



**VCAEC Regular Meeting
Minutes**

December 2, 2022

Meeting held via Zoom

Meeting from 1:00 pm - 3:00 pm

Participants:

Facilitator: Greg Hill, Jr., WestEd

Recorder: Kathy Walker, WestEd

Member Representatives:

Sean Abajian **P**; Laurie Lary **P** (Marty McGrady, Admin Del. VCOE N/A)

Leticia Carabajal **P** (Ramona Villavicencio, Admin Del. Oxnard); Robin Gillette **P**;

Amber Henry **P** (Cynthia Frutos, Admin Del. Fillmore N/A)

Dr. Cynthia Herrera **P**; Alex Mejia-Holdsworth **P**; Alan Penner **P**; Mike Sanders **P**;

Carolyn Vang-Walker **A** (Sean Bell, Admin Del. VACE **P**)

Meeting Called to order at 1:05 pm by Greg Hill, Jr. with the approval of Mike Sanders, Chair

OPENING PROCEDURES

[Slide Deck](#)

- Norms read by Leticia Carabajal
- Welcome
- Roll Call

PUBLIC COMMENT - No public comments

GENERAL ANNOUNCEMENTS / UPDATES

- **Digital Upskilling Update.** Laurie shared that the curriculum will be piloted at VACE, Conejo and Oxnard Adult Schools in January. Interest has been high. Feedback will be gathered during the pilot from participating instructors who will keep a journal as they go. Focus groups will give feedback (would like the instructors that teach the class to be the ones to give the feedback). Other sites will begin offering the course in the Spring. Members should think about sites in their area where they might be able to offer the class. Curriculum is designed for 24 hours of class time, 8 weeks at 3 hours per week or 6 weeks at 4 hours per week.

CAEP agencies should designate the course as Workforce Reentry / Preparation. Following the first administration, the curriculum will likely be adjusted based on lessons learned. Second administration planned



for April to May. Administration needs to be completed before Memorial Day.

Laurie also shared there has been interest in offering a class in Spanish and that Oxnard plans to hire a long-term substitute to support their class.

Materials marketing the course are being posted to the EDC webpage and will also be pushed out to non-profit agencies. Flyers may also be distributed in neighborhoods and in parking lots.

Agencies will collect demographic information, goals, and other data points during intake. If the student has no diploma or if they are ESL students, they should be CASAS tested.

- [VCTC MOU with VCAEC](#). Sean Abajian shared that the MOU with VCTC has been signed by Mike Sanders on behalf of the consortium. For next steps sample student ID badges are needed from each adult school for reference. Sean needs these by Wednesday, December 7th. See also [Additional information](#).

- Agencies will share sample student ids / badges to Sean December 7th

CONSENT AGENDA

- Approval of VCAEC Minutes from 9/9/2022 and 11/4/2022 board meetings

Motion 1

Motion to approve the minutes from 9/9/22 and 11/4/2022 Board Meetings.

Motion by Alan Penner; Seconded by Mike Sanders

- VCAEC Minutes, 9/9/2022: Yes - Sean Abajian, Laurie Lary, Leticia Carabajal, Robin Gillette, Amber Henrey, Alan Penner, Mike Sanders, Carolyn Vang-Walker | Abstained: Alex Mejia-Holdsworth and Cynthia Herrera
- Approval of VCAEC Minutes, 11/4/2022: Yes - Sean Abajian, Laurie Lary, Cynthia Herrera, Alex Mejia-Holdsworth, Alan Penner, Mike Sanders, Carolyn Vang-Walker | Abstained: Robin Gillette, Leticia Carabajal, Amber Henrey

All present at each meeting as reported above - Yes | Opposed - None
| Motion Passed



ACTION ITEMS

- [Teleconferenced Meetings Pursuant to AB361](#) - Continue Virtual meeting or meet face-to-face? (Note: State Emergency is due to end February 2023)

Motion 2

Motion to approve continued Teleconference Meeting from 12/3/22-1/6/23.

Motion by Leticia Carbajal; Seconded By Amber Henrey
All present - Yes | Opposed - None | Motion Passed

DISCUSSION

- [AB1491](#) & [VCAEC Carryover By-Law Revision](#). State guidance on implementation of AB491 is forthcoming. In the interim, members will continue to review Carryover By-Law Revision, and Kathy and Greg will continue to look for additional guidance from the CAEP or CDE office.
- **AJCC Data Collection.** Data are due to the AJCC the 10th of each month. Sean Bell shared that VACE takes the information requested and divides it up between those that handle the different areas.
- **Program Hours & Expenditure Review.** Discussed [Q1 Expenditures](#) and shared reports of showing [expenditures, hours, and leveraged funds](#).
- **Marketing Survey Results.** Greg shared the results of the marketing survey. It appears that most members would like some outside help with marketing. VCAEC asked Alan Penner if he would ask his Marketing person to share some typical marketing strategies with VCAEC. Greg will begin drafting a SOW for possible marketing RFP.
- **Capital Outlay Proposals.** Discussed [SICE's request](#) for temporary & permanent Construction Trade Center facilities for the Construction Trade Program. Costs will go to first build a temporary facility, then transition to permanent in the near future. Also discussed [VACE's request](#) to purchase a Van for their Studio CTE Program to transport equipment and staff to off-site locations for student training.

- Greg will begin drafting a SOW for possible marketing RFP.
- Alan will speak with his marketing person and see if she can share some ideas

Motion 3

Motion to approve Capital Outlay for SICE Trade Center Facilities (\$99,206)

Motion by Leticia Carbajal; Seconded by Amber Henrey
All Present - Yes | Opposed - none | Motion passed



Motion 4

Motion to approve Capital Outlay for VACE purchase of a Van Vehicle for their Studio Program (\$75,000)

Motion by Alan Penner; Seconded by Mike Sanders

All Present - Yes | Opposed - None | Motion passed

ROUND TABLE / OPEN DISCUSSION

- **January Board Meeting.** Board meeting scheduled for 1/6/2023 will be moved to 1/13/2023 as several members will still be on Winter Break. Additionally, Jill Shaffer from UniteUS will be a guest speaker..
- **Professional Development Opportunity.** Oxnard AS is hosting a virtual professional development training on equity and implicit bias. Training will be conducted by CalPro. All members are invited to participate. Training is scheduled for January 9, 2023.

- Leticia will send a flier and share regarding PD Opportunity.

Motion 5

Motion to adjourn by Leticia Carbajal; Seconded by Mike Sanders

All Present - Yes | Opposed - None | Motion Passed

The meeting adjourned at 3:00 PM