



Minutes of the Ventura County Adult Education Consortium Regular Meeting

Friday, September 7, 2018 1:00 PM
Conejo Valley Adult School

PARTICIPANTS

Member Representatives: M. Arso (a), S. Ledesma, Admin Delegate for M. Arso (p) B. Beckett (p), S. Cvijanovich (p), R. Gillette (p), K. Greaves (p), A. Penner (p), T. Morse (p), M. Sanders (p), C. Vang-Walker (p), Mike Winters (p), transitioning Member Rep for MUSD, A. Wright (p)

Guests: H. Correa, VCCCD; tchan, Fillmore

Facilitator: Greg Hill Jr., Wested

Recorder: Kathy Walker, WestEd

MINUTES

Meeting was called to order at 1:05 by Greg Hill Jr.

Introduction by members

CONSENT AGENDA

- Approval of Minutes from 8/3/18
- Approval of member AEP Budget Revisions for Q4 Reporting
It was noted that most budget revision are due to expenditures coming in higher or lower than projected. Two members did not reach their spending guide of 60% and will need to give a justification in NOVA.

Motion 1

Motion to approve minutes of 8/3/18 meeting and approval of member requested AEP Budget Revisions for Q4 Reporting.

Motion Mike Winters; second - Robin Gillette

All present - Yes; opposed - none; Motion Passed

DISCUSSION

- **“Meeting of the Minds” event report-out** - Alix Wright was a presenter and Carolyn Vang-Walker represented VCAEC at this conference. So much information was presented. Here one of the highlights she brought back.
 - Navigator Program - they work for consortium but travels from AJCC to VCCCD and AE Schools. This is an innovative, powerful and effective partnership with Consortium and AJCC. The navigator’s are funded with consortium level funds.

Carolyn will compile some information and have for members at a future meeting.

- **Preparing for member expenditure reporting: AEP Allocation and D&A funds.**
Most of the budget revisions are due to expenditures coming in higher or lower than budgeted. SP had to revise their carryover from 2016-2017 as they over

reported expenditures. This has added and additional \$23,147 to their carryover. Two members were below the 60% (Ojai and Santa Paula)

NOVA should be fixed Monday 9/10 - NOVA will send out an email when bug has been fixed. D & A allocations should be spent by 12/31/18; Santa Paula requests that they be able to use the remaining amount of their allocation for salaries as they will not need to renew software expenditure until 5/19. They will apply the remaining amount to their personnel salary for data entry. There was consensus by members that all remaining member D & A funds can be used for any data and accountability expenditures without further approval from consortium. Supplemental COLA \$30,538 will be held by consortium until allocation decisions can be made.

- **3 Year Planning Update.** Discussion of anticipated requirements and approach. Will require regional scan, community needs assessment, and gap analysis, much like AB86 plan. VCAEC needs to review the original goals and then look at where we are now. On a related note, Alix shared [South Central Coast Regional Consortium](#) luncheon scheduled for 10/12 from 11:30-1:30 @ Crowne Plaza. Focus will be on Ventura County. Alix attending and extending invitation to VCAEC members.
- **Soft Skills Curriculum Development Committee.** Alix will convene curriculum and certificates working group on Friday, 9/28, location TBD
- **Job Developers.** Oxnard cannot hire a position at the salary VCOE was able to offer and must design the job description at the price or level they can hire to. In the interim, VCOE will continue to use allocation to subsidize existing job developer position serving Santa Paula, Ojai, Fillmore and Moorpark, and VACE. Additional needs include job developer at Ojai to hold classes when ENCORE starts.
- **Fillmore Program Expansion.** Stefan shared that Fillmore's Adult School is "busting at the seams" and running out of space. They are looking at a vacant building across the street for purchase. This would allow them to be able to expand their Adult School offerings. Fillmore USD would subsidize with district funds to make this purchase possible.

- Alix to send Kathy info regarding Strong workforce meeting at Crowne Plaza.
- GH / KW will begin assembling planning resources from AB86 to inform upcoming activities

OPEN DISCUSSION / PUBLIC COMMENT

No public comments

Motion 2

Motion to adjourn was made by Robin Gillette and seconded by Kathy Greaves, All present - yes; opposed - none; Motion passed

Meeting adjourned at 2:47 PM

Next VCAEC Meeting will be on October 5, 2018 @ Ventura Adult and Continuing Education, 5200 Valentine Rd., Ventura 93003