



**VCAEC Regular Meeting
Minutes - approved 12/3/2021
November 12, 2021**

Virtual Meeting
Meeting from 1:00 pm - 3:00 pm

Participants:

Facilitator: Mike Sanders, Chair VCAEC

Recorder: Kathy Walker, WestEd

Member Representatives:

Sean Abajian (P), Laurie Arnold (A), Anthony Marengo, Admin Del. VCOE (P), Robin Gillette (P), Kathy Greaves (P), Amber Henrey (A), *Andrea McNeill, Admin Del. Fillmore*, Cynthia Herrera (A), *Holly Correa, Admin. Del. VCCCD* (A), Alex Mejo-Holdsworth (P), Alan Penner (P), Mike Sanders (P), *Diana Batista, Admin. Del. Conejo*, Carolyn Vang-Walker (P)

Meeting Called to order at 1:07 PM by Mike Sanders, VCAEC Chair

OPENING PROCEDURES

- Welcome and introductions
- Roll Call

PUBLIC COMMENT

- public comment:

VCAEC Norms were presented

- Create Space for Multiple Voices
- Give and Receive Grace
- Be Present
- Practice Active Listening
- Ask Questions
- Keep it “in the family”
- Respect Colleagues’ Time & Communicate Issues as they arise
- Be Open to Differences of Opinion and Ideas
- Adopt a “Yes, and” Mentality
- **Always, Always, Always Respond to Kathy**

GENERAL ANNOUNCEMENTS / UPDATES

CAEP Summit Share out - Carolyn Vang-Walker and Kathy Walker shared a couple of sessions that they attended at the CAEP Summit

- **WDB share-out:**
 - Carolyn shared that the WDB is doing their strategic planning.
 - They have scheduled sector meetings on Nov. 19th, Clean Green, and on Nov. 16 Manufacturing. The Business Services sector is restructuring, so no meetings at this time.
 - AJCC is open and just completed its own accreditation. They are looking at a plan to make necessary improvements and will be asking VCAEC how we can partner with them.
 - Pathways VCAEC supports: P2E grant ends in March and is making its benchmarks; COVID Relief Grant, has helped 80 people; English Language Learner Grant needs 120 participants to meet their benchmark. They have 80 participants now. Any ESL student that participates will get \$160.00 that can be used for gas or other supportive services.
 - They are applying for a Highway Construction Grant, Adults with Disabilities Grant, and a Grant for the homeless population.
 - The WDB is working on a dashboard to show how all grants are progressing.
 - Carolyn is on the Program Performance Evaluation Committee and the Executive Committee.
 - The WDB has hired the Moore Agency to help them with rebranding so that the public knows exactly, who and what they are.

CONSENT AGENDA

- Approval of VCAEC Minutes, 10/1/2021
- Approval of Diana Batista, Administrative Delegate for Conejo (approved by Conejo Valley's Board of Education 11/2/2021)
- Approval of Alexandria Mejia-Holdsworth, Member Representative for Ojai (Note: Ojai Approved 11/17/2021)

Motion 1

Motion to approve the consent agenda was made by Carolyn Vang-Walker and Second by Kathy Greaves

Yes - all present | Opposed - None | Motion - Passed

DISCUSSION

- [Technology funding update](#) - see information on spreadsheet
- [Q1 DATA Percentages](#) (DATA listed is from one week prior to actual submission)
- Future meetings
After much discussion it was decided that for VCAEC would approve a [30 day resolution](#), stating that due to COVID-19 issue, VCAEC would only hold virtual meetings.

Motion 2

Motion to approve the Brown Act Resolution by Kathy Greaves; seconded by Alan Penner
All Present - Yes / Opposed - none / Motion passes

(AYES: 7 (S.Abajian, R.Gillette, K.Greaves, A.Marenco, A.Penner, M.Sanders, C.Vang-Walker)

NAYS: 0

ABSENT: 3 (A.Henrey, H.Correa, J.Ramirez)

- Three-Year Planning meeting debrief - Tabled until December Meeting

Round Table discussion:

- IELCE (Integrated English Literacy and Civics Education) classes at Conejo Adult School:
 - Currently they are running a Certified Caregiver class, free to their higher-level ESL students; with 20 students enrolled. They are using their Medical department instructors to teach the class and have also assigned an ESL teacher to handle the language support. Eventually, they will have the ESL instructor teach a soft-skills class that parallels the work-related skills class and also support the language at the same time. It will be a two-level class.

- They also have the ability to use their Physical Therapy Aid class just like the Certified Caregiver class. They are looking for about 4-6 of these skill-type classes to offer a couple of times a year but alternate offerings from morning to night to parallel their ESL class schedule.
- Currently, they have a retired custodian writing the curriculum for a custodial basic skills class to do the same type of program as above.
- Moorpark has set up a GED / HSE scholarship program helping students get a voucher for the actual test and will also provide further incentives for students. In addition, they are starting a Virtual Assembly Series, bringing in guest speakers. The first speaker will be a former ESL student that is now a Marriage and Family Therapist. She will share how she was able to overcome her barriers.
- Carolyn has the final signature from CalWorks and should be able to send it in by next week.

Motion 3

Motion to adjourn meeting made by Carolyn Vang-Walker | Seconded by Robin Gillette

All present - Yes / opposed - none / Motion passed

Meeting adjourned at 2:25 pm.