



**Victor Valley Adult Education Regional Consortium**

Executive Committee Meeting- AGENDA

Wednesday, August 2, 2023

10:00 AM

**Victor Valley College:**  
**Building 55, Conference Room**

**Date of Approval:** \_\_\_\_\_ **Initials:** \_\_\_\_\_

*Victor Valley Adult Education Regional Consortium Manager Martha Mendez conducted the meeting.*

**Designated and Alternate Voting Members in attendance:**

<b>Establish Quorum: 4 Members</b>	
<b>Member Name</b>	<b>Attending</b>
Apple Valley Unified School District	YES: Trenae Nelson
Hesperia Unified School District	YES David Olney
Lucerne Valley Unified School District	NO
Snowline Joint Unified School District	YES Ryan Holman
Victor Valley College	YES Daniel Walden
Victor Valley Union High School District	YES Lorraine Collins

Lorraine Collins, Director, College, Career & Adult Ed., Victor Valley Union High School District (VVOHSD)

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)

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

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

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

Todd Scott, Executive Vice President of Instruction, Innovation & student Success (VVC)

**Voting Members not present:**

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

**Non-voting members:**

McKenzie Tarango, Associate Vice President Instruction, Victor Valley College (VVC)

Martha Mendez, VVAERC Manager

Adele McClain, Apple Valley Unified School District (AVUSD)

Cheyenne Laguna, Victor Valley College (VVC)

**1. Opening Business**

**1.1 Call to Order-** A regular meeting of the Victor Valley Adult Regional Consortium Executive Committee was held at Victor Valley College on Wednesday, August 2, 2023. The meeting was convened at 10:09 AM.

**1.2 Establish Quorum-** Martha shared quorum was established. She mentioned one member was not in attendance, Lucerne Valley Unified School District. Welcome and introductions were made.

**2. Approval of the minutes:**

**2.1 April 5, 2023**

**Motioned:** Trenae Nelson

**Seconded:** Dave Olney

**Discussion:** None

**Yae:** Olney, Holman, Nelson, Walden, Collins

**Nay:** None

**3. Public Comments – No public comments.**

**4. Informational Items:**

**4.1 Due Dates and Upcoming Events:** Martha pointed out the following deadlines.

- Aug 15: Annual Plan for 2023-24 due in NOVA \*
- Aug 15: Annual Plan for 2023-24 due in NOVA \*
- Sep 1: 21/22 and 22/23 Member Expense Report due in NOVA (Q4)
- Sep 1: 22/23 Certification of Allocation Amendment due in NOVA
- Sep 30: 21/22 & 22/23 Member Expense Report certified in NOVA (Q4)
- Sep 30: 23/24 Member Program Year Budget and Work Plan due in NOVA

**4.2 VVAERC 2022-24 Data Review:** Martha shares a presentation summarizing enrollment data for the previous four (4) academic years commencing with 2019-20 through 2022-23. Slide 5 includes data from TOPSPro Enterprise and reflects unduplicated total consortium enrollment. Slide 6 includes data from TOPSPro enterprise and reflects unduplicated completion count. The

bar graphs are correct but the numbers on the bar graph are not. They did not format properly when uploaded. The total consortium enrollment exceeds pre-pandemic enrollment. SEE ATTACHED PPT.

**4.3 ACSA/WIOA Quarterly Meetings & CASAS Data Training:** Adele McClain discusses her role in hosting the Quarterly ACSA/WIOA meetings followed by data training. She shares that the California Department of Education State director and staff use this meeting space to provide key WIOA and Adult Education updates. It is recommended that each member have a representative attend in person or via zoom as this meets the WIOA II professional development requirement as well.

**4.4 CAEP 2023 Summit Presentation:** Both Apple Valley Adult School and Victor Valley College were invited to present at the CAEP 2023 Summit to share about the ESL and transitions Pilot between both agencies.

**4.5 CTE Fall Conference Presentation:** Apple Valley Adult School was invited to present at the CTE Fall Conference to share best practices on creating a pathway to College from Adult Education using CTE articulation agreements.

