



**VCAEC Regular Meeting**  
**Minutes - approved 12/02/2022**  
**November 4, 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 Lary (P); (Marty McGrady, Admin Del. VCOE (N/A)); Leticia Carabajal (A); Ramona Villavicencio, Admin Del. Oxnard (P); Robin Gillette (A); Amber Henry (A); (Cynthia Frutos, Admin Del. Fillmore (N/A)); Dr. Cynthia Herrera (P); Alex Mejia-Holdsworth (P); Alan Penner (P); Mike Sanders (P); Carolyn Vang-Walker (P); (Sean Bell, Admin Del. VACE (N/A))

**Guest Speakers:** Joy Springer and Donna Vollmer, VCOE

**Meeting Called to order at 1:04 pm** by Greg Hill, Jr. with the approval of Mike Sanders, Chair

**OPENING PROCEDURES**

- Norms read by Greg Hill
- Welcome
- Roll Call

**PUBLIC COMMENT** - no public comment

**GUEST SPEAKER**

- **Credential Process and Upcoming Deadlines.** Presentation / discussion of teacher credentialing led by Dr. Springer, Executive Director of Educator Support & Effectiveness, and Donna Vollmer, Coordinator, Educator Support and Effectiveness department, VCOE. Springer / Vollmer noted they have both CTE and Service related K-12 to Adult Education credentials that may be conferred. VCOE can also work with prospective teachers to help them obtain a preliminary credential after 3 years of work experience, and then VCOE can work with them to decide which credential would be best. With a preliminary credential, they can be in the classroom working while getting their credential.

Credentialing programs run from September to August. Programs offered include the following:

- Greg will look into using CAEP funds for the training portion but not the actual credential



- **DSC Career Technical Education (CTE) Program:** for candidates who hold a California Preliminary CTE or Special Subjects Credential.
- **DSC Adult Education Program:** for candidates who hold a California Preliminary Adult Education teaching credential.
- **DSC CTE and Adult Ed Equivalency Program:** special program option at a reduced rate for candidates who hold BOTH a California Preliminary CTE or Adult Education Credential AND a California Single Subject or Multiple Subject teaching credential.

Springer / Vollmer shared that the CTE and AE Equivalency Program grants equivalencies to teachers who hold BOTH a California Preliminary CTE credential and a California Multiple Subject, Single Subject or Special Education teaching credential. The program opens each Fall semester for CTE Equivalency and the Spring semester for Adult Education.

VCOE is also in the process of working with Unitek to create a full-year CTE course offering starting in January 2023. They are also currently exploring funding sources that might offset the cost of an Adult Education credential. Members noted that having a way to minimize credentialing as a barrier for prospective CTE instructors would be especially valuable. While agencies cannot use public funds to subsidize credentialing fees for individuals, they can pay for professional development and provide stipends.

Springer and Vollmer are available to support questions by members. They may be contacted by phone at 805.437.1320 or via email at [jspringer@vcoe.org](mailto:jspringer@vcoe.org) or [dvollmer@vcoe.org](mailto:dvollmer@vcoe.org), respectively.

#### GENERAL ANNOUNCEMENTS / UPDATES

- **WDB Update.** Carolyn shared WDB monitoring / data collection activities regarding WIOA Programs. She shared that an auditor from the WDB visited VACE Thursday as an example. Auditors are looking at ETPL providers to be sure all agencies are doing all that is expected and necessary.

The group also discussed data collection requirements for the AJCC. Data are due on the 10th of each month. Alan raised the question of whether CAEP DIR would be sufficient to meet the ask by the AJCC. Additional discussion planned for the next board meeting.

- Members can share what they are doing to respond to AJCC reporting requirement at December board meeting



- **CAEP Summit Share Out.** Sean shared that Moorpark was recognized at the CAEP summit for their marketing efforts. He also mentioned attending a presentation on digital advertising that may be of interest to the consortium. He hypothesized that it may be a presentation by Alan Hancock. Greg / Kathy will look into obtaining their presentation.
- **Marketing Committee Update.** Discussed activities from the marketing committee meeting. High-level themes shared from the discussion may be found here:  
<https://jamboard.google.com/d/14IIIQR4BzE8fY0QY9WM3P2KM-OSdtuxUGmBNkGBu9X0/viewer?f=1>
- **Digital Upskilling Update.** Laurie provided an update on curriculum development progress and engaged members on open questions. [She shared a Jamboard of possible course names as well.](#) Additional questions discussed included fees; processes for reimbursement for childcare, transportation, and stipends; possible device options; marketing; and intake forms/procedures, among others.

