



**Ventura County Adult Education Consortium**  
**Regular Meeting**

Friday, September 7, 2018

Conejo Valley Adult School

Lunch at 12:45pm | Meeting from 1:00-3:00pm

**Location**

Conejo Valley Adult School  
1025 Old Farm Rd., Room 8B  
Thousand Oaks, CA 91360

**Participants:**

Facilitator: Greg Hill Jr., WestEd

Recorder: Kathy Walker, WestEd

**Member Representatives:** Michele Arso, Becky Beckett, Stefan Cvijanovich, Robin Gillette, Kathy Greaves, Tiffany Morse, Alan Penner, Mike Sanders (Chairperson), Alexandria Wright, Carolyn Vang-Walker

**Guests:** Mike Winters (transitioning to become new Representative for Moorpark), invited by Alan Penner

**AGENDA**

**OPEN SESSION**

*This session is open to Member Representatives, invited guests, and the public*

#	TOPIC	TIME
1	<b>OPENING PROCEDURES</b> <ul style="list-style-type: none"><li>• Welcome and request for speaker cards</li><li>• Roll Call</li></ul>	10 min
2	<b>CONSENT AGENDA</b> <ul style="list-style-type: none"><li>• Approval of Minutes from 8/3/18</li><li>• Approval of VCAEC Member Budget Revisions for the following Agencies:<ul style="list-style-type: none"><li>○ Conejo</li><li>○ Fillmore</li><li>○ Oxnard</li><li>○ Santa Paula</li><li>○ Simi</li><li>○ Ventura</li></ul></li></ul>	10 min
3	<b>CORRESPONDENCE / EVENTS CALENDAR</b> <ul style="list-style-type: none"><li>• <b>Sept 14:</b> 2016-17 &amp; 2017-18 Member expense report due in NOVA (Q4); will include end of the year reporting on leveraged funds, fees, and other financial breakdowns</li><li>• <b>Sept 30:</b> 2016-17 &amp; 2017-18 member expense report certified by consortia in NOVA (Q4); will also included year end financial report (narrative)</li></ul>	10 min

	<ul style="list-style-type: none"> <li>● <b>Sept 30:</b> 2018-2019 Member Work plans and budgets due in NOVA. (Annual plan will drive member work plans and budgets)</li> <li>● <b>Sep 30:</b> Program Year Budget Due in NOVA (Includes 17/18 carry over and 18/19 new funds)</li> <li>● <b>Oct 30:</b> Member work plans and budgets certified by Consortium lead</li> <li>● <b>Oct 31:</b> Student data due in TOPSPro (Q1) *Note – MIS 18/19 reporting schedule will be released in early 2018</li> </ul>	
<b>4</b>	<p><b>DISCUSSION</b></p> <ul style="list-style-type: none"> <li>● Review member expenditures: AEP Allocation and D&amp;A</li> <li>● Distribution of supplemental COLA</li> <li>● Data / finance Working Group Charter</li> <li>● Soft Skills Curriculum Development</li> <li>● 3-Year Plan</li> <li>● Meeting of the Minds report</li> </ul>	60 min
<b>Break - 10 minutes</b>		
<b>6</b>	<p><b>OPEN DISCUSSION / PUBLIC COMMENT</b></p> <p>Next VCAEC Meeting will be on October 5, 2018 @ Ventura Adult and Continuing Education, 5200 Valentine Rd., Ventura 93003</p>	30 min