

VCAEC Regular Meeting Minutes

Oct 4, 2024

Oxnard Adult School
1800 Solar Dr, Oxnard, CA 93030
Multipurpose Room

1:00 PM - 3:00 PM

Participants:

Facilitator & Recorder: Greg Hill, Jr., WestEd

Member Representatives:

Sean Abajian **P**; Leticia Carabajal, **P** (Ramona Villavicencio, **P**, Admin Del. Oxnard);
Dr. Cynthia Herrera **A** (Brenda Acomb Forbes **P**, Admin Del, VCCCD); Marty McGrady **A**,
Admin Del, VCOE; Alex Mejia-Holdsworth **P**; Blanca Mendieta **P**, (Isaac Huang A, Admin
Del. Fillmore); Stacy Cashman **A**; Dr. Gina Ramirez **P**; Mike Sanders **P**; Scott McNutt **P**;
(Sean Bell **P**, Admin Del. VACE)

Meeting Called to order at 1:15 pm by Greg Hill Jr. with permission of Mike Sanders

AGENDA **OPEN SESSION**

ROLL CALL AND WELCOME

- Roll Call

PUBLIC COMMENT

- No public comments

GUEST SPEAKER

- **CALPRO Presentation on Student Transitions.** Dr. Sachiko Oats presented information about CALPRO's Community of Practice program focused on student transitions, and proposed offering Community of Practice around postsecondary and workforce transitions for VCAEC. Program includes 16 hours total commitment over 6 weeks with a blended learning model, and consortia can customize training format and focus areas based on local needs. Services are funded through CDE at no cost to consortia. Training length and modality can be adjusted. The VCAEC will further discuss its needs and connect with Dr. Oats at a later date.
- **Ventura Public Defender's Office Fresh Start Program.** Michael Albers, Senior Deputy Public Defender, Immigration Unit, Ventura County Public Defender's Office, presented services available through the Public Defender's Office Fresh Start program. The Fresh Start program provides support to the formerly incarcerated individuals with expungement, early termination of probation, as well as various Immigration services, including assistance obtaining citizenship.

Members will consider needs and reach out to move forward on CoP at a future date

GENERAL ANNOUNCEMENTS / UPDATES

- **CAEP Director’s Event Share-Out (S. McNutt).** Scott shared experience at the CAEP director’s event. Scott found it to be valuable and informative, highlighting the opportunity it presents to connect with fellow adult education professionals. Also noted in the discussion was the upcoming release of DataVista, the public-facing data tool for CAEP, replacing LaunchBoard. DataVista will launch October 29th.
- **CalWORKS Application.** Scott shared that VACE is taking the lead on the region’s CalWORKs application, and indicated that agencies who wish to join the application should reach out to let him know. Scott will be sending out an email to members regarding next steps. The deadline to submit is October 31, 2024.
- **Education Code 44929.25.** Sean A. shared information about Ed Code 44929.25, which establishes that adult school teachers who work at least 60% of what is considered full-time can qualify for tenure. Additionally, the governor recently signed AB 2245 extending tenure eligibility to CTE teachers as well. Sean noted it has important budgetary implications since schools must consider their ability to maintain those teaching hours permanently if assigned.
- **Digital Literacy.** Leticia shared that the following week is Digital Literacy week. Sean Abajian also shared that there is significant federal funding to advance digital literacy initiatives, which could be a source of additional funding for the Computer Basics program, whose funding is phasing out.

- Scott will email members interested in participating in CalWORKs application

CONSENT AGENDA

Motion 1

Motion to approve minutes from August 2, 2024 by Leticia Carbajal
 Seconded by Sean Abajian
 All present Yes | Motion passed

DISCUSSION

- **Marketing Activities / Swag Check-in & Update.** Greg shared swag and item costs following up from the previous meeting. Sample apparel will be sent to Oxnard. Total costs are at \$5,287. Greg will move forward with ordering.
- **Univision Proposal.** Univision proposed media plans including targeted email campaigns for Spanish speakers, college intenders, and Spanish-speaking adults without college degrees. The plans would utilize validated data and include landing page ads, with pricing options starting around \$5,000 that would deliver over a million impressions. There was

- Greg will move forward with ordering swag and marketing assets
- Greg will add Univision proposal to next meeting agenda for vote

discussion about creating dedicated landing pages on the VCAEC website to better track engagement and follow-through from these campaigns. Greg will coordinate with Akkedis to see about creating visual assets and landing page, Sean will investigate creating a form to capture interest from prospective students.

- **VCAEC Co-Chair & Administrative Delegates.** Discussion of co-chair role and appointment. Sean Abajian volunteered and was subsequently approved. Greg also noted that not all agencies have identified administrative delegates, suggesting this should be addressed to help ensure smoother administrative procedures and fewer delays in required submissions. The discussion connected to a larger conversation about maintaining an updated contact list for emergency outreach to members. Members were then asked to provide updated contact information.
- **Timely Reporting / Navigating NOVA.** Mike and Greg emphasized the importance of timely reporting. Noting that some members may have difficulty navigating NOVA, they proposed holding a virtual training session in November before December deadlines for instructional hours and expenses, focusing on common issues like budget adjustments and certification process.

Motion 1

Motion to appoint Sean Abajian co/acting chair by Mike Sanders
Seconded by Brenda Acomb-Forbes
All present Yes | Motion passed

ROUND TABLE

- **Zoom Licensing.** Mike Sanders raised the possibility of establishing a shared consortium zoom license account. He explained that he currently only uses about a third of the licenses and has previously shared licenses with other consortium members, suggesting this could be a cost-effective solution for smaller schools or those needing just a few licenses. The proposal would allow each institution to have their own administrator who could manage their allocated licenses, though verification would be needed about domain restrictions. Mike requested feedback from members about their current Zoom usage and partnerships to assess the viability of this proposal.
- **CC / Dual-Enrollment / Transitions Standing Agenda Topic.** Brenda Acomb-Forbes suggested establishing a standing topic to check-in on activities related to supporting dual / articulated enrollment or related college credit or transition support activities.

- Greg will coordinate with Akkedis around developing digital assets for Univision campaign
- Sean Abajian will look into creating a student interest form
- Greg will schedule a NOVA training in November
- Greg will add check-in topic as a standing agenda item for board meetings

Meeting adjourned at 3:08 PM. Next meeting will be held at Ventura Adult and Continuing Education on November 1st at 1:00 PM (lunch will be served at 12:30 pm).

Note: Location of November meeting changed to Santa Paula District Office.