



Minutes of the AEBG Consortium

Friday, October 14, 2016 1:00-3:00 PM

Location: VCOE, Career Education Center, 5700 Condor Drive, Moorpark 93021

Present: Michele Arso, Becky Beckett, Pam Castleman, Frida Friend, Alan Penner, Mike Sanders; Teresa Johnson, WDB-non voting, Greg Hill, Jr., WestEd Consultant

Guests: Tammy Herzog, Moorpark; Holly Correa, VCCCD; Anna Morielli, Fillmore

Present via conference call: Carolyn Vang-Walker, Martha Hernandez, Fillmore guest

Note: Tim Harrison called in his vote for Motion regarding VCCCD member change

Absent: Diana Batista, Stefan Cvijanovich, Luis Gonzalez, Tim Harrison, Jane Morgan

Recorder: Kathy Walker

Meeting commenced: 1:06 PM

| TOPIC | SUMMARY OF DISCUSSION | ACTION (IF REQUIRED) |
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| <p>Roll Call and Announcements:</p> | <p>Greg opened with roll call asking each member to state their name and member affiliation.</p> <p><u>Motion 1</u> Motion to approve Minutes of 9/9/16 Meeting. Motion made by Frida Friend; Seconded Becky Beckett All present, Yes; opposed, No; Motion passed</p> <p>New Legislation:</p> <ul style="list-style-type: none"> • Greg discussed the trailer language - important part is related to what the state is doing for its report to legislature. Additional reporting requirements will impact the work we are doing. They are trying to minimize duplications. • The piece that Teresa Johnson is referring to is in regards to sharing considerations. • Pamela stated that perhaps the school district’s LCAP could include language related to Adult Ed requirements. Greg emphasized being transparent and sharing your plans with constituents. • Teresa Johnson said that she shared all member plans with Workforce Development Board (WDB), so they could see that what VCAEC does aligns with what they do. <p>Question arose regarding, <u>Promise of Practices</u> component with regards to the Community College - <u>Doing What Matters</u>:</p> <ul style="list-style-type: none"> • <u>Doing What Matters</u> is a K-12 and Community College road to build pathways. The Community College Districts are trying to align all of these activities. Holly shared information on new initiatives that will be rolled out. • Kathy will send Trailer Bill information to members along with the Registration Flyer for upcoming Stakeholder Meeting for SCCRC. • Teresa Johnson will send information to members regarding the “Doing What Matters”, cross reference spreadsheet. • The new RFP will be coming out for WIOA Grant. This is for out-of-school youth. For information contact Workforce Development Board at Ventura County. | <ul style="list-style-type: none"> • Kathy to send Trailer Bill to Members • Kathy to send link for Stakeholder Meeting registration to members • Teresa Johnson to send link to members regarding cross-reference spreadsheet for Doing What Matters |

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| | <ul style="list-style-type: none"> ● Pam shared that VCOE is looking at doing more with Adult Schools and hopes this continues in the future. Update: They have hired David Mason, Employment Specialist, that will collaborate with the North Ventura County Adult Education Schools. ● It was noted that only 2 or 3 percent of students in consortium transitions from Adult School to Community College. There can be a problem if the student receives financial aid at adult school, as they then can't use financial aid at community college level Need Articulation agreement. There is a need for invested staff to provide an articulated pathway. Adult schools can provide entry level certificates and then continue to community college if students want to move on to the next level. Community colleges prepare students for higher level learning. There is a need to bridge short term CTE levels at the Adult School to the next higher level CTE provided by the Community Colleges. ● Holly shared that VCCCD is working on steps of collaboration between Adult Schools and the Community Colleges - WIOA, certifications, and non-credit classes are coming. ● Teresa referenced, looking back at surveys of students during early AB86 planning, that 97% of those at adult schools wanted to get a job. College students didn't know why they were there. The challenge is finding the pool of unserved students. One place is to look at unemployment rates of people over 18 in Ventura County. Greg will look at Ventura County populations that benefits from AEBG programs. It is noted that the goal differs at different times in their life. Look at statistics. Need a strong work ethic. ● It was discussed that there is a tie in from high school to community college to take low level certificate programs; become employable; work in the industry; then want the next level certificate. The beauty of ROP is that they do externships. ● Rational 1 short-term CTE program. ● Bridge Adult Ed and Community College. Adult Ed Schools and Community Colleges in the area should make use of each other's resources. Provide post-secondary education which is part of larger pathway. | <ul style="list-style-type: none"> ● Greg to look at unemployment rates for Ventura County of those 18 and over. |
| <p>Follow-Up Items</p> | <p>Remote access:</p> <ul style="list-style-type: none"> ● We need to come up with a way to improve access - still looking at this. Greg feels like if we are not all going to be present we need to be in a place where we can see faces. Consider if that is something that members can commit to. <p>Data Collection Process:</p> <ul style="list-style-type: none"> ● Next steps - look at data ● We will have state data soon; let's make use of it. We have the attention of the community college. Make it worth their while to figure out the best way to move forward. ● Greg will share data information from the state at next meeting. ● State is working on data collection for next year - probably related to same outcomes as WIOA. The state is really invested in this. Accountability will be at consortium level. You can get job | <ul style="list-style-type: none"> ● Greg to do data share at next meeting |

placement data thru EDD.

