



VCAEC Regular Meeting
Minutes - approved 11/4/2022
October 7, 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 (A), Ramona Villavicencio, Admin Del. Oxnard (P); Robin Gillette (P); Amber Henrey (P) (*Andrea McNeill, 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 1:06 PM by Greg Hill, Jr. with the approval of Mike Sanders, Chair

OPENING PROCEDURES

- Norms read by Amber Henrey
- Welcome
- Roll Call

PUBLIC COMMENT

- No public comment

CONSENT AGENDA

- **Approval of VCAEC Minutes.** Approval of minutes from 9/9/2022 will be moved to the next meeting due to the lack of quorum.

DISCUSSION

See also agenda ([slideshow](#))

- [Teleconferenced Meetings Pursuant to AB361](#)

Motion 1

Motion to continue for 30 days Virtual Teleconference Meeting
Motion by Amber Henrey; Seconded by Mike Sanders
All present - Yes | Opposed - none | Motion passed

- **VCAEC Carryover By-Law Revision.** Discussed [AB1491](#) and draft revision to VCAEC carryover policy. The plan is to request comments from members and revisit at the next consortium meeting.

Add approval of 9/9/2022 Minutes to November meeting

Bring Carryover By-Law back for a vote at the November



- **Proposal Request Form.** Kathy shared the revised proposal request form, and its potential use for putting forward new program offerings, requests for additional funding, and changes to existing programs.
- **Budget and [2022-2023 Member Work Plan](#).** Discussed how to mark the work plan and select member strategies.
- **Ventura Digital Upskilling Update.** Laurie shared a status update on the Digital Upskilling Curriculum development. Meetings are being held weekly as scope, delivery platform, and alignment with existing programs are being worked out. The program has set a target of training at least 200 students. The current timeline for development and implementation is below:
 - September-October-November 15: Curriculum Development
 - Nov-Dec: Pilot - Conejo, VACE, OAS
 - January - February: Curriculum Refinement
 - March - June: Course delivery; 100 students total by June 30
 - Ongoing Delivery July 1, 2023 - June 2024

Ojai and Moorpark also shared they would like to deliver the Novice program in the Spring of 2023.

- **Free Transportation.** Sean asked whether it is possible to provide vouchers (or similar) to adult education students as it is currently available to college students. Sean will reach out to see what might be possible to achieve this.
- **Marketing Committee.** Discussion of potential marketing needs and strategies. Members noted the importance of taking stock of needs and differences in agency capacity, what is being marketed (i.e., the consortium, individual agencies, etc.), and to what end. Having some coordination with other partners (e.g., the WDB) was noted as a possibility as well. Members expressed a desire to see the consortium be more visible to existing and prospective service providers and employers. Another facet discussed was leveraging marketing efforts to recruit teachers as well. Finally, there was some discussion about connecting with marketing firms and/or bringing in individuals from agencies to share best practices. Alan Penner, for example, indicated that SICE has a marketing person on staff who came from the entertainment industry and that might be interested in

meeting

- Revisit the transportation issue at the next meeting.
- Kathy and Greg will schedule a marketing committee meeting in the next few weeks.



working for the consortium. Her work may be found on SICE's [website](#).

As a next step, Greg and Kathy will convene a marketing committee to discuss options and develop recommendations for moving forward. Committee members include Sean, Leticia, Ramona, Amber, and Alan.

Round table

- **Discussion of HSD Credit Requirement.** Sean asked why consortium agencies have different credit requirements for HSD programs. The reason shared by members is that adult schools are required to adhere to policies set by their local Board of Education.
- **Tracking Services In TE.** Ramona Villavicencio asked about how / what services are tracked and why. Services can be entered by any staff personnel given TE access. If they do not have access to enter information in TE, they can add it through ASAP if they have that software. ASAP does provide more options than TE. Services data are used by the state to show the full range of supports provided to AE students.
- **Teaching Multiple Levels / Programs Simultaneously.** Amber asked whether it was permissible to have ESL and HSD students in the same classroom. It was determined that as long as all students were adult learners, they could be in a class with one instructor. The class would need two class rosters so that they could differentiate the instructional hours appropriately and the funding source for the instructor.
- **Moorpark Recognized by CAEP.** Moorpark Adult School will be recognized for its Promising Practice "Refer A Friend application" and will be showcased at the CAEP Summit.

Motion 3

Motion to adjourn meeting

Motion by Mike Sanders; Seconded by Alan Penner

All present - Yes | Oppose - none | Motion passed

The meeting adjourned at 2:56 PM

VCAEC