She also shared that the pilot program will be pushed to Jan./Feb 2023. Further discussion focused on how and whether agencies will continue providing the course following the end of the grant period. Regarding whether members would continue to deliver the course, members indicated it would likely depend on how successful the course is according to students.

## CONSENT AGENDA

- Approval of VCAEC Minutes, 9/9/2022 and 10/7/2022

### Motion 1

Motion to approve the minutes from 10/7/2022 VCAEC Board Meeting.

Motion by Alan Penner and Seconded by Alex Mejia-Holdsworth.  
7 Yes | 0 opposed | 1 abstention (Carolyn Vang-Walker as she was not present at this meeting. Motion passed.

*Note: Approval for 9/9 meeting moved to next meeting due to lack of quorum*

- Greg / Kathy will look into obtaining marketing presentation by Alan Hancock



## DISCUSSION

See also agenda ([slideshow](#))

- **Ojai Adult Ed - New Cosmetology Pre-Apprenticeship Program.**  
Alex shared she is looking for more information regarding if there is an apprenticeship program to support Cosmetology. CTE justification requirements were also briefly discussed. Greg offered to help with research if needed.
- **Capital Outlay.** Four agencies have identified capital outlay expenditures and will provide additional information on costs and how these expenditures connect to the VCAEC 3-Year Plan at next meeting for board consideration and approval. Requests are as follows:
  - Request to purchase 4 modular buildings (\$450,000, Fillmore)
  - Request to purchase bike racks (\$20,885, Moorpark)
  - Request for temporary & permanent Construction Trade Center facilities (\$99,206, SICE)
  - Request to purchase a van for their Studio CTE program to be able to transport equipment to off-site locations for student training (\$75,000, VACE)
- **[Teleconferenced Meetings Pursuant to AB361](#).** Members discussed whether to continue meeting virtually or transitioning to in-person. (Note: State Emergency is due to end February 2023).

### Motion 2

Motion to continue for 30 days Virtual Teleconference Meeting

Motion by Alan Penner and Seconded by Mike Sanders

All present - yes | opposed - none | Motion passed

Note: The following were absent for the vote: Robin Gillette and Amber Henry

- **[AB1491 Signed by Governor 9/25/2022 & VCAEC Carryover By-Law Revision](#).** Briefly discussed the new policy regarding carryover and possible adjustments to the current VCAEC carryover policy. It was also noted that the CAEP office is in the process of developing policy guidelines, but as of yet, nothing has been released. Additional discussion is planned for the next board meeting.

Member agencies seeking approval for capital outlay expenses will submit request for consideration at December board meeting

Carryover policy will be added to December board meeting agenda

Greg / Kathy will coordinate with Sean

- **VCTC MOU.** Sean shared an opportunity with VCTC to provide free transportation for students. The program is currently funded through the end of the school year, though it may be extended if additional funding becomes available. The VCAEC needs only to sign an amended [VCTC MOU](#) (see also [additional information](#)). Sean and Greg / Kathy will coordinate with Sean to make updates and present for signature. This new MOU will be created and shared with members with the VCAEC signature being Consortium Chair, Mike Sanders.

### **Motion 3**

Motion to approve signing an MOU with VCTC for free transportation to Adult Schools that are part of VCAEC

Motion by Sean Abajian and Seconded by Mike Sanders.  
All present - Yes | Opposed - none | motion passed.

- **Impact of Teacher Shortage on Course Availability.** Discussed challenges with serving students due to teacher shortages, including having waitlists for core program area courses. A factor noted included ESL students wanting to be in person and not online. Research into and collaborating to develop creative ways to address this need may warrant future discussion.
- **Adobe Creative Cloud Licenses.** Sean shared that Moorpark is in the process of purchasing Adobe Creative Cloud licenses and that agencies may wish to join together to take advantage of block pricing. Currently, most agencies already have established agreements / licenses; VACE noted they share theirs with VUSD, and suggested Sean consider pursuing a similar agreement with MUSD.
- **Budgets and Work Plans.** Reviewed member agency budgets and work plans. No major issues were noted.
- **Q1 Data Review.** A brief discussion of Q1 DIR and summary data were shared with members. More thorough discussion of program enrollments / outcomes is planned for the January 2023 board meeting.

### **Motion 4**

Motion to adjourn the meeting

Motion by Alan Penner and Seconded by Cynthia Herrera  
All present - Yes | Oppose - none | Motion passed

**The meeting adjourned at 2:55 pm**

to make updates to VCTC

- VCAEC will review year-to-date enrollment and performance data at January board meeting

