



VCAEC Regular Meeting

Ventura Adult and Continuing Education

Friday, January 24, 2020

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) note Laurel left at 1:40pm, Michele Arso (A), Shayna Ledesma, Admin. Delegate SIMI (P), Becky Beckett (P), Larry Buckley (A), Holly Correa, Admin Delegate VCCCD (P), Stefan Cvijanovich (P), Robin Gillette (P), Kathy Greaves (P), Alan Penner (P), Mike Sanders (Chairperson) (P), Carolyn Vang-Walker (Acting Chair) (A)

GUEST: Tom Chan, Fillmore

MINUTES - Revised - approved 4/3/2020

<p>Meeting Called to order at 1:05 pm by Greg Hill Jr. with permission from Mike Sanders</p> <p>OPENING PROCEDURES</p> <ul style="list-style-type: none">Welcome and introductions <p>PUBLIC COMMENTS - No Public Comments</p> <p>CONSENT AGENDA</p> <ul style="list-style-type: none">Approval of Minutes from 11/8/19 (L.Arnold, S.Ledesma, B.Beckett, K.Greaves, A.Penner, H.Correa, C.Vang-Walker)Approval of Minutes from 12/13/19 (M.Arso, B.Beckett, L.Buckley, H.Correa, R.Gillette, K.Greaves, A.Penner, M.Sanders, C.Vang-Walker)Approval of NOVA Allocation adjustment for Professional Development<ul style="list-style-type: none">Conejo: 2019/20 allocation \$1,458,08; amended allocation \$1,418,932 (-\$39,149)Oxnard: 2019/20 allocation \$2,950,211; amended allocation \$2,913,508 (-\$36,703)SICE: 2019/20 allocation \$5,135,956; amended allocation \$5,096,628 (-\$39,328)VACE: 2019/20 allocation \$4,274,503; amended allocation \$4,233,080 (-\$41,423)Ojai (this includes Ojai Member and VCAEC allocation): 2019-2020 allocation \$588,869; amended allocation \$745,472 (+\$156,603) <p><u>Motion 1</u></p> <p>Motion to approve Consent Agenda Motion by Becky Beckett and Seconded by Alan Penner all present yes; opposed, none; Motion passed</p> <p>DUE DATES:</p>	
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January 2020

- **Jan 31:** Student Data due in TOPSPro (Q2)

February 2020

- **Feb 28:** Preliminary allocations for 2020-21 and 2021-22 released by this date

March 2020

- **Mar 1:** 17/18 and 18/19 and 19/20 Member Expense Report due in NOVA (Q2)
- **Mar 1:** Close out of 17/18 Member Funds due in NOVA
- **Mar 31:** 17/18 and 18/19 and 19/20 Member Expense Report certified by Consortia by NOVA (Q2)
- **Mar 31:** Close out of 17/18 funds in NOVA certified by Consortia in NOVA
- **Mar 31:** End of Q3

ANNOUNCEMENTS / PROJECT UPDATES

- **Data Team CoP:** Greg shared that the last CoP meeting went well. Agencies teamed up, one small agency and one larger agency to review their CAEP DIR and share what to look for in the DIR that would be a trigger that data is not entered correctly. Each Data Team member will bring their intake survey to the next meeting.
- **CASAS Summer Institute:** Discussion regarding VCAEC paying for CASAS Summer Institute. It was decided that VCAEC will pay for 2 people per agency to attend the CASAS Summer Institute as we have done in the past. Registration is open and Kathy has sent a link for registration to members.
- **Fiscal Banker:** Ojai has an interim, Director of Fiscal service until they are able to hire a new person. Patricia Nunez, whom we have worked with the past few years has taken a position closer to her home in Oxnard Elementary District. Kathy reminded members when being reimbursed to their agency, copies of receipts are all right, because the agency needs the original receipts; however, if an individual is being reimbursed you must provide the original receipts for reimbursement.
- **February Meeting Schedule:** After discussion and reviewing the calendar it was decided to cancel the February meeting and change the date of the March meeting to March 6. Moorpark will host the March meeting.

DISCUSSION

- **Job Development**
 - **Winter / Spring Schedule.** Simi is interested in making some adjustments in their Job Developer schedule. More conversations are needed and evaluation of Job Developer's performance. Next steps need to be discussed. Simi would prefer two nights, perhaps the last two hours of his schedule at the end of the day. David lives in Simi Valley, so it is unlikely to be a hardship. A resource for SICE's evening classes are not necessary. They are primarily looking to connect with potential employers.

- ☐ Add to the closed session agenda for March a discussion of the current job

<p>Moorpark suggested David could offer workshops. Ojai also would like workshops. David could also be scouting jobs and letting agencies know what needs are coming down the pike. Likewise, making connections with employers on behalf of the consortium so that they might partner with VCAEC and hire some of the trained students from Member agencies would also add value to the position.</p> <ul style="list-style-type: none"> ○ Discussion among members regarding job developer position and schedule. Members raised the question of whether the current expression of the job development strategy is meeting consortium needs. Some noted the limitations posed by expecting a single person to try and meet the needs of each member, as well as the value add of having dedicated job developers who live and work in the communities that member agencies serve. Agencies additionally discussed submitting a site based career plan using Job Developer funds to serve their adult populations. This person might be a current employee that they could hire part-time or pay a stipend to provide the services needed. Consensus among members was that the strategy was not effectively meeting consortium needs. The topic will be added to the next meeting's agenda for further discussion and decision-making. <p>Kudos to Holly for working with Greg to coordinate Training and Schedule for David. He is at VCCCD on Friday's.</p> <ul style="list-style-type: none"> ● By-Laws: Greg will revise based on input and send out for member approval. 	<p>development strategy</p> <ul style="list-style-type: none"> ☐ Add to March Agenda: Work Readiness Committee and Consortium Data Review - Goals and Scheduling.
<p><u>Motion 2</u> Motion to Adjourn meeting by was made by Alan Penner and seconded by Becky Beckett. All members present - Yes; Opposed - none; motion passed (Note: Lauri Arnold was not present for this vote) Meeting Adjourned at 3:10 pm</p>	<ul style="list-style-type: none"> ☐ Next meeting March 6, 2020 - hosted by Moorpark AE