



**VCAEC Regular Meeting
Minutes - approved 10/13/2023
Friday, June 2, 2023**

*Meeting held at Fillmore Unified School District, Meeting Room
Meeting from 1:00 pm - 3:00 pm*

Participants:

Facilitator: Greg Hill, Jr., WestEd

Recorder: Kathy Walker, WestEd

Member Representatives:

Sean Abajian **P** (Left meeting at 1:50 pm); Laurie Lary **P** (Marty McGrady, Admin Del. VCOE N/)

Leticia Carabajal **P** (Ramona Villavicencio, Admin Del. Oxnard); Robin Gillette **P**; Amber Henrey (Cynthia Frutos, Admin Del. Fillmore **P**); Dr. Cynthia Herrera **A**; Alex Mejia-Holdsworth **P** (via phone due to emergency with approval from VCAEC Board); Alan Penner **P**; Mike Sanders **P**; Carolyn Vang-Walker **P** (Sean Bell, Admin Del. VACE)

Guest: Mark Sheinberg, representing ACSA

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

OPENING PROCEDURES

- Norms read by everyone in a round-robin style
- Welcome
- Roll Call - Each member introduced themselves

PUBLIC COMMENT

- **ACSA** - Mark Sheinberg shared there is going to be an increase in payment points and the GAN should be available by mid August. Additionally, information on ACSA's response to the LAO funding recommendation was also shared. ACSA is lobbying for credentialing changes that other states have for adult ed.

GENERAL ANNOUNCEMENTS / UPDATES

- **WDB - Carolyn Vang-Walker.** Share out from 5/18 AJCC Performance and Evaluation meeting. New RFP for AJCC vendors will come out in January 2024. Carolyn also shared that Business Services is launching a new software to replace CalJobs and reported the development of a new dashboard showing labor market data and credentialing that all members will have access to. Finally, she shared that AJCC will host a Healthcare Job Fair on June 28 10-2PM.
- **Digital Upskilling Update - Laurie Lary.** Laurie shared an update on the Digital Upskilling program, expressing gratitude to all members for their support of the program, which enrolled over 200 participants. The program is transitioning from using pre and post-tests to implementing screening questions, with some details still being refined. Laurie has disseminated a survey to agencies to gather information on their experiences with the course, with the subsequent meeting scheduled for June 9, 2023. Members who

Send reminder to
VCAEC members



conducted Spring sessions are reminded to submit their invoices as soon as possible. Finally, Laurie invited members to consider volunteering to present at the upcoming CAEP summit.

- **Data Team Meeting.** Data team, including other regional WIOA stakeholders were convened. Overall 18 VCAEC members and 3 data members from San Luis Obispo were in attendance. The meeting featured presentations from Steve Thompson, the Central Coast Regional CASAS Director, and Halyna Turchyn, the VACE Assessment Technician. Halyna has offered to conduct Zoom meetings with members upon request. Haylyna will not be available in August.

regarding presenting on the Digital Upskilling Program at CAEP Summit.

DISCUSSION

- **One-time Funding Proposals**
 - [Moorpark](#) (\$178,600) - Sean Abajian
 - Moorpark is requesting \$178,600 in one-time funding to extend pilot programs into next academic year. It was decided to fund Moorpark with \$175,000 instead of the original \$178,600.
 - [Oxnard Adult School](#) (\$2,115.83) - Leticia Carabajal
 - Leticia requested funding for 40 computers and a cart on wheels. She discovered that her total cost was listed as \$2,115.83 was not correct, and that the cost is closer to \$25,000. Oxnard has expanded services to Rio Elementary and are looking at expanding into Camarillo as well.

Motion 1

Motion to approve supplemental one-time funding in the amount of \$175,000 for Moorpark Adult School and supplemental one-time funding in the amount of \$25,000 for Oxnard Adult School

Motion was made by Alan Penner and Seconded Mike Sanders.

All member present - yes | No - none | Motion passed.

CONSENT AGENDA

- [VCAEC Minutes, 3/31/2023](#)
(Members present: S. Abajian, L. Carabajal, R. Gillette, A. Henrey, A. Mejia-Holdsworth, M. Sanders, C. Vang-Walker)
- Approval of Oxnard's Adult School [CTE Paraeducator Program](#).

