



**Minutes of the Ventura County Adult Education Consortium
Regular Meeting**

Friday, August 3, 2018 1:00 PM

Ojai Unified School District

PARTICIPANTS

Member Representatives: M. Arso (A), S. Ledesma, Admin Delegate for M.Arso (P) B. Beckett (P), S. Cvijanovich (A), R. Gillette (P), K. Greaves (P), A. Penner (P), T. Morse (A), M. Sanders (P), C. Vang-Walker (P), A. Wright (P)
Guests: Roger Rice, VCOE; Ned Branch, Santa Paula Library

Facilitator: Greg Hill Jr., Wested

Recorder: Kathy Walker, WestEd

MINUTES

Meeting was called to order at 1:08 PM by Greg Hill Jr. with approval of Mike Sander's, Chair.

Introduction by members

CONSENT AGENDA

- Approval of Minutes from 7/13/18
- Approval of Administrative Delegate for Simi

Motion 1

Motion was made to approve the minutes of 7/13/18 and approve the submission of Shayna Ledesma, as Administrative Delegate for Simi Institute for Careers & Education.

Motion by Becky Beckett; Seconded by Mike Sanders

All present - yes; opposed - none; Motion passed

DISCUSSION

- **Job Developers.** Sylvia, the Job Developer that was assigned to Oxnard and AJCC has resigned, leaving a gap in services that are provided. VCOE is not looking to replace the position, nor continue to pursue the job developer strategy. To help meet the current need for job development / soft skills training among consortium agencies, VCOE will, however, keep the current Job Developer, David, on the payroll until such time as member agencies can open positions of their own. He will be supervised by Alix Wright.

Oxnard expressed the need for a dedicated full-time job developer. Carolyn also would like support for VACE's Encore and TRJ programs, which she has estimated at approximately 16hrs per week. Further discussions are needed to identify the most expedient mechanism to hire, subsidize, and oversee the position.

While VCOE is not proposing new strategies for 2018-19, VCOE is interested in program collaboration and plans to remain a contributing member of the consortium.

Roger Rice shared that he is on a Statewide Measures Task Force for the DASS. Some areas that might be helpful to the consortium include:

- Look at State Indicators:
 - English Learner Progress Indicator
 - Graduation Rate Indicator
 - College/Career Indicator
 - Chronic Absenteeism Indicator.

- ☐ Greg will get Consortium plan to member by Tuesday
- ☐ Consortium workgroup to develop curriculum for soft skills programs
- ☐ Greg to share index of certificates with Alix
- ☐ Alix to help Greg with Labor Market questions

- Helping to move students from not prepared to a prepared pathway
- Helping to identify and standardize curriculum leading to industry-valued certificates
 - Greg noted he may have a working list that could form the basis of this
- **Soft Skills Curriculum.** There is a desire to establish a standard soft-skills curriculum for use across VCAEC agencies. Optimally, this curriculum would be aligned with national standards and lead to a recognized certification. Alix will lead a working group to investigate possible options and present to consortium for approval. Tiffany Morse & Roger Rice, Greg, Becky Beckett, Kathy Greaves are interested in being part of this work group. Goal is to complete by the end of next quarter.

10 Minute Break

Meeting reconvened at 2:10 PM.

- **[2018-19 Meeting Schedule.](#)** Continued discussion of meeting schedule. Schedule is updated and current, with all slots taken.
- **Grant for Jail Program.** Brief discussion of grant opportunity VACE plans to pursue. Meeting Aug. 16, 2018, 2:30-4:30
- **2018-19 Consortium Annual Plan Review & Update.** Discussion of draft annual plan. Revised plan will be made available for review and approval the following week.

Motion 2

Motion to adjourned by Mike Sanders; Seconded by Robin Gillette
All members presents - Yes; Opposed - None; Motion passed

Meeting adjourned at 3:03 PM