



VCAEC Regular Meeting
Minutes - approved 3/31/2023
March 3, 2023

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 Laryp (Marty McGrady, Admin Del. VCOE N/A)

Leticia Carabajal **P** Ramona Villavicencio, Admin Del. Oxnard); Robin Gillette **P**;

Amber Henrey **P** (Amber left meeting at 1:27 pm) (*Cynthia Frutos, Admin Del. Fillmore*);

Dr. Cynthia Herrera **P**; Alex Mejia-Holdsworth **P**; Alan Penner **P** (**Alan left meeting at about 1:50 PM**);

Carolyn Vang-Walker **P** (Sean Bell, Admin Del. VACE);

Guest: Brenda Forbes, VCCCD; Mark Sheinberg, ACSA Region 13, and Mary-Allyn Garcia, Fillmore

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

OPENING PROCEDURES

- Norms read by Welcome Alan Penner
- Roll Call - member introduced themselves

PUBLIC COMMENT - none (Mark Sheinberg will speak to item on the agenda (Response to “Redesigning California’s Adult Education’s Funding Model”)

GENERAL ANNOUNCEMENTS / UPDATES

- [Consortium preliminary allocations](#) have been released by the CAEP office.
- [ELL IET Fund SFP – PY 22-23](#) proposals are due on March 6 for interested members.
- **AB1491 Webinar** forthcoming on 3/23/23 with Neil Kelly and Mayra Diaz to provide guidance on new carryover policy. All members were encouraged to register for this webinar.
- [Association of Community and Continuing Education \(ACCE\) Response to “Redesigning California’s Adult Education’s Funding Model”](#) provided by Mark Sheinberg, ACSA representative. Members are encouraged to review and consider feedback relative to LAO recommendations.
- **CASAS 2023 National Summer Institute** [registration](#) is now open. The consortium will reimburse up to two people to attend per agency.

- Send members the LAO “Redesigning California’s Adult Education Funding Model” proposal



- **Digital Upskilling Update** provided by Laurie Lary. Laurie thanked members planning to participate in the next phase of the digital upskilling project. Laurie shared that minor adjustments are being made to scope and sequence. Agencies administering the course in the spring need to complete by June. OAS (2), CVUSD, VACE, Ojai, Santa Paula, SICE all plan to participate. Laurie shared that she is working on getting contracts established with other VCAEC agencies for the Spring class, and plans to meet next week with agency leads. Timeline for other activities:
 - March 17: Preliminary findings / recommendations from WestEd
 - March 20-31: All curriculum updates
 - April 3-7: Translations (spring break most agencies)
 - April 10-14: Train the Trainers; final registrations
 - April 17-May 5: Start April/May cohort
 - June 16: finish spring class
 - March 10-April 14: Marketing & registration @ agencies
- **Capital Outlay.** Moorpark received approval from the [State CAEP office](#) for the Capital Outlay request to purchase a CNC toolroom lathe.
- **VCCCD Update (Career Education/Contract Education work).** Cynthia Herrera and Brenda Forbes shared plans / information regarding CTE noncredit and contract education offerings available at the college. Brenda is the Interim director of Workforce at VCCCD. She looks forward to collaboration between the adult school and the community college that will benefit our community, particularly around dual enrollment. Brenda shared that the college is working on [bridge programs that will help facilitate transitions between adult schools and the three Ventura County Community Colleges](#). Contract education is focusing on engaging with employers via career navigators to identify and develop opportunities for tailored education and training. Additionally, VCCCD is working to coordinate with the WDB to establish a referral system, and support job placement or transition into college.

Share contact info for Brenda Forbes with members (brendaforbes@me.com)

CONSENT AGENDA

- Approval of VCAEC Minutes, 2/3/2023
- Moorpark new CTE Programs
 - Digital Media: Arts:
<https://docs.google.com/document/d/1gBdcfYxCxR1PCyIvWkpw5tzD7EO6tAMdXp500St-JEs/view>
 - ESL Program Expansion:
<https://docs.google.com/document/d/1ldifC6JwGC0fRLSoVmthhMaCrsMezWChHAAQPPEbXCo/view>

Motion 2



Motion to approve the consent agenda.

Motion by Robin Gillette | Seconded by Leticia Carabajal

All present - Yes | Opposed - none | Motion passed

DISCUSSION

- **Adult Education Week.** Sean raised the idea of a coordinated outreach to the Ventura County Board of Supervisors to request that they pass a resolution in support of Adult Education Week. Initiative is led by CAEAA, which has provided a template [here](#).
- **VCAEC Fiscal Banker.** Kathy and Greg shared information on the role of the consortium fiscal banker and updates on Ojai financial situation. They shared that the fiscal banker holds consortium level CAEP allocation and is responsible for signing / establishing contracts, paying consortium invoices, and providing fiscal details of revenue and expenditures on request and in support of quarterly reporting activities. Each year with the CFAD the fiscal banker is renewed. To change fiscal banker we need to give 30 day notice to current fiscal banker; however, once CFAD is approved the consortium funds will be delivered to whomever is receiving the consortium level fund allocation for that year.

Greg and Kathy shared that they have been monitoring the financial situation in Ojai and will keep members updated on developments.

- **[2022-2023 NOVA Q2 Expenditure report](#).** Shared expenditure report with members with explanations.
- **[Annual WorkPlan Check-up](#).** Discussion of annual plan status and areas needing attention. Areas of collective focus include marketing, establishing baselines and targets by agency for pre- and post-test scores & develop strategies for tracking and improving outcomes, and coordinating with Santa Paula and Fillmore to address community needs. Members were asked to pass along information on local marketing to support RFP or posting. Consensus was to move discussion to the next meeting.
- **Board Meeting Schedule.** April 14th continues to be part of Spring Break for those present. Meeting date was moved to Friday, March 31 at 1:00 PM. Meeting will be held at VACE.

Motion 3

A motion to adjourn was made by Mike Sanders and Seconded by Alex Mejia-Holdsworth

All Present Yes | Opposed None | Motion passed

Meeting adjourned at 3:00 PM

VCAEC

