Ventura County Adult Education Consortium

Regular Meeting

Friday, October 6, 2017

Lunch at 12:45; VCAEC Meeting 1:00-3:00 PM

Location
Ojai Unified School District, Board Room
414 East Ojai Avenue
Ojai, CA

Conference Call Instructions
Telephone conference line: 1-877-413-2826
Participant Passcode: 415 615 3362
**6 - Mute/unmute your line*

Participants:
Facilitator: Greg Hill Jr., WestEd
Recorder: Kathy Walker, WestEd

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

Invited Guest: Tom Chan, invited by Stefan Cvijanovich

Special Facilitation: Kristin Ockert

AGENDA

OPEN SESSION

This session is open to Member Representatives and invited guests

#	TOPIC	TIME
1	**OPENING PROCEDURES** ● Roll Call ● Agenda review and approval ● Call for open discussion topics	5 min
3	**CONSENT ITEMS** ● VCAEC representation at Transitional Leadership Conference	5 min
2	**CORRESPONDENCE / EVENTS CALENDAR** https://goo.gl/owPzWW ● Oct 31: 17-18 Consortium Budget Due to State ● Oct 31: First Quarter Member Data Extracted from TOPSpro Enterprise ● Oct 31: First Quarter Data Integrity Report Due (e-mail, fax, or mail hard copy to CASAS) * ● Nov 17: 15-16, 16-17, 17-18 AEBG Budget Revisions due to KW * ● Nov 17: Consortium Data and Accountability AEBG Budget Revision due to KW * ● Nov 17: VCAEC Regular Meeting - Fillmore Unified School District	10 min
3	**DISCUSSION** ● Coordinated / Integrated Student Support	60 min
4	**CLOSING** ● Review of Action Items	5 min

CLOSED SESSION

This session is open to Member Representatives.

#	Topic	Time
1	**GENERAL ADMINISTRATION** ● Travel Policy & Expense Reimbursement Procedure Update	15 min
2	**GOVERNANCE & COLLABORATION** ● Member Agency Representation & Participation	15 min
4	**GOVERNANCE & COLLABORATION** ● Summary of Student Data Collection Requirements ● Budget / Expenditure Reporting & Audit	15 min
5	**OPEN DISCUSSION**	5 min

Meeting Adjourned

VENTURA COUNTY ADULT EDUCATION CONSORTIUM STATEMENT OF PURPOSE

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:

- Elementary and secondary basic skills, including classes required for a high school diploma or high school equivalency certificate
- Classes and courses for immigrants eligible for education services in citizenship and English as a second language and workforce preparation classes in basic skills
- Programs for adults, including, but not limited to, older adults, that are primarily related to entry or reentry into the workforce
- 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.
- Education programs for adults with disabilities
- Short-term career technical education programs with high employment potential
- Programs for apprentices (internship)

VCAEC MEMBER ROLES AND RESPONSIBILITIES

Individuals must be willing and able to commit the time to perform each of the responsibilities listed below. Responsibilities will include the following:

1. Collaborate with VCAEC member agencies to plan and implement consortium activities,
2. Provide oversight of Consortium work groups, to include monitoring processes, decisions, and deliverables, as well as providing regular reports on working groups to Consortium Board,
3. Participate in ad hoc and scheduled Consortium Board meetings, and work with Consortium Coordinator and Facilitation Lead to develop agendas,
4. Review and respond to emails and and other in a timely manner,
5. Resolve issues,
6. Determine what issues/decisions are presented to Consortium Board and AEBG for decisions/votes,
7. Oversee the expenditure of funds, in collaboration with the Consortium Coordinator and Facilitation Lead,
8. Evaluate contract proposals or delegate evaluation to work groups (as appropriate),
9. Recommend successful contract proposals for approval by Consortium Board,
10. Identify issues that require the development of mutually agreeable positions with higher education or other key stakeholders, and
11. Receive and act on special and regular reports from Facilitation Lead, Coordinator, and AEBG Office.

Failure to comply with the obligations above may lead to the member being recommended for removal to appointing agencies. VCAEC may issue a recommendation for warning or removal by vote taken during monthly meetings, along with the reason for the recommendation and action steps to avoid further measures. **Failure to attend two consecutive Consortium Board**

meetings may result in an automatic warning; failure to attend three consecutive meetings will result in an automatic recommendation for removal.

Time Commitment

Due to the variability of tasks, deadlines, and Consortium commitments, the time commitment can range between five and ten hours per week. Regularly scheduled meetings include:

Meeting	Format	Time Commitment	Frequency
VCAEC Monthly Meetings	F2F	2 - 3 hours	1st Friday of each month

Additional meetings may include:

Meeting	Format	Time Commitment	Frequency
AEBG Annual Summit	F2F	2 - 3 days	Annual

In addition, review of emails and documents related to member duties will require approximately 1 - 2 hours per week.

Approved 12/2/16