



Minutes of the AB 104 Consortium

Friday, May 6, 2016 1:00-3:00 PM

Location: VCOE, Career Education Center, 465 Horizon Circle, Camarillo 93010

Present: Michele Arso, Diana Batista, Becky Beckett, Pamela Castleman, , Frida Friend, Teresa Johnson, Inajane Nicklas, Alan Penner, Mike Sanders, Greg Hill (Carolyn Vang-Walker, VACE guest); Norma Perez-Sandford, representing Stefan Ccijanovich from Fillmore
Present via conference call: Tim Harrison

Absent: Luis Gonzalez, Stefan Cvijanovich

Recorder: Kathy Walker

Minutes:

Notes: kw

Meeting commenced: 1:05 PM

Topic	Summary of Discussion	Action (If Required)
<p>Roll Call and Announcement:</p>	<p>Meeting called to order by Greg Hill, Jr. at 1:05 PM</p> <p>Inajane Nicklas reported that this will be her last meeting as she is retiring from Moorpark College. Members expressed their appreciation for her involvement in VCAEC.</p> <p>Motion 1 Motion by Frida Friend and second by _____ to approve minutes from 4/1/16 Regular Meeting and 4/15/16 Special Meeting. All present: Yes; Opposed: None; Motion passed.</p> <p>CFAD Update:</p> <ul style="list-style-type: none"> • Tim Harrison gave verbal approval for Inajane Nicklas to sign CFAD for VCCCD. • Greg wants to double check exact amount of allocation to be sure it is reflected correctly on CFAD. • 23 Consortiums moved to Direct Funding for Year-2. • Members asked if money had been received from submission of Promising Practice. Kathy and Greg will follow-up to see when money will be allocated to Consortium. 	<ul style="list-style-type: none"> <input type="checkbox"/> Greg to double check allocation amount <input type="checkbox"/> Greg and Kathy will follow-up regarding Promising Practices funds

Topic	Summary of Discussion	Action (If Required)
	<p>Website Update:</p> <ul style="list-style-type: none"> • Drupal will no longer offer Drupal Gardens, which is the more user friendly version of Drupal, as of June 30, 2016. <p>We have three options:</p> <ol style="list-style-type: none"> 1. Cancel Drupal Gardens 2. Launch a new site with the Drupal Gardens rollover to Bluehost 3. We can find another vendor. <ul style="list-style-type: none"> • Greg mentioned that he is able to design the website with Kathy doing the updates. • VCOE could host website. Pamela will get cost and information on VCOE Web Service. <p>CLASP AEBG Implementation Survey:</p> <ul style="list-style-type: none"> • An outside company was hired by state to take survey. • Members had questions and concerns that answers might be used in a punitive way when reporting to the state as many question could be related to outcome. • Some members wondered, why do the survey at all? • Greg's research indicated that the information was for office use and not sure how data will be reported to State. • It was determined that members do not need to answer all questions. • Fill out survey to the level members feel comfortable. <p>WIOA MOU:</p> <ul style="list-style-type: none"> • WDB is establishing a referral system. • Individual members have signed their own MOU with WDB. • Consortium should write-up an issuance from Consortium for MOU with WDB. This will be a good partner with Consortium. • First MOU is about shared space and In-Kind activities. • Due to the retirement of Teresa Johnson, who was the Adult Ed representative to WDB, Adult Ed representation was removed from the WDB. A decision was made in a staff meeting to appoint someone wanting to be a voting party that was not, to represent Adult Ed. • Teresa met with representative from the WDB and it was determine that Adult Ed will have a vote at the table. • Consortium members decided that the four members (Conejo Valley, Simi Valley, VACE and Oxnard) that have Title II funding with WDB should determine who their representative will be. They will meet after this meeting to select their representative. <p>Consensus from Consortium Members that Consortium MOU could give addition support if needed.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Pamela will get information regarding VCOE Web Service. <p>Note: As per Teresa Johnson, the cost for VUSD – thru VCOE is about \$600 annually</p>

