

**VCAEC Regular Meeting
12/01/2023**

Location:

Oxnard Adult School, Room # N-139
1800 Solar Drive
Oxnard, CA

Participants:

Facilitator: Greg Hill Jr., WestEd

Recorder: Kathy Walker, WestEd

Member Representatives: Sean Abajian, Leticia Carabajal (Ramona Villavicencio, Admin Delegate for Oxnard), Cynthia Herrera (Brenda Acomb Forbes, Admin, Delegate, VCCCD), Blanca Mendieta (Isaac Huang, Admin Delegate for Fillmore), Marty McGrady, Alex Mejia-Holdsworth, Alan Penner, Gina Ramirez, Mike Sanders, Chairperson, Carolyn Vang-Walker, Co-Chair (Sean Bell, Admin Delegate, VACE)

Guests: Mark Sheinberg, Antonio Apodaca, Ventura County Library, Mara Neuron, Camarillo Library

**AGENDA
OPEN SESSION**

#	TOPIC	TIME
1	OPENING PROCEDURE	5 min
2	PUBLIC COMMENT	5 min
3	Guest Speaker: Jacqueline Govea, Partnership Manager for Career TEAM and Ari Malec Workshop Facilitator	30 min
4	GENERAL ANNOUNCEMENTS / UPDATES	10 min
5	CORRESPONDENCE / EVENTS CALENDAR December 2023 <ul style="list-style-type: none"> ● Dec 1: Program Area Report: July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium * ● Dec 1: 21/22, 22/23 & 23/24 Member Expense Report Due in NOVA (Q1) ● Dec 31: 21/22, 22/23 & 23/24 Member Expense Report certified by Consortia in NOVA (Q1) ● Dec 31: End of Q2 	5 min
BREAK - 5 min		

#	TOPIC	TIME
6	CONSENT AGENDA <ul style="list-style-type: none"> • Approval of Minutes, 11/3/2023 • Approval of Bus Driver Training Program at Ojai Adult School (Labor Market infor) • Approval of Member Representative Blanca Mendieta and Admin Delegate Isaac Huang for Fillmore Adult School 	5 min
7	DISCUSSION <ul style="list-style-type: none"> • 2023-2024 Q1 Expenditure report and Program Area report for 2022-2023 • Course Coding - ESL for workplace • Evaluation of diplomas awarded outside of the US - Sean Abajian • Marketing Proposal Comparison • Defining Member Effectiveness for Non-Funded Member Agencies • Developing pathways and bridges within VCAEC • January - June Board Meeting Scheduling 	45 min
8	ROUND TABLE / OPEN DISCUSSION	10 min