



**Victor Valley Adult Education Regional Consortium**

Executive Member Meeting – Minutes

Wednesday, May 1, 2024

10:30 AM

Victor Valley College: Building 55, Conference Room

1. Opening Business

Call Order

10:41am

Establish Quorum

<b>Establish Quorum: 4 Members</b>	
<b>Member Name</b>	<b>Attending</b>
Apple Valley Unified School District	
Hesperia Unified School District	
Lucerne Valley Unified School District	
Snowline Joint Unified School District	
Victor Valley College	
Victor Valley Union High School District	

**Voting Members present:**

Trenae Nelson, Superintendent, Apple Valley Unified School District (AVUSD)

Ryan Holman, Superintendent, Snowline Joint Unified School District (SJUSD)

Chad Brooks, Snowline Joint Unified School District (SJUSD)

Peter Livingston, Superintendent, Lucerne Valley Unified School District (LVUSD)

Carl Coles, Superintendent, Victor Valley Union High School District (VVOHSD)

Todd Scott, Executive Vice President, Victor Valley College (VVC)

Kim Walker, Coordinator Hesperia Adult School, Hesperia Unified School District (HUSD)

**Voting Members not present:**

David Olney, Superintendent, Hesperia Unified School District (HUSD)

Daniel Walden, Superintendent President, Victor Valley College (VVC)

Lorraine Collins, Director, College, Career & Adult Ed., (VVOHSD)

**Non-Voting Members present:**

Martha Mendez, VVAERC Manager

Adele McClain, Apple Valley Unified School district (AVUSD)

Rebecca Monjaraz, Victor Valley College (VVC)

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Yecica Bernardo, Victor Valley College (VVC)  
Pablo Saldana, Victor Valley College (VVC)

2. **Approval of the minutes:**

2.1 October 6, 2023

**Motion:** Peter Livingston

**Second:** Ryan Holman

**Yae:** Nelson, Scott, Coles, Walker

**Nay:** None

3. **Public Comments** – No Public Comments

4. **Informational Items:**

4.1 **Due Dates:** Martha explained important upcoming due dates such as declaring the fiscal agent, member allocation, and carryover threshold. She also shared some due dates for:

- May 2: CFAD for 2024-25 due in NOVA
- Jun 1: 22/23 and 23/24 Member Expense Report due in NOVA (Q3)
- Jun 30: 22/23 and 23/24 Member Expense Report certified in NOVA(Q3) \*
- Jun 30: End of Q4
- Aug 15: Annual Plan for 2024-25 due in NOVA \*

4.2 **VVAERC Graduation:** Event will occur May 31<sup>st</sup>, in the VVC Gymnasium at 1:00 PM, Martha requested all participants to arrive by 12pm in regalia. MCs are Dr. Walden and Dr. Scott. Invitations are coming. Physical invitations can be provided. Commencement speaker will be Assemblyman Juan Carrillo (former GED student). National Anthem singer will be Pablo Saldana.

4.3 **Community Engagement:** Kim Walker displayed a presentation discussing community outreach efforts as a consortium, not just an individual school/district. Specifically, Kim highlighted an event where over 600 community members came through the Mall of Victor Valley and were exposed to our consortium offerings including GED, HS Completion, ESL, Citizenship, and Career Programs. The mall event was hosted by workforce development boards which included over 60 employers also present. Kim explained the active engagement and outreach efforts put forward to continue to develop relationships with community organizations. VVC will be having a community job fair coming up mid-May. The Consortium will be represented there with a booth. As a consortium, there are no “wrong doors;” students can come into any of the adult education districts and have access to what the consortium has to offer.

Martha explained that at VVC, Adult Education has been involved in sharing consortium information to college events and via intentional outreach. In addition, Martha explained the successful orientation efforts at VVC by being able to support over 120 students and tested 76 students. We had standing room only and lines out the door. Martha thanked Pablo, Rebecca and Yecica for taking the lead.

4.4 **Regional Professional Development:** Adele McClain explained that teachers wanted support with PD but had limitations with time. Adele explained the importance of partnering

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with the state to create cohesiveness while continuing to polish each school's strengths. Successful PD events took place this school year.

