

VCAEC Regular Meeting Minutes

Feb 28, 2025

1:00 PM - 3:00 PM

Ventura Adult and Continuing Education
5200 Valentine Rd., Ventura CA 90003**Participants:****Facilitator:** Greg Hill Jr., WestEd**Recorder(s):** Kathy Walker, WestEd; Ayanna Smith, WestEd

Member Representatives: Sean Abajian **P**, Leticia Carabajal **P** (Ramona Villavicencio **P**, Admin Delegate for Oxnard), Cynthia Herrera **A** (Brenda Acomb Forbes **P**, Admin, Delegate, VCCCD), Blanca Mendieta **P** (Isaac Huang **A**, Admin Delegate for Fillmore), Marty McGrady **A**, Alex Mejia-Holdsworth **A**, Stacy Cashman **A**, Gina Ramirez **A** (Miguel Magana, Admin Delegate for Santa Paula **P**), Mike Sanders **A** (Consortium Chairperson), Scott McNutt **P** (Sean Bell **P**, Admin Delegate, VACE)

Meeting Called to order at 1:00 PM by Greg Hill Jr. with permission of Mike Sanders

MINUTES
OPEN SESSION**ROLL CALL AND WELCOME**

- Roll Call

PUBLIC COMMENT

- Stephanie Erbe, Assistant Director of the Simi Valley Library, shared information about library services and resource needs to support the library's READ Adult Literacy program, which includes free one-on-one tutoring and drop-in conversational groups aimed at helping adults improve their reading, writing, and English skills. The library also hosts an in-person English Conversation Group designed to assist adults in practicing and building confidence in their English abilities. This grant-funded initiative serves adults who are not enrolled in college and are eligible to participate.

GENERAL ANNOUNCEMENTS / UPDATES

- **Transitions Community of Practice Update.** Leticia provided an update on the Transitions Community of Practice meeting held on February 7th at Oxnard Adult School. The event saw strong attendance, with notable representation from county colleges. The next CoP meetings are scheduled virtually for March 6th and April 3rd.
- **Univision Update.** Sean provided an update on the marketing campaign with Univision. The response rates were low, with 12 people calling in and three sending text messages to inquire

about the programs. The general consensus was that marketing efforts might be better focused elsewhere.

- **CAEEA Update.** Sean provided a brief update on CAEEA. He shared that it is not introducing legislation this year, but is reviewing submitted bills and determining which ones to support.
- **Marketing Materials Update.** Greg followed up on revisions to the program area booklet, noting some members had yet to submit their edits. All updates should be sent to Greg and Ayanna, who will forward them to Akkedis. The group agreed that reviewing a final proof before committing to a full print run would be best practice. Greg committed to establishing a clear approval process that requires formal sign-off before printing begins.
- **CAEP Professional Development Training.** Greg shared that the South Coast Adult Education Program (CAEP) Regional Training will be held at Oxnard Adult School on March 14th from 9 AM to 3 PM. Participants will be introduced to tools to support planning, engage in hands-on practice, and participate in guided discussions centered on utilizing data to enhance program decisions. The goal is to improve student access, engagement, and success. The training will also address equity issues in the consortium's three-year planning process,
- **Motion to approve minutes from Dec 6, 2024**. The topic was pushed to the next meeting for approval due to lack of quorum.

☐ Members will provide edits needing to be made to the booklet

DISCUSSION

- **Dual-Enrollment Activities.** Members discussed the dual-enrollment activities currently underway among consortium members. Blanca shared that Fillmore hosted an agriculture management class in partnership with Ventura College, which brought in about 15 students, and they hope to do this again in the fall.
- **2025 Akkedis Scope of Work.** Members discussed the Akkedis proposal for 2025-26, following up on the January board meeting conversation. Members See  2025 VCAEC Marketing Proposal for additional information.

Motion 1

Motion to approve Akkedis proposal by Leticia Carabajal
Seconded by Sean Abadjian
All present Yes | Motion passed

- **Expenditures, Carryover & Allocations.** Greg shared information on program hours, current allocations, carryover, and enrollment. He highlighted significant disparities in fund utilization efficiency, with SICE indexing at +11.8 (substantially overfunded) compared

to Oxnard at -9.2 (substantially underfunded). The data also showed high carryover percentages for several agencies: Ventura (52%), Santa Paula (69%), and Ojai (96%), though Ojai's high carryover primarily reflects consortium-level funds rather than those directly allocated to the adult school. The cost-per-participant data also showed dramatic differences across agencies, ranging from \$1,237 (Moorpark) to \$4,191 (SICE), while cost-per-program-hour varies from \$14.41 (VACE) to \$58.83 (Ojai Adult School). See

 [vcaec_allocations_hours_enrollment.pdf](#) for additional information.

- **Higher Education and Jobs Fair.** Leticia mentioned that Oxnard will host a higher education and employment fair on March 28th, from 11 AM to 2 PM, at the Solar Drive location. Everyone is welcome to attend.
- **Funds to Support Moorpark Campus Expansion.** Sean shared that the district's initial estimates for rehabilitating three portables into potential classrooms were too low. Moorpark District instead offered a brick-and-mortar building on campus for use by the adult school. The cost to prepare the building for use is \$105,000.

Motion 2

- Motion to release \$105,000 in consortium-level funds to support Moorpark Adult School expansion by Mike Sanders
Seconded by Scott McNutt
All present Yes | Motion passed
- **Request for Consortium Funds to Support WASC Visit.**
Leticia asked the consortium to help cover costs associated with the WASC accreditation visit at Oxnard. She explained that approximately \$10,000 is needed to support participants in the review process.

Motion 3

Motion to provide funds up to \$10,000 to Oxnard in support of WASC visit by Mike Sanders
Seconded by Scott McNutt
All present Yes | Motion passed

Motion 4

- Motion to adjourn by Mike Sanders
Seconded by Sean Abadjian
All present Yes | Motion passed

Meeting adjourned at 3:00 PM. The next meeting will be held at Ojai Adult School on February April 4th at 1:00 PM (lunch will be served at 12:30 pm).