Motion 2

Motion was made to approve the minutes from 3/31/2023 and the Oxnard Adult School CTE Paraeducator Program by Carolyn Vang-Walker and Seconded by Mike Sanders

All present - Yes | No - none | motion passed

(Note: Sean Abajian was not available for this vote.)

- **Approval of VCAEC Minutes, 5/5/2023 moved to next meeting due to lack of quorum.** Members needed to approve are: S. Abajian, L. Carabajal, A.



Mejia-Holdsworth, A. Penner, M. Sanders, C. Vang-Walker. (Sean Abajian was not available for vote.)

DISCUSSION

- **[Review of NOVA Q3 Expenditure Reports](#)**. NOVA Q3 expenditures were shared with members. No questions were asked.
- **2023-2024 Annual Plan**. Discussed upcoming annual plan strategies shared by members. An additional data request to gather notable accomplishments for 2022-23 will be disseminated soon. The draft plan will be shared and put forth for approval at the August meeting or planning retreat in fall. Plan is due on August 15, 2023.
- **Capital Outlay Expenditure Approval for Fillmore Adult School**. Fillmore is looking to expand classroom space with an [addition of 4 modular buildings at an estimated cost of \\$729,260](#). Fillmore is working with their architects to get plans submitted to DSA so that they can install 4 relocatable classrooms. Their goal is to have the plans submitted, and to order the classrooms prior to June 30. This proposal will get Fillmore back on track to increase their enrollment.

Motion 3

- Motion to approve the Capital Outlay expenditure for 4 modular buildings for Fillmore Adult School with the caveat, that these buildings will only be used for Adult Education students, at an approximate cost of \$729,260.

Motion made by Mike Sanders and Seconded by Robin Gillette.

Yes - all present | No - none | Motion passed.

Note: Sean Abajian was not present for this vote.

- **Consortium Marketing**. Kathy shared examples created by Akkedis Marketing ([here](#)) and [Full Capacity Marketing](#). After discussion, a consensus decided to invite Akkedis, N&R Publications, and Full Capacity Marketing to share their marketing presentations with members starting at the August meeting.
- **Brown Act Guidelines for Teleconferencing**. Discussed Brown Act requirements regarding virtual board meetings. The legislation allows for meeting virtually, however all sites must provide areas for the public to attend in-person (see guidelines [here](#) and [here](#)). There are additional guidelines for individuals who cannot meet in person due to professional obligations or emergencies.

Members discussed benefits and drawbacks of virtual meetings. Some members emphasized the advantages of meeting in one place to work through issues. Mike thinks we should stay face-to-face, as does Alan. While it may feel inconvenient, meetings occur only once per month. Leticia says we need to vote. One suggestion was to minimize travel perhaps by hosting meetings at a centralized location such as VACE. Then travel to other sites for other meetings. Board will make a formal decision at the next scheduled meeting.



ROUND TABLE DISCUSSION

- Connecting with smaller schools. Amber suggested meeting with smaller schools to help address administrative challenges and opportunities. VCAEC will explore this moving forward.

Motion 4

Motion to adjourn the meeting was made by Mike Sanders and seconded by Leticia Carabajal.

All present - Yes | No - none | motion passed (Note S.Abajian was not present for this vote.)

Meeting adjourned 3:16pm



VISION

The vision of the VCAEC is to create a collaborative, seamless, integrated student pathway system that is supportive, equitable, and responsive to community needs.

MISSION

Its mission is to deliver essential programs and services in adult basic and secondary education, English Language learning, and career education and training to help adult learners cultivate the skills they need to live, work, and thrive.

VCAEC NORMS

- Create Space for Multiple Voices
- Give and Receive Grace
- Be Present
- Practice Active Listening
- Ask Questions
- Keep it “in the family”
- Respect Colleagues’ Time & Communicate Issues as they arise
- Be Open to Differences of Opinion and Ideas
- Adopt a “Yes, and” Mentality
- Always, Always, Always Respond to Kathy**