



**VCAEC Regular Meeting
Minutes - approved 10/13/23
May 5, 2023**

*Meeting at Simi Institute for Careers and Education
1880 Blackstock, Simi Valley*

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 **A**;

Amber Henrey **A** (Cynthia Frutos, Admin Del. Fillmore **A**); Dr. Cynthia Herrera **A**;

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

Guests:

None

Meeting Called to order at 1:00 PM by Greg Hill, Jr. with the approval of Mike Sanders,
Chair

Norms read by Greg Hill Jr.

GENERAL ANNOUNCEMENTS / UPDATES

- **WDB Update.** Carolyn Vang-Walker relayed LMI data from the last WDB meeting in addition to the results of the staff / student AJCC survey. Carolyn added that the AJCC has unemployed participants coming from businesses that have moved out of state. These students qualify TAA which means they receive a higher unemployment.
- **CCAE Conference.** Discussed CCAE Conference presentation(s) by Sean. In his presentation, he introduced an innovative student information system to help track prospective students and discussed the successful transportation partnership established between VCCCD and the Ventura County Transportation Commission (VCTC). The current agreement ends at the end of this year, however, VCTC may be expanding the Memorandum of Understanding (MOU) for another year.
- **Resolution Supporting Adult Education Week.** Sean relayed County Supervisors endorsed a resolution in support of adult education week. He conveyed his intention to commemorate this achievement with a group photograph at the next F2F meeting.



- **Digital Upskilling Update.** Members informally discussed experience with digital upskilling course. Regarding the pre- / post-test, members proposed incorporating a provision for students to skip questions or simply respond with "I don't know." The members emphasized that instructors should clearly communicate to students that the data collected from this assessment will strictly be used to evaluate the effectiveness of the curriculum, not students themselves.
- **Release of Funds for One-Time Proposals.** Greg shared that about \$200,000 is available in consortium funding for special projects. Member agencies with ideas for initiatives should submit their proposals for consideration in advance of the June board meeting.

Additionally, Sean Abajian shared his intent to request funds in the amount of \$178,600 to support pilot programs in Culinary Arts, Pharmacy Tech, and ESL. Funds would be used to continue services while Moorpark finds other sources of funding for courses long-term, including fees or other grant funds.

Carolyn shared VACE's practice of using fees to cover the cost of consumables and instructors. Doing so provides them with an easy measure for determining how many students are needed to run the class. In the case of insufficient enrollment, the class is canceled.

Also discussed were other sources of funding. It was noted that ESL may be covered using WIOA funds. Moorpark, however, Moorpark did not apply for WIOA in the last round due to low enrollment numbers, but plans to apply when applications open up again in three years.

Finally, members also suggested reducing the number of in-class hours to help reduce costs to deliver pilot programs.

- **Capital Outlay Request.** Kathy shared that the [CAEP office approved capital outlay requests](#) from VACE for a replacement [LED display screen for their marquee](#) and Ojai for a new classroom [audio system](#).

CONSENT AGENDA

- Approval of VCAEC Minutes from the March meeting moved to June for approval due to lack of quorum.

DISCUSSION

- **3-Year & Annual Plan Update.** Members shared initial thinking about strategies for the 2023-24 annual plan.

Oxnard currently intends to reallocate funds to support [a new student](#)

- Kathy will share proposal form with members



[health center](#). Members deliberated on use of CAEP funds, exploring possibilities like leveraging the center for practicum hours as justification. As an alternative (or in addition) to using CAEP funds, Oxnard could consider engaging with community partners, provide in-kind space, and/or seek additional funds from their district.

Alex reported meeting with Ojai's acting superintendent to address program opportunities moving forward. She shared that the Computer Basics class is full, and that they are seeing growth in ESL classes as well. Looking ahead, Ojai will also be considering branching out into CTE with a welding course.

Mike Sanders reminded members that agency strategies need to be reflected in the Consortium's three-year and annual plans, and that the consortium may modify them at any time.

- **Marketing.** Carolyn suggested leveraging TDC Studios to develop a video showcasing the work of the consortium. The video could be shared with the WDB and posted on member agency websites. Additionally, as an initiative, it could be pursued over the summer and would not require up-front costs.
- **CTE State Plan.** After attending the recent webinar on the CTE state plan, Leticia Carabaja withdrew her suggestion that the consortium host a convening.
- **Healthcare Pathway Grant.** The state will be making determinations about eligibility for supplemental grant funds to develop or advance health pathways. If the VCAEC qualifies, the state will notify Mike Sanders and the Consortium will be invited to apply.
- **Brown Act Guidelines for Teleconferencing.** Greg shared results of inquiry into whether and under what conditions the Consortium may continue to convene virtually. It would appear that Consortia may leverage provisions for teleconferencing under the Brown Act for video conferencing. This would require, however, that all agencies make spaces available on their campuses where the public may attend, among other requirements. Members considered advantages & disadvantages to virtual meetings, and explored the idea of holding 3-4 scheduled in-person meetings annually with the other to occur remotely.

The topic will be revisited at the June meeting. In the interim, members were encouraged to coordinate with their legal counsel to assess applicability of current legislation. See also [CA State Legislative Brown Act](#) and [AB2449](#) for additional context.



- **2023-2024 Annual Planning.** Brief discussion of annual plan timeline. Kathy will share a Google form for members to complete before the June meeting.
- **Focus Groups / Student Survey.** Members felt that focus groups and student survey would be best administered in the Fall. Greg will adjust the timeline accordingly.

Motion 1

Motion to adjourn by Mike Sanders; Seconded by Alex Mejia-Holdsworth
All members Present - Yes | Opposed - none | motion passed.

Meeting adjourned at 2:34 PM

- Kathy will share Google form with members