



**Victor Valley Adult Education Regional Consortium**

Executive Committee Meeting – Minutes

Tuesday, November 5, 2024

1:00 PM

Victor Valley College:

Building 44, Student Activities Center (SAC), Rooms B-C

1. Opening Business

Call to Order

**1:14pm**

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, AVUSD

Ryan Holman, Superintendent, SJUSD

David Olney, Superintendent, HUSD

Carl Coles, VVUHSD

Daniel Walden, Superintendent, VVC

**Voting Members Not Present:**

Peter Livingston, Superintendent, LVUSD

**Non-Voting Member Present:**

Martha Mendez, VVAERC Manager

Todd Scott, VVC

Henry Young, VVC

Adele McClain, AVUSD

Chad Brooks, SJUSD

Ben Skinner, HUSD

To access written documents being discussed at the executive meeting, or to otherwise participate at executive meetings please contact Director Martha Mendez at [martha.mendez@vvc.edu](mailto:martha.mendez@vvc.edu). Notification at least 48 hours prior to the meeting will enable us to make reasonable arrangements to ensure accessibility to the meeting. Public materials are available for public inspection at Victor Valley College 18422 Bear Valley Road, Victorville, CA 92395; Building 64, Adult Education Office or visit our website at: [www.vvadulthood.com](http://www.vvadulthood.com).

Pablo Saldana, VVC  
Bianca Morales, VVC  
Rebecca Monjaraz, VVC  
James Hayes, SAGE

2. Approval of the minutes:

2.1 July 31, 2024

**Motion:** Dan Walden

**Second:** David Olney

**Yae:** Nelson, Holman, Coles

**Nay:** None

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

4. **Informational Items:**

4.1 **Due Dates:** Martha discussed upcoming deliverables.

October 2024

- **Oct 30:** 24/25 Member Program Year Budget and Work Plan certified by Consortia in NOVA \*
- **Oct 31:** Student data due in TOPSPro (Q1)
- **Oct 31:** Employment and Earnings Follow-up Survey are due in December 2024

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**Dec 1:** July 1, 2023 to June 30, 2024 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium \*

- **Dec 1:** 22/23, 23/24 & 24/25 Member Expense Report Due in NOVA (Q1)
- **Dec 31:** 22/23, 23/24 & 24/25 Member Expense Report certified by Consortia in NOVA (Q1)

4.2 **CAEP Three Year Plan:** Martha explained that this year we are completing the plan by June 20, 2025. We are in the final year of the previous 3-year plan. Martha invited superintendents to participate in the planning process. Data was shared regarding unduplicated enrollment growth. As a consortium we are receiving 2.6 million dollars, and we are below the 20% carryover allowed per state requirement.

4.3 **Member Updates:** Martha explained that Lorraine at **VVUHSD** is currently at her site because of a WASC visit. Martha shared that Adele, Chad and her were in attendance the day before. It was shared that keeping the leadership engaged was a huge advantage that makes VVAERC stand out. Superintendent Coles also mentioned that they are proud of the work Lorraine is doing. Due to how expansive our region is, Martha reiterated the importance of partnerships to ultimately assist with transitions. On behalf of VVC, Dr. Scott shared the expansion of non-credit programs including notary, health information technology and court reporting. VVC is working on obtaining a car to giveaway for a deserving student that shows active participation and usage of the VVC Mobile App. Engagement in activities at the college is a goal to increase retention. VVC files are being imported to the cloud. Umoja program is also up and running to support Black, African-American students; Hakeem Croon is the manager. Additional VVC updates are: Connect2Success is the finalist for an award, VVC will now have program maps for career and certificate pathways, Community Enrichment program is growing, Dr. Vreeman joined the college, Athletics teams are doing well this season, and CCAP Dual Enrollment is one of the largest in the state. For **Snowline** and **Lucerne**, Chad shared that graduation rates are up this year. Chad is working to remove barriers for students to complete Hi-Set programs. The combined support of both schools will provide greater support for students. Ben Skinner discussed that at **Hesperia**, he temporarily suspended the online program with the purpose of creating hybrid options. WASC accreditation was received. Hesperia will have an open house December 10<sup>th</sup> with the Family Resource Center. Families and community members are invited. CTE programs are also thriving, and ESL courses are expanding. For **AVUSD**, Adele expressed gratitude for support from VVC to execute their CCAP model program for EKG. Martha elaborated that ESL and GED courses at VVC have more than doubled. We have a math tutor. The city of Adelanto is hoping we offer VVC ESL classes at their new community center.

4.4 **Tentative VVAERC Graduation June 4, 2025 at 3:00 PM**—date and time confirmed by superintendents. Ryan mentioned the importance of encouraging all graduates to stay until the end of the ceremony.

## 5. Announcements

5.1 2024-25 Executive Committee Meeting Schedule: A standing meeting is in the works. Martha informed superintendents to expect a Doodle Poll for this.

5.2 ELL Healthcare Program: CHW to Launch January 2025: Martha explained that she is

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working with new non-credit director, Alyssa Sandello, to lead ELL Healthcare Pathways education at VVC for the region. We received about half a million dollars in funding.

### 5.3 Conference Report Out

- CAEP Directors – Sacramento, CA – September 26-27, 2024: Martha attended that and learned about Data Vista. Local policy implementations were also covered.
- CAEP Summit – Oakland, CA – 28-30, 2024: Adele shared that the consortium was recognized for involving superintendents, providing transitions support via counseling and executing promising practices at the state level.

### 6. **Action Items:** None

### 7. 2024-25 Conferences and Training

- November 21-23: CCAE Southern/ South Coast Section, Palm Springs
- May 1-3: CCAE State Conference, Fresno, CA
- June 9-12: CASAS Summer Institute, Orange County

### 8. **Adjournment** – Meeting adjourned at 2:23pm

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