



VCAEC Regular Meeting
Minutes - approved 11/3/2023
October 13, 2023

Meeting held at Conejo Valley Adult School, Room 8
1025 Old Farm Rd, Thousand Oaks, CA 91360
1:00 pm - 3:00 pm

Participants:

Facilitator: Greg Hill, Jr., WestEd

Recorder: Kathy Walker, WestEd

Member Representatives:

Sean Abajian **P**, **Arriving at 1:22 pm**; Leticia Carabajal **P**, Ramona Villavicencio, Admin Del. Oxnard **P**), Amber Henrey **A**, (*Cynthia Frutos, Admin Del. Fillmore*); Dr. Gina Ramirez **P**, **Arrived at 2:05 pm**, Dr. Cynthia Herrera (Brenda Acomb Forbes, Admin Del, VCCCD **P**); Marty McGrady **A**, Admin Del, VCOE Alex Mejia-Holdsworth **P**; Alan Penner **P**; Mike Sanders **P**; Carolyn Vang-Walker **P**, (Sean Bell, Admin Del. VACE)

Guests: Alex Baca, Santa Paula

Meeting Called to order at 1:23 pm by Greg Hill, Jr. with the approval of Mike Sanders,
Chair

[Slide Deck Link](#)

ROLL CALL AND WELCOME

- Each member introduced themselves
- Norms read by Greg

Change Brenda's last name on member roster

PUBLIC COMMENT

- No public comments

GENERAL ANNOUNCEMENTS / UPDATES

- **Guest speaker via Zoom - N&R Publications, Jeff von Kaenel | President & CEO.** Presentation by Jeff von Kaenel. Materials shared in advance are linked below:
 - [Marketing Storyboards](#)
 - [Sample Production Plan](#)
 - [Pricing](#)

Members to send marketing groups to Kathy

See also **Marketing Debrief** under the Round Table Discussion section that follows.



- **WDB Share Out.** Carolyn shared that the WDB will have a strategic Planning meeting during the week of October 23rd - 28th and that the One Stop Operator changed from Alamom to Strumpf and Associates as of Jul 1, 2023 . She also shared information about a new GIS mapping tool available on the AJCC's website showing data from the US Census and Caljobs to aid in developing or expanding services and identifying partnerships. Finally, she noted an upcoming EDD Grant funding opportunity of \$175,000 to help workers and businesses in Camarillo affected by the closure of the Youth Authority.
- **CAEP Director's Conference.** Carolyn represented Mike Sanders at the Director's Conference and shared takeaways. Carolyn shared that it was a positive experience, noting an emphasis on equity, ensuring systems are in place to support students' goals and aspirations, building positive relationships with students through authentic learning, and focusing on impact over intention. Focus was also given to the next three-year planning cycle and sharing information about CAEP performance, current plans, and supplemental funding opportunities and initiatives.

Carolyn also noted highlights from the presentation by CAEP leadership. CAEP enrollment and attainment of postsecondary credentials were reported to have increased over the prior academic year, by 12 percent and 13 percent, respectively. A review of 2021-22 consortium plans submitted showed increasing enrollments / outcomes in CTE was the most popular goal for consortia, as reported by the state. Gaps in resources to support AWDs was also noted as a gap.

The CAEP office also took the opportunity to remind agencies that CAEP funds may only be used to support learners 18 and over and only in the seven approved program areas. Additionally, they reminded participants of the timeline for implementation of AB1491. The CAEP office also indicated it would be flexible with deadlines due to glitches in NOVA, and that NOVA enhancements were forthcoming.

To better meet regional needs, CAEP presenters suggested leveraging Strong Workforce and CAEP funding to facilitate joint projects, among other sources of funding. Included in this is the \$130 million allocated by the Governor towards EL Healthcare Pathways, acknowledging the significance of the work done by consortia, even amidst California's budgetary constraints. Twenty-three consortia were reported to have met the application deadline of September 8th, ostensibly ensuring they receive their funding in October, while those who secured extensions will have their funds disbursed in December. Participants were also reminded of the Governor's plan to expand California's apprenticeship system to serve 500,000 apprentices by 2029 and of the critical role adult education has in achieving this goal.



Another topic discussed was the Legislative Analyst's proposed funding model and its emphasis on the critical role of data, regional adaptability, optimal use of public funds, replication of successful models, and the smooth transition of students from adult schools to community colleges.

CONSENT AGENDA

Motion 1

Motion to approve minutes from 5/5/23 by Alan Penner and Seconded by Mike Sanders

All six members that were present - Yes | Opposed - none | Motion passed
(Members present: S. Abajian, L. Carabajal, A. Mejia-Holdsworth, A. Penner, M. Sanders, C. Vang-Walker)

Motion 2

Motion to approve minutes from 6/2/2023 by Alan Penner, Seconded by Mike Sanders

All six members that were present - Yes | Opposed - none | Motion passed
Note: Cynthia Frutos was not present for this vote.