**4.6 Member Updates:** Members went around to share updates.

- VVUHSD: Teachers return to campus next week. Self-Study and Summer School started in May. Lorraine shares that they will have a WASC evaluation this year.
- AVUSD: WASC & WIOA came through. Citizenship will be offered this Fall and ESL levels 1 through 4 at AV Adult School campus. Martha added that the partnership works because of the nurturing and caring focus of staff, as well as childcare support while students attend class.
- HUSD: Family Resource Center has been relocated to Adult Ed Campus and there will be an open house. Dual Enrollment opportunities have increased, highlighting Rebecca's work across the region. Outreach and community engagement have been prioritized and Hesperia (and the Region) was at 16 different events this past year.
- Dan Walden: New Chancellor is pushing for Dual Enrollment statewide. Faculty has provided pushback for Credit for Prior Learning, but hopefully the Chancellor's support will get faculty on board.
- SJUSD: Adults get back on campus next week for classes. First full WASC Accreditation is in progress. ESL classes expanded to another school within the district to reach more students.
- VVC: There has the greenlight for a full-time Counselor for Adult Ed. The location of Adult Ed has moved to Lower Campus. Dr. Tarango shared that VVC launched GED Prep Courses. Noncredit & short-term vocational programs are thriving at VVC. Dr Radcliffe has provided significant support for the CDL & Cosmetology Programs. Forklift

certification is moving to short term noncredit. Programs at VVC for short term vocational certification include Low Voltage certificate, Water Certificate Noncredit, Emergency Telecommunications & Workforce Preparation. Pearson VUE Testing updates were shared regarding the Pearson VUE Testing Site Approval for Victor Valley College. It was discussed that other exams sponsored by Pearson VUE can also be taken on site once approval is achieved.

## 5. Discussion Items:

**5.1 VVAERC 2022-2023 Annual Plan Review:** Martha explained how the Annual Plan strategies feed into the Budget & Work Plan for each member. Members will be able to select the objectives that they are going to focus on for the year. It was also discussed that enrollment numbers have surpassed the pre-pandemic numbers.

**5.2 VVAERC Graduation June 9, 2023:** Martha said that we have selected a graduation date, which will be Friday, June 9, 2023. The date has been coordinated and should be on your calendar. It is recommended that Martha investigate alternate graduation dates due to schedule conflicts. Martha will investigate the gym availability on May 31<sup>st</sup> as recommended by Dr. Tarango. Graduation dates after June 9<sup>th</sup> present a challenge as Adult Schools are closed, and staff are off contract.

**5.3 Memo July 19: Letter of Intent Funding Opportunity:** English Language Learner Healthcare Pathways Grant for CAEP Consortium to Participate in ELL Healthcare Pathways Initiative. The Victor Valley Adult Education Regional Consortium is eligible to apply for the three-year grant opportunity. The Letter of Intent to apply, ELL Healthcare Pathways Program plan, and letters of support are due September 8, 2023. VVAERC coordinators have recommended that VVC take the lead and apply for this opportunity.

**5.4 Amended Member Allocations:** Martha discussed the amended member allocations based on the Final CAEP Allocations. It was noted that the consortium is granted a two-and-a-half-year expenditure period for CAEP. The 2022-23 Quarter 4 Expenditure Report is due September 1<sup>st</sup> of 2023 with final certification by Martha by September 31, 2023. Martha works with Fiscal accountants to verify accuracy.

## 6. Action Items:

**6.1 Vote to Approve the VVAERC 2023-24 CAEP Annual Plan as submitted in NOVA.**

**Motion:** Ryan Holman

**Second:** David Olney

**Yae:** Olney, Holman, Collins, Nelson, Walden

**Nay:** None

**6.2 Vote to Approve the VVAERC's Participation in the ELL Healthcare Pathways.**

Initiative: Letter of Intent September 8<sup>th</sup> by 5:00 PM

**MOTION:** The consortium grants Victor Valley College the purview to decide whether to apply for the ELL Healthcare Pathways Grant.

**Motion:** Trena Nelson

**Second:** Dave Olney

**Yae:** Olney, Holman, Collins, Nelson, Walden

**Nay:** None

**7. 2023-2024 Conference and Training:**

- September 14-15: CAEP Director's Event, Sacramento
- October 24-26 : CAEP Summit, Universal City
- November 17-18: CCAE Southern/ South Coast Section, Palm Springs
- March 17-20: COABE National Conference, Nashville, Tennessee
- May 9-11: CCAE State Conference, Anaheim
- June 17-20: CASAS Summer Institute, Location TBA

**8. Adjournment-** Meeting adjourned at 11:58 am.