

VCAEC Regular Meeting Minutes

Dec 6, 2024

Conejo Valley Adult Education
1025 Old Farm Rd, Thousand Oaks, CA 91360
1:00 PM - 3:00 PM

Participants:**Facilitator:** Greg Hill Jr., WestEd**Recorder(s):** Kathy Walker, WestEd; Ayanna Smith, WestEd

Member Representatives: Sean Abajian **P**, Leticia Carabajal **P** (Ramona Villavicencio **P**, Admin Delegate for Oxnard), Cynthia Herrera **A** (Brenda Acomb Forbes **P**, Admin, Delegate, VCCCD), Blanca Mendieta **A** (Isaac Huang **A**, Admin Delegate for Fillmore), Marty McGrady, Alex Mejia-Holdsworth **P**, Stacy Cashman **P**, Gina Ramirez **A**, Mike Sanders **P** (Consortium Chairperson), Scott McNutt **P** (Sean Bell **P**, Admin Delegate, VACE)

Meeting Called to order at 1:06 PM by Greg Hill Jr. with permission of Mike Sanders

MINUTES
OPEN SESSION**ROLL CALL AND WELCOME**

- Roll Call

PUBLIC COMMENT

- No public comments

GUEST SPEAKER

- **Adult Education Credentialing, Niza Ortiz, VCOE.** Niza Ortiz delivered a presentation on Adult Education credentialing. Key points included the flexibility and limitations outlined in Education Code regarding required certifications for adult education instructors. A notable highlight was that individuals with single-subject credentials may teach any subject other than ESL, with instructor consent. The presentation also covered emergency credentials, IEPs/504 plans, and the possibility of subsidizing CTE credential costs with public funds. Additional information can be found in [Adult Education Credentialing.pptx](#) and [Staffing Information for "funded" Adult Education Assignments.pdf](#)

GENERAL ANNOUNCEMENTS / UPDATES

- **VCAEC Student Survey Results - Open-Ended Items.** Greg announced that open-ended responses from the 2023-24 student surveys are now available to each agency. He will email these results directly to agency leads.
- Greg / Ayanna will share OR responses to member agencies

- **Marketing Update.** Greg reported that Akkedis is drafting a new scope of work that includes website maintenance, social media management, and potentially a newsletter. He emphasized the need for flexibility in the scope. Marketing materials are currently in production and will be shared once available.
- **Univision Update.** Sean Abajian outlined the process for collecting and distributing student interest forms to member agencies. Student information will be gathered via a webform, with notifications sent to agency contacts. The Univision campaign cost approximately \$17,000, slightly under budget.
- **Q1 Expenditures / Carryover / Consortium Funds.** Greg is waiting for updates from one agency before certifying expenditures. He estimates approximately \$150,000 in consortium-level funds may be available for one-time funding proposals. Greg will work with Ojai to confirm available funds and coordinate with Mike Sanders to determine the amount to be released. Also noted was the decision to purchase a shared Zoom license estimated at approximately 20k. Greg will provide proposal forms upon request.

Members also discussed funding shortfalls, the process for requesting emergency and release funds, rebalancing allocations to align with service levels across agencies, and potentially using agency carryover to support agencies with additional needs.

- **Moorpark Expansion Opportunity.** Sean Abajian shared that his district has offered to provide three bungalows to the adult school, expanding the number of classrooms available from one to four. However, additional funds are needed to prepare bungalows for use. Sean has estimated that it would cost approximately 100k and will be seeking funds from the consortium to help defray these costs.
- **Dual-Enrollment CoP.** Leticia Carabajal proposed potential dates for the first CoP meeting and expressed the need for agencies to name representatives. Members decided to extend or repurpose the next meeting for CoP activities. Leticia will reach out to gather participant information and potential dates for first CoP.

- Greg / Ayanna will share marketing materials once printed
- Sean will email members requesting agency contacts for referrals
- Greg / Ayanna will make proposal forms available upon request

- Leticia will reach out to coordinate participation and scheduling for CoP

CONSENT AGENDA

Motion 1

- Motion to approve minutes from Nov 1, 2024 by Stacey Cashman
Seconded by Alex Mejia-Holdsworth
All present Yes | Motion passed

DISCUSSION

- **CAEP Three-Year Planning.** Greg announced that the CAEP office has released the three-year planning template. Discussions

regarding the next three-year plan will begin in early 2025. The planning template can be accessed at the provided link: [Planning Template](#)

- **Dual-Enrollment / Cross-Segmental Collaboration.** Brenda inquired about ongoing conversations between adult schools and Ventura community colleges. Alix expressed interest in collaborating with Ventura College to support program expansion. Brenda also shared information about the UPLIFT Climate and Environmental Community Action Grant currently being developed by the college. This grant aims to "support the collaborative work of communities and institutions of higher education to advance community-driven projects, strengthen climate resilience and build capacity for communities to tackle environmental and climate challenges."

Round Table Discussion

- None

Motion 2

- Motion to adjourn by Mike Sanders
Seconded by Alex Mejia-Holdsworth
All present Yes | Motion passed

Meeting adjourned at 2:50 PM. Next meeting will be held at Oxnard Adult School on January 10th at 1:00 PM (lunch will be served at 12:30 pm).