(S.Abajian, L.Carabajal, Cynthia Frutos Absent, A.Mejia-Holdsworth, A.Penner, M.Sanders, C.Vang-Walker)

Motion 3

Motion to approve minutes from 9/15/2023 by Alan Penner, Seconded by Leticia Carabajal

6 present - yes | Opposed - none | Motion passed
(S. Abajian, L. Carabajal, A. Henrey (absent), B. Acomb Forbes, A. Mejia-Holdsworth, A. Penner, M. Sanders, S. Bell Absent)

DISCUSSION

- **2022-2023 Carryover.** Q1 expenditures will not be available in NOVA until December 1, 2023. Discussions regarding carryover will therefore need to be postponed until after expenditures have been submitted.
- **Budget and Work Plan Update.** Kathy reminded members that agency budgets and work plans need to be completed by Friday, October 20th. Kathy is available to support agencies with reporting if needed.
- **Course Approval Process and CTE Course Code Changes.** Discussed CDE course code approval process and implementation of new course codes for CTE courses. Since Fillmore, Ojai, and Santa Paula are new to this process and only



school administrators may access the approval system, Sean Abajian has offered to meet virtually for a walkthrough of the approval process.

Members also discussed changes in CTE course codes. CDE is now requiring agencies to use CALPADS codes and designate Introductory, Intermediate, and Capstone classes for CTE courses / pathways. Limited information on the operational definitions for these designations has been made available by the State. Greg shared documentation from the CALPADS user guide differentiating Introductory, Intermediate, and Capstone courses in K12, noting that some pathways in practice only consist of a Capstone course as the requirement for counting pathway Completers is completion of 300 hours of instructional contact time. Alan noted that the 300 hour threshold is intended to reflect one K12 school year.

- **Consortium Approval for New Programs / Courses.** Discussed consortium role and approval process for new programs or courses by consortium members. The VCAEC's role in practice is to support agencies in their efforts to meet the adult education needs identified in the communities they serve. However, the state mandates that agencies using CAEP funds obtain approval from their regional consortium boards. The VCAEC honors this requirement by asking member representatives to add their proposed program / course to the VCAEC consent agenda prior to launching the program or course. This is largely to ensure transparency, avoid collisions or unnecessary redundancies, and promote greater cohesion among adult education providers across Ventura County. Non-funded members are not required to get approval by the consortium, however, they are required by AB104 to be transparent and open about courses and programs planned and implemented.
- **Coordination Across Agencies.** Carolyn shared that member representatives have served as liaisons between agencies. Brenda would like documentation if available about this. Greg and Kathy noted that responsibilities are identified in the role descriptions for member representatives.
- **Data Team Meeting.** Greg and Kathy will be looking to schedule a data team meeting sometime between Q1 and Q2 data reporting cycles.
- **VCAEC Small Agency Support.** Greg and Kathy will begin convening regular check-ins with smaller agencies new to adult education to help provide guidance and support to schools with limited administrative staff. Greg / Kathy will reach out in the coming weeks to calendar the first meeting.
- **Member Effectiveness for Non-Funded Members.** We do not have a representative for VCOE at this time. Mike Winters is now working at VCOE.
- **Building Cross-segmental Pathways.** Discussion of pathways will be moved to a future meeting due to time constraints.

Sean will lead zoom meeting to share process for AE course approvals

Greg / Kathy will schedule data team meeting

Greg / Kathy will schedule small agency meeting



ROUND TABLE DISCUSSION

- **Marketing Debrief.** Discussion of N&R presentation and marketing overall. Member agencies expressed interest in N&R offerings, but had questions about timing and concerns about local bandwidth to engage around planning stories. It was also noted that N&R provides a niche service and that additional marketing support would need to be provided elsewhere to address the consortium's broader needs. Greg shared that there is approximately \$100,000 in consortium level funds for marketing.

Greg shared that Akkedis and N&R are very visible in adult education. Brenda and Leticia indicated they would like to see if a local company might be available to support the consortium's marketing efforts. Greg also emphasized that companies should be familiar with adult education. Members were asked to provide recommendations of local agencies they may be familiar with or have worked with in the past. See [pricing](#) for Akkedis as well as links to N&R materials above.

- **Transportation for AE Students.** Sean shared that Metrolink is now offering free transportation to adult students
- **CAEP Summit.** Sean Abajian and Alex Mejia-Holdsworth will be presenting at CAEP Summit. Greg indicated that he would be in attendance.

- Member agencies will send Kathy recommendations for local marketing agencies

Motion 4

Motion to adjourn by Sean Abajian, Seconded by Mike Sanders
All members Present - Yes | Opposed - none | motion passed.

Meeting adjourned at 3:11 PM.