



**VCAEC Regular Meeting
September 10, 2021**

Virtual Meeting

Meeting from 1:00pm - 3:00pm

Participants:

Facilitator: Greg Hill Jr., WestEd

Recorder: Kathy Walker, WestEd

Member Representatives: Sean Abajian (P), Laurie Arnold (P), Robin Gillette (P), Kathy Greaves (P), Amber Henrey (P), *Andrea McNeill, Admin Del. Fillmore (P), Cynthia Herrera (A) Holly Correa, Admin. Del. VCCCD (P), Alan Penner (P), Javier Ramirez (P), Mike Sanders (P), Carolyn Vang-Walker (P)*

Guests: Mark Sheinberg, ACSA

MINUTES - approved 10/1/2021

Meeting Called to order at 1:01 PM by Greg Hill Jr. with approval of Mike Sanders

OPENING PROCEDURES

- Welcome and introductions
- Roll Call

PUBLIC COMMENT

- No public comment

VCAEC Norms were presented

- Create Space for Multiple Voices
- Give and Receive Grace
- Be Present
- Practice Active Listening
- Ask Questions
- Keep it “in the family”
- Respect Colleagues’ Time & Communicate Issues as they arise
- Be Open to Differences of Opinion and Ideas
- Adopt a “Yes, and” Mentality
- Always, Always, Always Respond to Kathy

CONSENT AGENDA

- Approval of VCAEC Minutes, 6/4/2021
- Approval of new Member Representatives and Administrative Delegates:
 - Sean Abajian, Member Representative, Moorpark Adult School
 - Amber Henry, Member Representative, Fillmore Adult School
 - Andrea McNeil, Admin Delegate, Fillmore Adult School

- Cynthia Herrera, Member Representative, VCCCD
- Holly Correa, Admin Delegate, VCCCD

Motion 1

Motion to approve the consent agenda was made by Mike Sanders | Second by Alan Penner

Yes - all present | Opposed - None | Motion - Passed

DISCUSSION

See also [agenda \(slideshow\)](#)

- **Funding Update.** According to the CAEP Office, [CAEP funding](#) is expected to arrive to members in a more timely manner than in previous years. July/August payment should arrive by the end of September, with monthly payments thereafter.
- **CAI Pre-Apprenticeship Grant Opportunity.** Discussion of CAI Pre-Apprenticeship Grant led by HC. Holly suggested it might be a good opportunity for collaboration across agencies. Upcoming RFA Bidders' Conference Webinar scheduled for Sept. 23, 2021 at 2:00-3:00 PM. Holly and Lori expressed they would attend.
- **[VCAEC Monthly Board Meeting Schedule](#)** - Discussion of prospective meeting dates. Group plans to continue meeting via zoom until required. Greg indicated that VACE had offered to be the location where community members can come to attend meetings in the event a physical location is required.
- **CAEP Reporting.** Shared results of 2019-2020 Program Area Reporting, Expenditures, and Carryover for Q4. Included discussion of the report of instructional hours by program area, noting that services are not captured there unless offered during a class session. Mike will certify expenditures by EOM.
- **Three-year Planning Debrief & Next Steps.** Discussion of the first F2F planning meeting and potential next steps (see Miro board). Carolyn noted that she attended the webinar on self-assessment and member effectiveness, suggesting that as an activity to engage in as part of planning. Group also discussed the possibility of developing sub-committees, supplemental data collection, and pathway mapping.

Group explored ideas for growing programs with a specific focus on CTE. SICE shared their district approved a new Construction Trade Center Facility, and they intend to implement more distance learning & hybrid learning models, and we're continuing conversations with community college representatives around collaboration and alignment in Manufacturing & Construction industry sectors. Looking at both pre-apprenticeship and apprenticeship programs, possibly with a pilot program in the summer was also suggested. Holly and Lauri were looking at establishing a shared VCCCD & VCOE Job Readiness program. VCCCD has a curriculum that can be shortened and condensed and might be a possible model for adult ed.

Board members also indicated a desire to have the WDB provide information on the needs of industry. Carolyn shared that sector groups are open to the public and that the group might wish to send delegates who could report back to the board as a part of the standing agenda.

Finally, the group identified topics / next steps regarding the three-year plan:

- Kathy will send Doodle poll to for next planning session

- Continue to work toward establishing a shared vision and identify opportunities
- Identify data we needed and methods for gathering perspectives of students
- Examine gaps in services currently provided, including assessing students served and performance overall
- Identify regional needs and establish strategies to market our programs, promote growth, and set performance targets.

Kathy will send a doodle poll to find a time to meet for the next planning meeting

Motion 2

Motion to adjourn meeting made by Mike Sanders | Seconded by Holly Correa

All present - Yes / Opposed - none / Motion passed

Meeting adjourned at 2:59 pm