



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

Friday, December 7, 2018 1:00 PM  
VCOE Career Technical Education - Moorpark Site

**PARTICIPANTS**

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

**Guests:**

*Facilitator:* Greg Hill Jr., Wested  
*Recorder:* Kathy Walker, WestEd

**MINUTES**

Meeting was called to order by Greg Hill Jr. with permission of Mike Sanders at 1:16 pm

**OPENING PROCEDURES**

- Welcome and request for speaker cards
- Roll Call

**PUBLIC COMMENTS**

No public comment

**CONSENT AGENDA**

**Motion 1**

Motion to Approval of Minutes from 11/2/18

Motion by Mike Winters and Seconded by Mike Sanders  
All members present -yes ; Opposed -no; Motion passed

**DISCUSSION**

- **Expenditure Reporting.** Discussion of 17/18 & 18/19 expenditure reports. Accuracy of member reports is paramount, not only for planning, but also because NOVA system lacks flexibility to enable certain types of adjustments after the fact. Prior to submitting finance data to NOVA, members should district fiscal personnel have reviewed and understand the data - both carryover and allocations.
- **Member Carryover Policy.** Discussion of draft carryover policy. Members will revisit at January meeting.
- **Work Readiness Curriculum Committee Update.** Committee has reviewed a few options, including curriculum from VCCCD and Oxnard. Considerations discussed included program length, delivery model, cost, and applicability across segments. Some members may want to select their own work readiness curriculum, despite committee recommendation. Rather than selecting a single curriculum, perhaps instead members can agree on core competencies that would need to be reflected

- WR Committee to present competency matrix and next steps at Jan meeting

in curricula selected by members. Curriculum group will plan to present a competency matrix and next steps at January meeting.

- **Data & Accountability Training.** Becky, Tom, and ?? attended F2F trainings in Anaheim, Nov. 29, 2018. Participants present reported finding the trainings valuable for understanding regional need for services. Interest was expressed in being able to drilling down to job markets in other areas.
- **Budget Bill Reporting.** **UPDATE: due date for special report has been moved to February 15, 2019.**
- **Field Team Status.** Some field team activities have been either postponed or rescheduled. Concern from Carolyn because VACE is paying for one. More info to follow.
- **3 Year Planning** (Incl. share-out of discussion from 11/16 planning session) - moved to end of meeting.

#### CLOSED SESSION

No action was taken in closed session

**Motion to adjourn** by Michele Arso and Seconded by Becky Beckett

All present - Yes; Opposed - No; Motion passed

Meeting adjourned at 3:27 PM

- Updated information on special reporting requirement to be provided at next meeting