- Greg shared that it looks like AB104 is working with vendors to establish guidelines for Data collection. Once decided everyone will need to use the same vendor.
- By Dec. we have to provide a work-plan and a budget for Data and Accountability funds. We need to begin thinking about it ... when we know what vendor the state is going with, as a consortium we need to insure appropriate training is provided for data collection.
- It was mentioned that as consortium we may want to be consistent within; that we use same type of common measures to compare our data.
- We assume ASAP and CASAS/TOPsPro are two of the vendors being considered. CASAS/TOPsPro has done this for the state in the past. The question is ... can they bridge the two. With TOPsPro the state gets assessment testing and data collection process.

AEBG Summit:

- VCAEC will be represented at the Summit by the following members: Michele Arso, Simi Valley, Diana Batista, Oxnard, Pamela Castleman, VCOE and Greg Gillespie, Ventura College; Fillmore was selected as a presenter (4 from Fillmore to attend and present)
- Members that attend Summit, will give a report from their visit at a future VCAEC meeting.

Governance

Governance Changes:

- Governance policy plan is posted on the AEBG website - how the meeting is run .
- Decisions need to be made on how expenditures are paid and approved.
- Right now the policy for guests is that they have to be invited by a member.
- We also need to insure that we are doing what we say we are doing.
- Member representation by proxy, in event, designated representative from a given district is unable to attend meeting.

VCCCD member representation change.

1. Are there any objections to consolidating representation for VCCCD from 3 seats to 1 seat on VCAEC?
2. Voting power - VCCCD would be one entity and given one vote

Discussion:

- Michele Arso liked that they would have one consistent member at VCAEC meetings.
- Holly Correa will be replacing Tim Harrison as the representative in November. When voting, she will consider the opinions from all 3 colleges.
- VCCCD did not submit data or ask for funding.
- In the event of a major policy change or funding issue would arise the consortium would discussed the change at one meeting and vote at the next meeting.
- General consensus was that VCCCD would have one vote.

Motion 1

- Motion by Pamela Castleman and Seconded by Frida Friend, to change representation for Ventura County Community College District (VCCCD) from 3 seats on consortium representing Ventura, Moorpark and Oxnard Colleges to one seat representing Ventura County Community College District as one entity.

All present - Yes; opposed - No; Motion Approved

Expenditure Approval Discussion:

- A policy needs to be established regarding approval for expenditure of unallocated funds.
- Perhaps a few expenditures tiers should be established;
- Operations expenditures of over \$1000.00 one tier,
- Up to \$200.00 for non technical-no additional approval
- Conference reimbursement guidelines - including a Per Diem Fixed rate for meals each day.
- Standard - meal Per Diem maybe \$50.00

Member Representation to VCAEC:

- Who can vote?
- We must have an **Intent to Participate** form on file for **member representative and that member must have approval by their Board.**
- If a district's Board appointed representative cannot attend who can vote in their place?
- Established guidelines need to be in place as to who can vote in a member's absence.
- Each member can appoint a proxy to attend the meeting in their place with full voting privileges. We need documentation of the proxy.
- A form will be developed by Greg and Kathy to document the official proxy.
- If neither the member nor the proxy can attend, Kathy should then

- **Greg/Kathy to develop form for expenditure reimbursement.**

- **Greg will gin up info for vote on member, proxy, etc.**

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| | <p>receive an email that says “myself or proxy can not make this meeting; however, (name of person) will attend meeting in our place”. This person can participate, however they will not have voting privileges.</p> <ul style="list-style-type: none"> ● This type of representation should be very infrequent. <p>Meeting Schedule:</p> <ul style="list-style-type: none"> ● It is requested that we try to keep to our meeting schedule that is posted. If we do not have a quorum to vote, an electronic vote would need to take place. | <ul style="list-style-type: none"> ● Kathy/Greg will develop a proxy form. |
| Budgets | <p>Due dates for reporting:</p> <ul style="list-style-type: none"> ● Consortium Member 2016-2017 Budgets by SAC’s Code due now to Kathy. ● AEBG VCAEC Summary for 2016-2017 Budget by SAC’s Code due 10/31/16 ● AEBG DATA and Accountability Budget, Work Plans & Online Budget due 12/20/16 ● 2015/16 and 2016/17 Budget revisions due 12/20/16 ● 2015/16 AEBG Report 3 and 2016/17 AEBG Report 1 expenditure and activity report due 12/31/16 <p>Note: VCCCD did the reporting for 15/16 as the fiscal agent. Now that VCAEC is direct funded, members must get their information to Kathy for future reporting.</p> <ul style="list-style-type: none"> ● You have money for 3 years ● Reporting is every 6 months | |
| Fostering Collaboration | <ul style="list-style-type: none"> ● Add to agenda for next month. | <ul style="list-style-type: none"> ● Kathy to add to agenda for November |
| Open Discussion | <ul style="list-style-type: none"> ● Teresa Johnson shared that Cheryl Moore was very impressed with our plans as they worked well with her Workforce Development plans. She would like to come to one of our meetings to thank all for their hard work. ● Simi Valley has a new name - Simi Institute for Careers and Education. They will now be using the same colors as Simi Valley Unified School District for branding. ● If you have information that you would like posted on the VCAEC website send information to Kathy. If you have a flyer announcing something that is going on at your site send the flyer electronically for linking to website. | <ul style="list-style-type: none"> ● Members to send Kathy information for website including flyers announcing events. |

Motion to adjourn by Becky Beckett and Seconded by Mike Sanders. All present - Yes; opposed - none. Motion passed. Meeting was adjourned at 3:13 PM