Topic	Summary of Discussion	Action (If Required)
	<p>Motion 1</p> <p>Motion by Pamela Castleman and Seconded by Becky Beckett, that Consortium will submit MOU to WDB. All Present: Yes; Opposed: None; Motion passed. Cool beans by Greg.</p> <ul style="list-style-type: none"> • Roger Rice is VCOE’s representative to the WDB. • Next WDB meeting will be the end of June and it was mentioned that anyone can attend meeting as an observer. Meetings are held every other month. • Anyone can be on sub-committees. Teresa Johnson will be serving on sub-committees for health care, manufacturing and clean green. • Teresa mentioned that VCAEC will do a presentation to the WDB in June with date still to be determined. Teresa will work on the presentation with members. • Question was raised as to what happened to Youth Council. <ol style="list-style-type: none"> 1. Focus has changed. 2. Funding is now based on out-of-school youth, ages 16-24. 	<ul style="list-style-type: none"> <input type="checkbox"/> Consortium to write-up issuance for MOU with WDB. <input type="checkbox"/> Teresa will meet with members on presentation to WDB for date in June.
<p>Year 1 Closeout / Year 2 Annual Plan Submission</p>	<p>Annual Plan Revisions Year-1:</p> <ul style="list-style-type: none"> • Greg went over each activity by member regarding status of programs. • See– VCAEC Year 1 Activities listed at end of Minutes • Additional information needed for items listed below: <ol style="list-style-type: none"> 4.2 – <i>Activities for Address Gaps</i> <ul style="list-style-type: none"> ➤ Expand and develop ESL programs for underserved areas – Need numbers from all (OUSD reported 27) 4.3 – <i>Activities for Accelerating Student Progress</i> <ul style="list-style-type: none"> ➤ Integrated education and training - OUHSD & VCOE teamed up – 13 Students in Automotive Program ➤ Develop a template for ESL individual student plan to track student progress. Use student portfolios to motivate student toward educational goal attainment. No in Year-1. Could use Data \$ for Year-2 4.4 – <i>Key Activities for Collaborative Professional Development</i> <ul style="list-style-type: none"> ➤ Attend ESL training of Burlington English Training This still needs work. VACE provided training to Ojai & Todd Road Jail. CVUSD and OUHSD did training with County ➤ Participate in AEBG Accountability training Follow-up ... will require additional discussion 4.5 – <i>Activities for Leveraging Structures and Assets</i> <ul style="list-style-type: none"> ➤ 1. Develop career pathways from high school to adult education to community college to four-year college/to careers with 	

Topic	Summary of Discussion	Action (If Required)
	<p>focus on entrepreneurship skills.</p> <p>2. Develop mentoring, internship, externship, and apprenticeship opportunities in selected industries in the VCAEC.</p> <p>➤ Increase collaboration with DOR to improve existing pathways to employment.</p> <ul style="list-style-type: none"> • Michele Arso added this, via email, to 4.1, for Simi Valley, Provide college and career counseling and job placement: <ol style="list-style-type: none"> 1. Currently counseling 9 students on a regular basis, from Business and Computers, one from Graphics and one from machine Shop. 2. Calling recent graduates for survey purposes and to promote new JCC service hoping to build that number 3. 13 students that we've documented with jobs since completing the programs this spring. 4. Heavily promoting JCC service with students that are getting close to completion. 5. They are looking for a Job Developer. 6. The College Career Center looks great! <p>Expenditures Reporting:</p> <ul style="list-style-type: none"> • Michele Arso reported that her accountant is working up a template as a sample for reporting expenditures. <p>Data Collection & Systems:</p> <ul style="list-style-type: none"> • A variety of template designs were discussed by members for reporting Y-2 activities. Members would like a format that is easy for members to give information. It should consist of the following: <ul style="list-style-type: none"> ➤ Category/Classifications; Activities/Initiatives; Outcome; Barriers to Success; Program Areas; Special Program/Populations; Objectives; Identify if new Program • Members requested that samples be shown on the template for each category. • Greg Hill, Jr. will develop a template for data collection • No discussion on Data Collection Systems at this meeting. <p>Rollover of Allocations:</p> <ul style="list-style-type: none"> • Kathy has contacted VCCCD regarding procedures for end of year rollover of allocations. • Tim Harrison said he was working on getting information from Emily Day and would let consortium know soon. 	<p><input type="checkbox"/> Greg to design template for data collection</p>
Open Discussion	<ul style="list-style-type: none"> • Workforce Development Board. Teresa asked for volunteers to present to Workforce Development Board. She will design a template for members to use for presentation. • Teresa Johnson asked for permission to attend NoCal K12 Adult Education Consortia Leaders workshop at Mt. Diablo Adult 	<p><input type="checkbox"/> Teresa will develop template.</p>

