



**VCAEC Regular Meeting
Minutes**

March 31, 2023 - approved 6/2/2023

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 Lary **A** (Marty McGrady, Admin Del. VCOE **A**)

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

Amber Henrey **P** (Arrived 1:45) (Cynthia Frutos, Admin Del. Fillmore); Dr. Cynthia Herrera **A**;

Alex Mejia-Holdsworth **P**; Alan Penner **A**; Mike Sanders **P**; Carolyn Vang-Walker **P** (Sean Bell, Admin Del. VACE);

Guest: Erika Perez, VCOE

Meeting Called to order at 1:30 PM by Greg Hill, Jr. with the approval of Mike Sanders, Chair

OPENING PROCEDURES

- Welcome
- Norms read
- Roll Call, Erika Perez was introduced as a guest from VCOE

PUBLIC COMMENT

- *No public comments received*

GENERAL ANNOUNCEMENTS / UPDATES

- **WDB Update.** Carolyn Vang-Walker shared information regarding the WDB “What Employers Need Today” event, scheduled for April 18, 2023 10-11:00 am. She also shared persona examples developed to aid in marketing efforts as an example the consortium might wish to follow.

Carolyn also shared that on April 4, the county will be releasing an RFP that will affect how AJCC will offer its services. The consensus is that the county will be looking to award a training contract to ALAMOM. FutureWork Systems is currently developing a regional dashboard to show participation and impact of services.



- **Adult Education Week.** Sean Abajian shared that the Ventura County Board of Supervisors will vote to approve the adult education week resolution in April.
- **Digital Upskilling Update.** Erica Perez shared information regarding spring class schedule and timeline. Train the Trainers sessions scheduled April 10 from 2pm-5pm, and April 14 from 9am-12 noon. Training will be in person or online. Participants are requested to confirm by April 3.
- **Capital Outlay Request.** Kathy Walker shared an update from Amber regarding the status of Fillmore's request to purchase 4 module buildings (\$450,000). She indicated that Fillmore is in the process of identifying an architect and are aiming to have the project completed over the summer.

CONSENT AGENDA

- Approval of VCAEC Minutes, 3/3/2023
- Approval of Oxnard's new CTE Program: Leticia Carabajal
[CTE Course #4132 Small Business Services-Building and Grounds](#)
- Capital Outlay:
 - Approval of VACE's request to replace [LED display screen on Marque](#)
- Cost not to exceed \$30,000 - Carolyn Vang-Walker
 - Approval of Ojai Adult School's request for [Audio System Installation](#)
in Adult Education classrooms - cost \$12,894 - Alex Mejia-Holdsworth

Motion 2

Motion to approve the consent agenda.

Motion by Mike Sanders | Seconded by Robin Gillette

All present - Yes | Opposed - none | Motion passed
(Amber Henrey was not present for this vote)

DISCUSSION

- **CFAD 2023-2024.** Discussed estimated [2023-24 allocations](#), fiscal banker, and next steps regarding upcoming CFAD. The WestEd contract will be less than the last contract, as it included supplemental funds to support 3-year planning efforts. Consortium allocation, however, will remain the same in addition to the 8.13% COLA. These funds are used for one-time proposals for members, providing funds for professional training, i.e. CASAS Summer Institute, in addition to a Marketing strategy for the consortium.

The board also briefly discussed the potential impact of the funding formula proposed by the LAO. Mike Sanders mentioned that it has taken several years



for Conejo Valley AS to get back funds that they lost in 2013. The new funding formula may provide a way to ensure funding levels among members are commensurate with resource needs, numbers of students served, and outcomes achieved.

No concerns were raised regarding Ojai remaining the fiscal banker for the upcoming year.

- **Carryover Governance and By-Law Revision.** Discussed provisions and revised governance and by-laws to bring them into alignment with new CAEP policies. Consensus among members was to look at excessive carryover at the October meeting each year. If a member has a large project they are planning to use their carryover for, they will need to submit a proposal with a spending timeline, keeping in mind that each year's allocation must be fully spent within 3 years or funds go back to the state. Approved changes are found via the links above.
- Discussions of marketing proposals and student focus groups moved to the May meeting.

Marketing & FG moved to May agenda

Motion 3

A motion to adjourn was made by Alex Mejia-Holdsworth and Seconded by Sean Abajian

All Present Yes | Opposed None | Motion passed

Meeting adjourned at 3:20 PM

Santa Paula location for next meeting

