



VCAEC Meeting, December 7, 2018

VCOE Career Education Center, Moorpark Site, Multipurpose Room

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

**Location**

VCOE Career Education Center, Moorpark Site  
 Multipurpose Room  
 5700 Condor Dr., Moorpark 93021

**Participants:**

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

**Member Representatives:** Michele Arso, Shayna Ledesma, Admin. Delegate SIMI, Becky Beckett, Stefan Cvijanovich, Robin Gillette, Kathy Greaves, Tiffany Morse, Mike Sanders (Chairperson), Mike Winters, Alexandria Wright, Carolyn Vang-Walker

**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>PUBLIC COMMENT</b>	10 min
3	<b>CONSENT AGENDA</b> <ul style="list-style-type: none"> <li>Approval of minutes from 11/2/18</li> </ul>	5 min
5	<b>CORRESPONDENCE / EVENTS CALENDAR</b>  <b>DECEMBER 2018</b> <b>Dec 1:</b> 17/18 & 18/19 member expense report certified by members in NOVA (Q1) <b>Dec 31:</b> 17/18 & 18/19 member expense report certified by consortia in NOVA (Q1) <b>Dec 31:</b> End of TOPSpro Q2  <b>JANUARY 2018</b> <b>Jan 31:</b> Student data due in TOPSPro (Q2)  <b>FEBRUARY 2018</b> <b>Feb 19:</b> Budget Bill Requirement - 17-18 Program and Expenditure data by Program Area due in NOVA	5 min
4	<b>REPORTS</b> <ul style="list-style-type: none"> <li>Work Readiness curriculum committee update</li> <li>D&amp;A training in Anaheim, Nov. 29, 2018</li> <li>Special Reporting - Budget Bill Reporting Requirements</li> </ul>	20 min

5	<p><b>DISCUSSION</b></p> <ul style="list-style-type: none"> <li>• 3 Year Planning (Incl. share-out of discussion from 11/16 planning session)</li> </ul>	20 min
<p><b>BREAK</b> 10 min <b>CLOSED SESSION</b></p>		
6	<p><b>DISCUSSION, cont.</b></p> <ul style="list-style-type: none"> <li>• 2018-2019 Member Work Plans, Budgets, and Expenditures</li> <li>• Review of 2017-2018 member carryover</li> </ul>	50 min

**Next regular meeting will be held January 11th, 2019 at VCCCD**