



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

Friday, November 2, 2018 1:00 PM
Santa Paula Unified School District, Board Room

PARTICIPANTS

Member Representatives: M. Arso (P), S. Ledesma, Admin Delegate for M. Arso (A) B. Beckett (P), S. Cvijanovich (P), R. Gillette (P), K. Greaves (P), T. Morse (A), M. Sanders, VCAEC Chair (P), C. Vang-Walker (P), M. Winters (P), A. Wright (P)

Guests: Ned Branch, District Director, Blanchard/Santa Paula Library District;

Facilitator: Greg Hill Jr., Wested

Recorder: Kathy Walker, WestEd

MINUTES

Meeting was called to order by Greg Hill Jr.

OPENING PROCEDURES

- Welcome and request for speaker cards - Welcome Guest Ned Branch
Introduced Mike Winters as new representative from Moorpark

CONSENT AGENDA

Motion 1

Motion to Approval of Minutes from 9/7/18 & 10/5/18

Motion by Mike Sanders and Seconded by Michele Arso

All members present - Yes; Opposed - None; Motion passed

DISCUSSION

- **Work Readiness Curriculum Committee.** Work Readiness Curriculum committee did not meet this month.
- **2018-2019 Member Work Plans and Budgets.** Members were reminded that they need to get their 2018-19 Work Plans and Budgets into NOVA. It was noted that due to an error, Ojai and Consortium carryover is incorrect. Kathy is working with Nicole Alexander and Projectopts to get this corrected. Until the correction is made Ojai is not able to enter Budget information.
- **Review of 2017-2018 Member Agency Carryover.** Discussion regarding member and consortium carryover. It was noted that VCAEC needs a policy regarding carryover put in place for future.
 - Conejo's carryover was due to an accounting mistake and will be expended during the 2018-2019 year.
 - Fillmore indicated that they will need their carryover for their Adult Ed expansion.

- KW will continue to work with AEP office to address errors in NOVA system

- Moorpark will develop a plan and will let us know if any of their carryover is available for disbursement to other programs.
- Ojai indicated that they might have 10-15k available if someone needs this for their program.
- Santa Paula will be working with VCCCD to begin a shared GED / IET program; they will bring a budget proposal back at our December meeting.
- It is assumed that VCOE will use their carryover from 2017-2018 to subsidize VCAEC job developer position until taken on by VCCCD.
- The consortium has carryover from 2017-18 that was allocated WestEd and which could be used for 2018-19 administration costs, estimated at approximately \$180K for WestEd and Consortium expenses.

- ☐ Moorpark will develop a plan to address member carryover
- ☐ SP and VCCCD will coordinate on plan for SP carryover

Members discussed potential uses of any remaining carryover funds. In addition to providing funding for the three-year planning process (estimated at ~\$150k),

- Michele would like to see professional development for instructors. Oxnard corroborated that with such tight funds it is hard to collaborate and likewise sees a need to offer professional development training.
- It was indicated that it would be good to develop mentors relationships within / across agencies. The use of stipends for faculty presentations on best practices and / or in-kind contributions (i.e., subs for presenting faculty) were also discussed, as were cross-agency instructor field trips.

Members also discussed formulating a proposal system for expending carryover should collective strategies fail to come to fruition.

Motion 2

A motion was made to have VCOE send 2018-19 monthly allocations to Ojai, VCAEC's fiscal banker, for reallocation in support of job developer strategy and / or other activities to pursuant to consortium approval processes.

Motion by Kathy Greaves and Seconded by Mike Sanders
All members present - Yes; opposed - None; Motion passed

Greg/Kathy will adjust MOU with Ojai to reflect this change.

- ☐ Greg/Kathy will adjust MOU with Ojai to reflect change in funding allocations

- **Budget Bill Special Reporting.** Discussion of special request from the state. Report must include total hours of instruction as well as operational costs by program area and source of funding. A handout (ppt) was provided to members summarizing this new requirement. Members had a short discussion about what reporting might include and how information may be classified. It is believed this report will be due by the end of December. Kathy shared that there will be another webinar coming up in the next week or so with additional details.

UPDATE: due date for special report has been moved to February 15, 2019.

- **3 Year Planning Approach.** Greg shared that we need to add a few more meeting to get our 3-Year Plan completed by the due date, followed by a discussion of report requirements. Greg asked if VCAEC could use the "War" Room at VACE for planning meetings. Carolyn agreed. Unless otherwise indicated, Greg will be at VACE every Friday to support three-year planning efforts. The following extra meeting dates for collaborative planning were established:

- ☐ Members should use the handout template regarding the Special Bill Requirement to fill in information required and bring to Dec. meeting.
- ☐ Greg / Kathy will draft guidance for special report based on state requirements as they become available

- Friday, Nov. 16, 1-3pm
- Friday, Dec. 14, 1-3pm
- Friday, Jan. 25, 1-3pm
- Friday, Feb. 15, 1-3pm
- Friday, Mar. 15, 1-3pm

PUBLIC COMMENT

No public comments

Motion 3

Motion to adjourn.

Motion by Becky Beckett and Seconded by Mike Sanders.

All present - Yes; opposed - none; motion passed

Meeting was adjourned at approximately 2:20 pm

Next VCAEC regular meeting will be on December 7, 2018 at VCOE - room TBD