



VCAEC Regular Meeting
Minutes - approved 3/3/2023
February 3

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 (P), Ramona Villavicencio, Admin Del. Oxnard, N/A), Robin Gillette (P), Amber Henrey (P) (arrived at 1:16), (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)

Guest: AnnMarie Espinoza

Meeting Called to order at 1:05 pm by Greg Hill, Jr. with the approval of Mike Sanders, Chair

OPENING PROCEDURES

- Norms read by Alex Mejia-Holdsworth
- Welcome
- Roll Call - member introduced themselves

PUBLIC COMMENT -

ACTION ITEMS

- [Teleconferenced Meetings Pursuant to AB361](#) - See [AB2449 Continue Virtual meeting or meet face-to-face? State of Emergency ends February 28, 2023](#)

Motion 1

Motion to approve continued Teleconference Meeting from 2/3/2023 to 3/3/2023.

Motion by Cynthia Herrera and Seconded By Alan Penner

All present - Yes | Opposed - | Motion Passed

Amber Henrey was absent at this time.

- **Guest Speaker** - AnnMarie Espinoza, SICE Marketing and Communications Coordinator. Ann Marie shared best practices around marketing AE programs. See [Marketing Information slide deck](#).



GENERAL ANNOUNCEMENTS / UPDATES

- **WDB Update.** Carolyn shared information about the [ELL IET Fund SFP – PY 22-23](#) grant. Members are encouraged to register for the Webinar on February 15th at 10:00 AM. After the webinar, we will circle back to all members to see if they want to move forward with a consortium level proposal.
- **[AB1491](#) & [VCAEC Carryover By-Law Revision](#).** State guidance is forthcoming and should be available by the March board meeting.
- **Digital Upskilling Update.** Laurie shared that courses are moving forward successfully, and that they are receiving a lot of positive feedback from students. Updates will be made to the curriculum and plan to hold a Train the Trainers session for the next cohort the week of April 10. The second cohort is planned to begin April 17th.

Laurie also shared agency participation requirements. These include:

- Fidelity to the design of the curriculum
- Establishing a screening process to ensure students are placed correctly
- Committing to having a second person in the classroom
- Providing devices and projection screens and having a place to secure the equipment
- Provide an extra lab hour for students
- Help storing the visa cards and Chromebooks

Laurie will follow-up via email to see who is interested in offering the class and will provide a list of things they must commit to.

CONSENT AGENDA

- Approval of VCAEC Minutes, 1/13/2023
- [Capital Outlay Request for Moorpark Adult School Manufacturing program](#)
- Approval of New Programs for Moorpark Adult School
 - [Culinary Arts](#)
 - [Pharmacy Tech](#)

Note: Sean shared that Moorpark intends to conduct a pilot for both of the programs. No additional funding to get started, but additional funds will be needed to continue to support courses following the pilot.

- GH/KW will schedule a meeting with interested members following ELL Grant webinar

Motion 2

Motion to approve the consent agenda.
Motion by Alan Penner and Seconded Amber Henrey
All present - Yes | Opposed - none | Motion Passed
Robin is not available for this vote.

DISCUSSION

- [CASAS 2023 National Summer Institute](#). Consortium will pay for two people to attend the Summer Institute; however, participants must register through their district and the consortium will reimburse the district for the expenses.
- **Annual Plan Check-up**. Member agencies shared status updates on progress toward annual plans (see [Annual Plan Check-up](#)). Members were encouraged to update their sections by the next board meeting.
- **Data Review**. Discussed Q2 data submission. Members all seem to be at or close to mid-year targets. See [Data Review](#) for details.

ROUND TABLE

- [LAO Adult Education Funding Proposal](#). Discussed LAO recommendation. Some raised concerns about the cost of CTE programs and if a set amount would cover the expenses without charging fees. Performance measures were also a point of interest and potential concern.

Motion 3

Motion to adjourn was made by Alan Penner and Seconded by Mike Sanders
All Present Yes | Opposed Nnne | Motion passed
Leticia Carabajal was not present for the vote.
Meeting was adjourned at 3:01 PM

- Members are encouraged to register for CASAS Summer Institute
- Members were encouraged to update their sections by the next board meeting