- 4.5 **Transition Counselor:** Rebecca Monjaraz, transition counselor, presented on spotlighting students' successes. Rebecca highlighted students Amber Glazier, Monica Perez-Sandi, Melina Bezada and Michael Wilkes in their accomplishments.
- 4.6 **Member Updates:** For **SJUSD**, Chad Brooks talked about enrollment numbers increasing. There is a new alternative ed teacher that is working with students to help them graduate. **LVUSD** also had an increase in enrollment from 1 student walking to now having over 55 students. CTE programs are thriving, and a new real estate program is in the works through the new FTE. For **AVUSD** Adele discussed the importance of partnerships and supporting transitions into VVC. Martha highlighted the strong partnership in offering VVC ESL classes at AVAS. Martha also mentioned that Rebecca, Yecica, and Pablo come in as a whole to ensure support in capturing students and supporting registration workshops/orientations. EKG students at Apple are getting hired by St Mary's Hospital. Kim explained that combined PD is important. For **HUSD** Kim discussed that there were 1056 students that walked through their doors. 745 students have 12hrs or more of instruction and have completed at least 1 measurable skill gain. Students are enrolled in CTE programs, ESL, HSD/GED programs, and Citizenship Prep. HUSD can provide additional support to students enrolled in social services programs. For **VVUHSD** Martha talked about CAEP enrollment being at 541. They offer GED and HSD programs. A partnership is in the works to be able to offer classes in Adelanto. **VVC** GED test center is now active. There are about 70 enrolled students in VVC's GED Test Prep class and there are around 23 students that are likely to pass at least one subject. A successful GED orientation took place recently. There is Math tutoring offered at the PSIT Engagement Center tailored to K-12 Math for the GED students. In the Fall VVC will offer Community Health Worker & Medical Assistant programs for Noncredit ESL students through ELL Healthcare Pathways. Pharmacy Tech is in the works. Dr. Todd Scott mentioned the passing of Trustee Henderson (Area 5-Apple Valley & Lucerne). Registration for Summer and Fall will be updated from the old server to a new server. Community education will be increasing. Sports stadium and event center is estimated to open in June. In the Fall of 2025, VVC will hopefully start the bachelor's degree in respiratory care; only 15 programs will be approved for BSN statewide. UMOJA & LGBTQ+ center are in the works of being established on campus. Student housing is estimated to offer a 250-bed dormitory on campus. The state says VVC is the fastest growing community college in California so new fulltime faculty will be hired. Fulltime Adult Ed Counselor is also in the works and final selection will be made in two weeks.

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**5. Discussion Items**

5.1 **Recap: AB 1491** Provides a carryover threshold guide for the entire consortia, which is twenty percent. Martha mentioned that legislation says that if there are two consecutive years of a consortia member having over 20% carryover, then the consortia have the right to reallocate the carryover to other members.

5.2 **2024-25 CFAD: Fiscal Agent, Member Allocations Governance Plan.** Martha stated that the VVAERC will receive over \$20,000 more for the region. Governor’s revise may reduce set funding. Allocations are due May 2<sup>nd</sup>, and a revise will happen after that. Martha presented on how the region’s allocation funding grew from 600k to 2.6 million, and how we have 2 new adult schools in the area. Martha discussed 2 options presented regarding potential revisions of the budget. Option 1 states to leave the funding with the established fiscal agent. Option 2 states to determine allocations to members based on the previous year. Voting members will vote and revisit vote at the July 31<sup>st</sup> meeting.

**6. Action Items:**

6.1 **Approve Victor Valley College as CAEP Fiscal Agent for the 2024-2025 Fiscal year.**

**Motion:** Ryan Holman

**Second:** Carl Coles

**Yae:** Nelson, Livingston, Walker, Scott

**Nay:** None

6.2 **Approve Preliminary CFAD Allocation for 2024-2025**

Option 1 Selected

**Motion:** Carl Coles

**Second:** Tranae Nelson

**Yae:** Holman, Livingston, Walker, Scott

**Nay:** None

<b>Option 1</b>			
<b>Hold COLA with Fiscal Agent</b>			\$20,325
VVC Allocation			\$427,821
<b>*VVC + COLA Parked with Fiscal Agent</b>			\$448,146
<b>Members</b>	<b>2024-2025 Allocation</b>		
AVUSD	\$ 500,950		
HUSD	\$ 838,031		
SJUSD	\$ 307,990		
*VVC	\$ 448,146		
VVUHSD	\$ 522,136		
LVUSD	\$ 77,546		

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\$ 2,694,799
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<b>Option 2</b>				
<b>Allocate 2024-25 COLA in proportion to 2023-24 amount of consortium</b>				
<b>COLA</b>	<b>\$ 20,325</b>			
<b>Preliminary</b>	<b>\$ 2,694,799</b>			
<b>Agency</b>	<b>*2023-2024 CFAD</b>	<b>% of Allocation</b>	<b>% of COLA Based on % of Allocation</b>	<b>2024-2025 Preliminary Allocation</b>
AVUSD	\$ 500,950	18.73%	\$ 3,807.03	\$ 504,757
HUSD	\$ 838,031	31.33%	\$ 6,368.72	\$ 844,400
SJUSD	\$ 307,990	11.52%	\$ 2,340.61	\$ 310,331
***VVC	\$ 427,821	16.00%	\$ 3,251.28	\$ 431,072
VVUHSD	\$ 522,136	19.52%	\$ 3,968.04	\$ 526,104
LVUSD	\$ 77,546	2.90%	\$ 589.32	\$ 78,135
	<b>\$ 2,674,474</b>	<b>100%</b>	<b>\$ 20,325.00</b>	<b>\$ 2,694,799</b>

### 6.3 Approve CFAD Submission in NOVA with Governance Plan

**Motion:** Peter Livingston

**Second:** Ryan Holman

**Yae:** Nelson, Coles, Walker, Scott

**Nay:** None

### 7. 2023-24 Conferences and Training

- May 9-11: CCAE State Conference, Anaheim, CA (CCAЕ Panel Presentation)
- June 17-20: CASAS Summer Institute, Anaheim, CA
- July 24-26<sup>th</sup> GED Annual Conference, Long Beach, CA

8. **Next Meeting:** Wednesday, July 31 at 10:00 AM, VVC Building 55, Conference Room.

9. **Adjournment-** Meeting adjourned at 11:49am.

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