventura County. She also shared information on new hires:
    - Brenda Forbes, Director of Economic Workforce Development will be responsible for career education pathway alignment with not-for-credit contract Education Trainings to support incumbent worker upskilling and access to VCCCD career education pathways.
    - Dr. Celine Parks, Business Developer will be responsible for business outreach, identification of business needs regarding upskilling employees, and working with the EWD Director to align needs and VCCCD services.

Carolyn, Laurie re:  
supporting /  
developing digital  
upskilling curriculum



Additionally, Dr. Herrera shared that newly appointed Executive Director of the South Central Coast Regional Consortium (SCCRC), Holly Nolan Chavez, will lead projects, grants and new career education development across the eight colleges within the region (San Luis Obispo to L.A. Counties).

- **[CASAS Summer Institute Share-Out](#)**. Sean Abajian shared experience / presentation at CASAS Summer Institute. Sean presented No Code Solutions for Adult Education Administration: Leveling Up Beyond Google. His session explored low-cost, no-code software solutions for adult school online enrollment, records management, student engagement, attendance keeping, and easy data import to TOPSpro Enterprise.
- **[OTAN Student Succeeds Honorees](#)**. Each year, the CAEP Students Succeed program recognizes the hard work that adult education students have completed in the pursuit of their personal, academic, and professional goals and aspirations. Student nominations are selected by independent reviewers based on a five-point rubric. This year, two VCAEC students are being honored:
  - *Connie Trujillo*, Oxnard Adult School
  - *Helen (Hoa) Hoang*, Simi Institute for Careers and Education
  - As one of four with the highest scores among honorees, Hoang will be featured in a video story and will also be honored at the annual ACSA 2022 Every Student Succeeding event and the CAEP Summit 2022 in the fall.

## CONSENT AGENDA

- **Approval of VCAEC Minutes, 6/3/2022**
- **[Approval of CFAD Amendment 2022-2023 additional increase in allocation following the May revise](#)**. Final approval will be made in NOVA.
- **Approval of Leticia Carabajal**, Principal, as member representative for Oxnard Adult School (signature of the superintendent and Board approval will be on 8/10/2022)
- **Approval of Ramona Villavicencio**, Assistant Principal, as Administrative Delegate for Oxnard Adult School, to act on behalf of Leticia Carabajal in her absence (signature of the superintendent and Board approval will be on 8/10/2022)
- **Reimbursements for CASAS Summer Institute:**
  - Conejo Valley - \$1,000 (A. Hernandez and L. Cifuentes each \$500.00)



- Moorpark - \$68.72 (A. Lopez - Meals only)
- Oxnard - \$2,648.80 (J. Soanzler \$500.00 and J. Wright \$2,148.80)
- SICE - \$1,000 (A. Penner and S. Padavick each \$500.00)
- VACE - \$3,874,77 (S. Bell \$1,987.82 and H. Turchyn \$1,886.95)

## **Motion 2**

Motion to approve the Consent Agenda

Motion by Sean Abajian

Seconded by Alex Mejia-Holdsworth

All present - Yes | Opposed - No | passed motion

Note: Alan Penner absent

## **DISCUSSION**

See also agenda ([slideshow](#))

- **Survey Results.** Greg plans to share survey results disaggregated by member agency. Greg reminded members that faculty / staff who participated anonymously and did so in good faith. Member agencies should be cautious about interpreting results with low *n*-sizes, respect efforts to maintain anonymity of respondents.
- **2022-23 Annual Plan.** Greg shared The 2022-23 Annual Plan template. The template will require identifying associated activities from the Three-Year Plan. Greg is putting together a draft of the annual plan and plans to share by the end of next week for review and feedback.
- **[2021-22 Q4 Data Review](#).** Members reviewed consortium 2021-22 Q4 data.
- **[Defining Short-Term CTE and reporting in TE](#).** This item was moved to the next meeting..
- **[VCAEC By-Laws](#).** Members were asked to review the VCAEC By-Laws. Member Effectiveness and Carryover By-Laws were refined and incorporated into the approved Three-Year Plan. Carryover By-Law may need to be adjusted if the state makes changes to the percentage of carryover allowed by member agencies.
- **[2022-2023 VCAEC Meeting Schedule](#).** It was decided that the September meeting would continue to be virtual due to COVID restrictions.

- Greg will target EOD to share survey results disaggregated by member agency
- Greg will target sharing draft of Annual Plan to members by end of next week
- Defining Short-term CTE and Reporting in TE will be added to September Agenda



## **ROUND TABLE / OPEN DISCUSSION**

- No additional discussion

### **Motion 3**

Motion to adjourn meeting

Motion by Mike Sanders

Seconded by Leticia Carabajal

All present - Yes | Oppose - none | Motion passed

Note: S. Abajian and A. Penner were absent from the vote.

**The meeting adjourned at 3:03 PM**