



VCAEC Regular Meeting
Minutes - approved 10/13/2023
September 15, 2023

Meeting at Santa Paula USD, Board Room
201 S. Steckel Drive, Santa Paula, CA

Meeting from 1:00 pm - 3:00 pm

Participants:

Facilitator: Greg Hill, Jr, WestEd

Recorder: Kathy Walker, WestEd

Member Representatives:

Sean Abajian **P via zoom**, Leticia Carabajal **P** Ramona Villavicencio, Admin Del. Oxnard), Amber Henrey **P** (Cynthia Frutos, Admin Del. Fillmore), Dr. Gina Ramirez **P** (Arrived at 3:00 PM) Dr. Cynthia Herrera (Brenda Acomb Forbes, Admin Del, VCCCD **P**), Marty McGrady **A**, Admin Del, VCOE Alex Mejia-Holdsworth **P**, Alan Penner **P**, Mike Sanders **P**, Carolyn Vang-Walker (Sean Bell, Admin Del. VACE **P**)

Guests:

Mark sheinberg, ACSA, Alex Baca, Santa Paula, Norma Perez Sanford, Fillmore

Meeting Called to order at 1:15 PM by Greg Hill, Jr. with the approval of Mike Sanders, Chair

ROLL CALL AND WELCOME - Members introduced themselves

PUBLIC COMMENT

- Mark Sheinberg, ACSA representative, shared information on CASAS test pilot. Also discussed whether students with high school diplomas who are under 18 can enroll in a CAEP CTE class. Members agreed that students could enroll, but CAEP funds cannot be used. It was also shared that migrant students can enroll in ESL and ABE, but enrolling in CTE programs may present false pathways if students do not have the right to work. For data tracking, it was noted that ITN numbers may be used in place of SSNs. It was agreed that these students need to be fully informed about options available, such as might be provided through a workshop or in conjunction with agency intake staff and counselors.

- Greg and Kathy will look into opportunities for Migrant workers

GENERAL ANNOUNCEMENTS / UPDATES

- **CAEP Director Conference.** Carolyn shared that she will be attending the Director's Conference for CAEP in Sacramento on behalf of VCAEC.



- **ELL Healthcare Pathway Grant.** Carolyn shared that if plans were submitted on time, the state indicated agencies should expect to receive funding in October. If asked for an extension, funding will not be disseminated until December. It currently seems that payments would occur monthly.
- **Q4 Fiscal Reporting and NOVA.** NOVA has been down - with that said we are not able to finalize our Q4 Fiscal report nor can you move on to the Budget and WorkPlan for 2023-2024. Carolyn indicated that the CAEP office will be flexible with the September 30th deadlines.
- **GUEST SPEAKER via Zoom - Robbie Zylstra, Akkedis Digital.** Presentation. Akkedis has provided marketing services for many agencies around California. Possible areas of support needed by VCAEC include digital and printed materials, branding, website refresh, social media, among others. One concern expressed concerns that smaller schools are not underrepresented in marketing efforts. Greg and Kathy will coordinate with Akkedis to obtain pricing options.

Greg and Kathy will follow up with Akkedis on pricing options

CONSENT AGENDA

- Approval of minutes from 6/2/23 moved to the October meeting due to lack of quorum.

Motion 1

Motion to approve minutes from 8/1/2023 by Alan Penner |
Seconded by Amber Henrey
all present Yes | opposed - none | passed
(Note: Gina Ramirez was not present for this vote)

Motion 2

Motion to Approval of minutes from 9/6/23 by Mike Sanders |
Seconded by Alan Penner
All present Yes | opposed - none | motion passed
(Note: Gina Ramirez was not present for this vote.)

DISCUSSION

- **ELL Healthcare Grant.** Alan found a medical terminology course that can be offered in students' language with language support staff members in attendance. He asked whether grant funds may be applied for this. The consensus was that grant funds could be used.



- **CAEP Summit.** It was decided that each agency will be responsible for their registration and their hotel if attending the upcoming CAEP summit.
- **2022-23 Q4 Expenditures** - reviewed member expenditures and percentages of carryover by member. NOVA is down so we are not able to revise, submit or certify. This may also delay the 2023-2024 Budget and WorkPlan.
- **Student Survey** pushed to April 2024. Members also suggested having a QR Code available upon deployment. Greg will share questions in advance of administration.
- **Student Intake Procedures.** Intake procedures will be a topic of the next Data Team meeting. The goal is both to improve data quality and consistency, and to equip intake staff to hold conversations with students that are sensitive to their experiences.

ROUND TABLE DISCUSSION

- **CTE Course Code Changes.** CDE is requiring adult schools align their courses with CALPADS. Members discussed the implications of this for their own data management and ambiguity around criteria for determining introductory, intermediate, and capstone level courses.
- **CASAS Materials.** It was reported that the CASAS contract now subsidizes materials for CAEP agencies. This had previously only been available to WIOA-funded agencies.
- **Developing Cross-Segmental Pathways.** Members discussed opportunities for developing or expanding pathways. Focusing on one career area was discussed (such as medical), as was exploring SB554 in greater detail. The importance of aligning with career areas that are not impacted at the college was also noted. Additionally, connecting with CC transition staff was also discussed.

Meeting adjourned at 3:15 PM