



VCAEC Regular Meeting

November 8, 2019

Ventura Adult and Continuing Education
Lunch at 12:45pm | Meeting from 1:00-3:00pm

Participants:

Facilitator: Greg Hill Jr., WestEd

Recorder: Kathy Walker, WestEd

Member Representatives: Laurel Arnold (P), Michele Arso (A), Shayna Ledesma, Admin. Delegate SIMI (P), Becky Beckett (P), Stefan Cvijanovich (A), Robin Gillette (A), Kathy Greaves (P), Alan Penner (P), Mike Sanders (Chairperson) (A), Holly Correa, Admin Delegate VCCCD (P), Carolyn Vang-Walker (Acting Chair) (P)

GUEST: Tom Chan, Fillmore, David Mason, Job Developer VCCCD

MINUTES - approved 1/24/2020

Meeting Called to order at 1:15 PM by Greg Hill Jr. with permission from Carolyn Vang-Walker

OPENING PROCEDURES

- Welcome, request for speaker cards, Introductions (David Mason was introduced as VCAEC's Job Developer).

PUBLIC COMMENTS

- No public comments

CONSENT AGENDA

- **Approval of Minutes from 10/4/19.** Approved with correction - Change name of Workforce Readiness Program from REN to WIN.
- **CAEP Summit 2019 Expenditures** for
 - Lauri Arnold
 - Becky Beckett
 - Holly Correa
 - Mark Shienberg
 - Steve Thompson
 - Carolyn Vang-Walker
 - Kathy Walker
- **VCCCD Member Representative.** Approval of Larry Buckley, Vice Chancellor as member representative for VCCCD and Holly Correa is Admin Delegate for VCCCD

Motion 1

Motion to approve the Consent Agenda made by Becky Beckett and seconded by Alan Penner

All present - Yes; opposed - none; Motion passed

DISCUSSION

- **CAEP Summit 2019.** Discussion of October CAEP summit held in

Sacramento. Carolyn shared information regarding session on LINC's professional development resources with members.

- **Meeting Schedule.** Finalized 2019-20 meeting schedule.
- **Job Developer Activities & Schedule.** Discussion of schedule and priority tasks for David Mason. Additional topics included student's job readiness and David's overall engagement strategy, generally. The importance of having data showing impact of services was also discussed. Identifying referrals to / from the AJCC was also noted.

Some of the site-level needs discussed include the following:

- Moorpark indicated they could perhaps benefit from having David conduct presentations / workshops
- VACE noted the need to help students with resume development, computer literacy, and job placement, as well as the importance of ensuring outcome data are collected
- SIMI noted a need for job placement among higher level ESL students. Many of these students have degrees and many had careers in their country of origin. Despite this, many struggle finding jobs that are in their fields and not entry level.

In addition to job readiness / job development, members discussed other potential value-adds that could be provided under the aegis of the job developer position. Chief among these were planning and coordinating site visits at VCAEC agencies, particularly around CTE, and serving as a liaison between agencies (i.e., modeling after LAREC) generally. Designing and delivering "mini" workshops and creating videos of existing workshops to post online were also discussed.

Holly indicated that VCCCD was working on developing a workplan for David. Greg said he would help identify / clarify data needs and support work planning and data collection / reporting system development.

- **Consortium By-Laws.** Discussion of draft VCAEC Bylaws. Members asked to add Workforce Dev. Board as a collaborator and minor revisions to purpose and guiding principles. Greg will update and present for approval.
- **Data Team CoP.** Status update on Data Team Community of Practice. First meeting of Data Team CoP will be held on Nov. 22 from 11:00 - 1:00 PM at VACE.
- **SCCRC Adult Education Meeting.** The South Central Coast Regional Consortium will hold a meeting on Adult Education within the region on November 15th at the Wright Event Center at Ventura College, 57 Day Road. Holly, Becky, and Tom are planning to attend on behalf of the Consortium.

Comments:

Holly mentioned that VCCCD is offering an apprenticeship program that may be of interest to other members. She will send link to Kathy, to forward to all members.

Motion 2

Motion to Adjourn meeting by was made by Becky Beckett and seconded by Carolyn Vang-Walker.

All members present - Yes; Opposed - none; motion passed
Meeting Adjourned at 3:18 PM

☐ Greg will work with Holly on Job Developer work plan and data collection

☐ Greg will make edits to Consortium By-laws

☐ Holly will share information regarding apprenticeship; Kathy will disseminate