Topic	Summary of Discussion	Action (If Required)
	<p>Education in Concord, CA, 5/19/16. She is asking for the cost of overnight lodging and mileage.</p> <p>Motion 1</p> <hr/> <p>Motion by Pamela Castleman and Second by Michele Arso (?) to send one person to NoCal K12 Adult Education Consortia Leaders workshop at Mt. Diablo Adult Education in Concord, CA, 5/19/16, mileage and cost of overnight lodging included.</p> <p>All present: Yes; Opposed: None; Motion passed.</p>	

Meeting adjourned: 3:15 PM

Next meeting: Tentative Special Meeting, May 20, 2016, location TBD. Regular meeting will be held Friday, June 3, 2016, at VCOE, Conference Room, 465 Horizon Circle, Camarillo; 12:00 PM Webinar; 1:00 PM Meeting.

See VCAEC Year 1 Activities, Status and Next Actions listed below.

Attachment: VCAEC Year 1 Activities

4.1 – Integration and Seamless Transition Activities

<p>Activity: Adult Education classes in Ventura County Jails</p>	<p>Status VACE: Yes</p> <ul style="list-style-type: none"> • 465 unduplicated counts of students • 4316 hrs of training • 127 certs achieved (HiSET, drug & alcohol rehab, reentry, Serve-Safe (culinary)) • 342 CASAS tests • Dedicated job placement specialist for this population 	<p>Next Goals:</p> <ul style="list-style-type: none"> • Increases in HiSET certificates (only 5 right now) • Increase in RAP programs • Gains in literacy and numeracy (need specific targets) • Culinary certifications • Job Placements pending <p>Opportunities:</p> <ul style="list-style-type: none"> • Could need site tech for in-house mental health services
<p>Activity: Workforce Development Academy, including older adults</p>	<p>Status VACE: Implemented SPUSD? Or MUSD: Did not Implemented VACE ENCORE PROGRAM:</p> <ul style="list-style-type: none"> • Computer literacy and technology program for seniors • Work at your own pace • VACE surveyed population re: goals • Job Placement Services 	<p>Next Goals: VACE</p> <ul style="list-style-type: none"> • Increase in placements • Enrollments • Possibly expand to another site, Senior Center • Includes area partners – Ventura County Area Agency on Aging (partner – giving us room we provide textbooks and instructors) • 50+ • Can lead to certificate in computer literacy or certificates for software packages; (office 2010, PowerPoint, Access, MS Word, Excel) • Also includes components related to job search, resume writing, etc. • Integrated job placement advising/support <p>Goals: MUSD</p> <ul style="list-style-type: none"> • Planning to implement Y2
<p>Activity: Computer Literacy Classes</p>	<p>Status SPUSD: In process</p> <ul style="list-style-type: none"> • Hardware and software purchased (MS Word, PowerPoint, Excel) • Hiring instructor now 	<p>Next Goals: SPUSD</p> <ul style="list-style-type: none"> • Looking to implement Y2
<p>Activity: Increase the number of available classes and family literacy activities</p>	<p>Status SPUSD: Implemented</p> <ul style="list-style-type: none"> • Served 200 families (PIQE program – all certifications) <p>FUSD:</p> <ul style="list-style-type: none"> • Computer Literacy and ESL • 35 participants completed Project to Inspire, level 1 (12, 13 CAFE) • Parent Project: 2 different classes • 70 parents, one at Fillmore senior center, the other at Mt. Vista Elementary – through City Impact. 	<p>Next Goals: SPUSD</p> <ul style="list-style-type: none"> • Aiming for 300 families in Y2

	<ul style="list-style-type: none"> • Will continue next year • 65 individuals reported interest in ESL, EL Citizenship and HSE (GED, HiSET) 	
Activity Provide college and career counseling	Status OUSD SVUSD <ol style="list-style-type: none"> 1. Currently counseling 9 students on a regular basis, from Business and Computers, one from Graphics and one from machine Shop. 2. Calling recent graduates for survey purposes and to promote new JCC service hoping to build that number 3. 13 students that we have documented with jobs since completing our programs this spring. 4. Heavily promoting JCC service with students that are getting close to completion. 5. They are looking for a Job Developer. 6. The College Career Center looks great! VCOE	Next Goals:

