



Ventura County Adult Education Consortium

Regular Meeting

Friday, December 2, 2016

Webinar & Lunch: 12:00 – 1:00 PM

VCAEC Meeting 1:00-3:00 PM

Location

Ventura College  
Day Road Center Conference Room  
71 Day Rd  
Ventura, CA 93003

Conference Call Instructions

Telephone conference line: 1-877-413-2826

Participant Passcode: 415 615 3362

\*6 - Mute/unmute your line

**Please Note: Conference line will be closed 15 minutes after meeting start if no members are on the line**

Participants

**Facilitator:** Greg Hill, Jr., WestEd

**Scribe:** Kathy Walker, VCAEC

**Member Representatives:** Michele Arso, Diana Batista, Becky Beckett, Pamela Castleman, Holly Correa, Stefan Cvijanovich, Frida Friend, Tammy Herzog, Mike Sanders (Chairperson), Carolyn Vang-Walker

Invited Guests: Tom Chan and Teresa Johnson, invited by Stefan Cvijanovich, Fillmore; David Keebler, invited by Holly Correa, VCCCD

**AGENDA**

**OPEN SESSION**

***This session is open to Member Representatives and invited guests.***

#	Topic	Time
1	<b>OPENING PROCEDURES</b> <ul style="list-style-type: none"> <li>Roll Call</li> <li>Agenda review and approval</li> <li>Call for open discussion topics</li> </ul>	10 min
2	<b>APPROVAL OF MINUTES</b> <ul style="list-style-type: none"> <li>Approval of minutes from 11/18/16 Meeting</li> </ul>	5 min
3	<b>CONSENT ITEMS</b> <ul style="list-style-type: none"> <li>Oxnard Adult School would like to reallocate 2015/16 funds remaining to ESL</li> </ul>	10 min
4	<b>CORRESPONDENCE / EVENTS CALENDAR</b> <ul style="list-style-type: none"> <li><b>Dec. 5, 2016</b> - Invitation to special event at Simi Adult School to Launch New Name-New Logo-New Approach</li> <li><b>Dec. 20, 2016</b> - 2015-2016 &amp; 2016-2017 Budget Revisions</li> <li><b>Dec. 30, 2016</b> - Deadline for members to have SIS in place that exports appropriately to TOPsPro/CASAS for reporting</li> <li><b>Dec. 31, 2016</b> - 2015-2016 &amp; 2016-2017 Expenditures and Activity Reports</li> <li><b>Feb. 20, 2017</b> - Data and Accountability Plan and Budget – Due (Extended from Dec. 20, 2016)</li> </ul>	5 min



5	<b>REPORTS OF ACTIVITIES / DISCUSSION</b> <ul style="list-style-type: none"> <li>Data &amp; Accountability Planning</li> <li>Y3 Annual Planning</li> </ul>	10 min
6	<b>OPEN DISCUSSION</b>	10 min

Meeting Adjourned:

**CLOSED SESSION**  
*This session is open to Member Representatives.*

#	Topic	Time
1	<b>GENERAL ADMINISTRATION</b> <ul style="list-style-type: none"> <li>Revised Travel/Reimbursement Procedures</li> <li>Meeting Administration</li> </ul>	5 min
2	<b>GOVERNANCE &amp; COLLABORATION</b> <ul style="list-style-type: none"> <li>Member Agency Representation &amp; Participation</li> </ul>	15 Min
3	<b>STAKEHOLDER ENGAGEMENT</b> <ul style="list-style-type: none"> <li>Public Comment</li> <li>Reporting to Local School Boards &amp; CPRIMCDs</li> <li>Liaising with Regional Partners</li> </ul>	20 Min

**SPECIAL PRESENTATION**  
*Open to Members and Invited guests*

2:45	<b>Short Presentation by David Keebler, Vice President, VC Business Services on opportunities for adult student short-tour of Applied Science Center</b>
------	--

Meeting Adjourned:

<p><b>VENTURA COUNTY ADULT EDUCATION CONSORTIUM STATEMENT OF PURPOSE</b></p> <p>To provide grant funds to regional consortium to create and implement a plan to better provide adults in its region with all of the following:</p> <ul style="list-style-type: none"> <li>Elementary and secondary basic skills, including classes required for a high school diploma or high school equivalency certificate</li> <li>Classes and courses for immigrants eligible for education services in citizenship and English as a second language and workforce preparation classes in basic skills</li> <li>Programs for adults, including, but not limited to, older adults, that are primarily related to entry or reentry into the workforce</li> <li>Programs for adults, including, but not limited to, older adults to develop knowledge and skills to assist elementary and secondary children to succeed academically in school.</li> <li>Education programs for adults with disabilities</li> <li>Short-term career technical education programs with high employment potential</li> <li>Programs for apprentices (internship)</li> </ul>
--