



**VCAEC Regular Meeting**  
**Minutes - approved 12/1/2024**  
**November 3, 2023**

*Meeting held at Ventura Adult and Continuing Education, Conference Room A*  
5200 Valentine Road, Ventura, CA 93003  
1:00 pm - 3:00 pm

**Participants:**

**Facilitator:** Greg Hill, Jr., WestEd

**Recorder:** Kathy Walker, WestEd

***Member Representatives:***

Sean Abajian **P**; Leticia Carabajal **P**, Ramona Villavicencio, Admin Del. Oxnard **P**),  
Dr. Gina Ramirez **P**, Dr. Cynthia Herrera **A** (Brenda Acomb Forbes, Admin Del, VCCCD **A**);  
**Isaac Huang Future member for Fillmore**, 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 **P**)

**Guests: Alex Baca, Santa Paula, Isaac Huang, Fillmore joined via zoom**

Meeting Called to order at 1:03 by Greg Hill, Jr. with the approval of Mike Sanders, Chair

**ROLL CALL AND WELCOME**

Norms read by Greg Hill Jr.

**GUEST SPEAKER**

- **Guest speaker** - Manuel Muñoz, Vida Newspaper. Mr. Muñoz shared his background and ways he might advance the marketing goals of the consortium. Mr. Muñoz shared his history with adult education, both as a student and contractor. He also shared information about the reach of Vida Newspaper, his company. Current clients include the County of Ventura, Oxnard Adult School, and others. Additional details on services proposed are available [here](#).

**PUBLIC COMMENT**

No public comments.

**GENERAL ANNOUNCEMENTS / UPDATES**

- **Budget and Work Plan Update.** - Kathy reported that all budgets and work plans have been certified.



- **WDB Update.** Carolyn Vang-Walker shared that the WDB strategic planning session was held the week of Oct. 23rd. She also shared information about the WDB's virtual hiring board and offerings by Job Connect Ventura County. She also noted that over 6,000 free online courses are available through Skills America and that individuals who sign-up before June 2024 can receive a \$25 gift card. Finally, the AJCC has appointed James Hughes as new lead. Greg and Kathy will invite him to attend the next board meeting.
- **CalWORKS.** Carolyn Vang-Walker reminded members of funding available through CalWORKS. While the deadline for application has passed for the current year, in the future others not receiving CalWORKS funds should consider applying.
- **VCAEC Small Agency Convening(s).** Kathy and Greg reported that the first small agency meeting was held Wednesday, October 31st. The focus was on the course code approval process and gaining access to the system. Sean Abajian scheduled a meeting for 11/13 to do the course code approval list together.
- **CAEP Summit Share-Out.** Sean Abajian, Alex Mejia-Holdsworth & Greg Hill Jr. attended this year's CAEP Summit at Universal Hilton. Sean's session was well attended and received positive feedback. Sean shared one of his favorite workshops was on leveraging ChatGPT for student learning. Greg Hill Jr. shared attending a compelling session by San Diego Adult School and San Diego College of Continuing Education on their efforts to support and track student transitions from the adult school into the college. Alex added the CAEP Summit was highly professional and a great venue to make new contacts. Finally, members expressed interest in having Sean share information about his SIS to the board, suggesting it as a future meeting topic.
- **Update on Fillmore's Building Project.** Kathy shared the following, originally provided by From Andrea McNeill, Assistant Supt., Business, Fillmore USD:

*We originally thought that this project would be easily approved by the Division of the State Architect (DSA), because the district had previously had relocatable buildings at this location. The utility hook ups are still there. Then they required that we add a restroom, which we did not have before.*

- Kathy will invite James Hughes to next board meeting



*At this point we are working with our architects and the City of Fillmore to hook up to the sewer. Due to the age of the building that is located on Sespe, it runs on septic. We are making progress in the City, but slowly.*

*A requisition was issued for the 3 classrooms, and they have been manufactured. We have identified the restroom supplier, and are working to include their pre-approved plans into the revised submittal to DSA.*

*Once we get the approval then the installation should be fairly straightforward. That's why I include the cost in the 3rd quarter expenditures.*

- **Student Data.** Kathy shared [Q1 Data](#). It was also noted that the data team meeting will be scheduled for January 2024.
- **AE / CTE Credentialing.** A question arose on whether CAEP funds may be used to pay teacher credentialing fees. While CAEP funds cannot be used to pay for a credential, funds may be used to subsidize professional development. Note also that CAEP funds cannot be used to subsidize participants' time in class. Members were directed to reach out to Donna Volmer at VCOE for additional detail.

## CONSENT AGENDA

### Motion 1

Motion to approve minutes from 10/13/2023 board meeting and \$779.43 reimbursement for Carolyn Vang-Walker to attend the CAEP Director's Event on 9/14-15/2023 on behalf of VCAEC made by Alan Penner and seconded by Leticia Carabajal.

All Present - Yes | Opposed - None | Motion passed  
(Sean Abajian, Leticia Carabajal, Dr. Gina Ramirez, Alex Mejia-Holdsworth, Alan Penner, Mike Sanders, Carolyn Vang-Walker)

## DISCUSSION

- **Marketing Proposals.** Members discussed service offerings by Akkedis, N&R, and Vida News. Greg and Kathy will put together a matrix of offerings to support decision making, with the goal of trying to move forward on securing one or more contractors by the next board meeting.

- Greg and Kathy will assemble marketing materials for review by members



## **Motion 2**

Motion to adjourn by, Mike Sanders | Seconded by Carolyn Vang-Walker

All members present - Yes | Opposed - none | Motion passed.  
(Sean Abajian, Leticia Carabajal, Dr. Gina Ramirez, Alex Mejia-Holdsworth, Alan Penner, Mike Sanders, Carolyn Vang-Walker)

**Meeting adjourned at 3:16 PM.**

Next meeting will be held in Oxnard.