4.2 – Activities for Addressing Gaps

Activity Provide childcare to facilitate the attendance of parents in ESL, Citizenship, and other program areas	Status SPUSD – Implemented FUSD – Implemented OUSD – Implemented OUHSD – Did not implement	Next Goals: OUHSD <ul style="list-style-type: none"> • Plan to implement in the Fall
Activity Leverage partnerships to support development and implementation of programs in short term CTE, adults with disabilities, and adults in correctional facilities (Partners include the Department of Rehabilitation and Ventura Corrections)	Status SPUSD: Implemented <ul style="list-style-type: none"> • Transitional exploration VACE: Info captured elsewhere (Not here)	Next Goals:
Activity Expand and develop ESL programs for underserved areas	Status All implemented; will need to get info on this... OUSD – Implemented <ul style="list-style-type: none"> • 27 participants FUSD – Implemented SPUSD – Implemented VACE – Implemented OUHSD – Implemented CVUSD - Implemented	Next Goals: CASAS in place at all sites

4.3 – Activities for Accelerating Student Progress

Activity Integrate technology to expand APEX	Status CVUSD – Implemented FUSD – Did not Implement OUHSD - Nix	Next Goals: FUSD <ul style="list-style-type: none"> • Planning to implement Y2
Activity Integrated education and training	Status OUHSD w/VCOE <ul style="list-style-type: none"> • 13 adult ESL students; includes CASAS testing 	Next Goals: OUHSD <ul style="list-style-type: none"> • Looking to expand into medical; could integrate with VCCD • Shared professional development of I-BEST
Activity K12 volunteer/paraeducator training in English and Spanish	Status VACE – Implemented <ul style="list-style-type: none"> • 20 people currently enrolled • Class is just beginning now FUSD – Not Implemented	Next Goals VACE FUSD <ul style="list-style-type: none"> • Planning to implement in Y2
Activity Develop a template for ESL individual student plan to track student progress. Use student portfolios to motivate student toward educational goal attainment	Status SPUSP - Not Implemented FUSD – Not Implemented OUSD – Not Implemented VACE – Not Implemented	Next Goals: SPUSD, FUSD, OUSD, VACE <ul style="list-style-type: none"> • Could be done in Y2
Activity Develop Career Center Exploration opportunities including new, existing and incarcerated students	Status Implemented in varying degrees SPUSD OUHSD OUSD VACE VCOE	Next Goals <ul style="list-style-type: none"> • AJCCs in collaboration with WDBs will implement Y2

4.4 Key Activities for Collaborative Professional Development

Activity Attend ESL training of Burlington English Training	Status All Participating Member Institutions VACE <ul style="list-style-type: none"> • Provided training to OUSD and Todd Road Jail CVUSD <ul style="list-style-type: none"> • Had trainings, specific to their agency OUHSD <ul style="list-style-type: none"> • Had trainings, specific to their agency 	Next
Activity Career planning and transition training	Status All Participating Member Institutions <ul style="list-style-type: none"> • Will require additional discussion 	Next
Activity Participate in AEBG Accountability training	Status All Participating Member Institutions <ul style="list-style-type: none"> • Will require additional discussion 	Next

4.5 – Activities for Leveraging Structures and Assets

<p>Activity Increase offerings of ESL classes</p>	<p>Status VACE</p> <ul style="list-style-type: none"> • Yes, Increased at Briggs Elementary School District; also at Todd Road Jail and OUSD 	<p>Next</p>
<p>Activity</p> <ol style="list-style-type: none"> 1. Develop career pathways from high school to adult education to community college to four-year college/to careers with focus on entrepreneurship skills 2. Develop mentoring, internship, externship, and apprenticeship opportunities in selected industries in the VCAEC 	<p>Status</p> <ul style="list-style-type: none"> • Adult Education • Community Colleges • VCOE 	<p>Next</p>
<p>Activity Increase collaboration with DOR to improve exiting pathways to employment</p>	<p>Status</p> <ul style="list-style-type: none"> • Adult Education • Community Colleges 	<p>Next</p>