

VCAEC Regular Meeting Minutes

Apr 4, 2025

Ojai Adult School
703 El Paseo Rd., Ojai CA 93023
1:00 PM - 3:00 PM

Participants:**Facilitator:** Greg Hill Jr., WestEd**Recorder(s):** Kathy Walker, WestEd; Ayanna Smith, WestEd

Member Representatives: Sean Abajian **P** (Consortium Co-Chairperson), 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, Alex Mejia-Holdsworth **P**, Stacy Cashman **A**, Gina Ramirez **A** (Miguel Magana **P**, Admin Delegate for Santa Paula), Mike Sanders **P** (Consortium Chairperson), Scott McNutt **P** (Sean Bell **P**, Admin Delegate, VACE)

Guests: Mark Sheinberg, ACSA Regional Representative; Jason Klinger, incoming Principal of Conejo Valley Adult Education; Virginia Kelson, Assistant Superintendent of Educational Services at Oxnard Union HSD; Jenny Cardona, CTE Coordinator, Oxnard Adult School

Meeting Called to order at 2:06 PM by Greg Hill Jr. with permission of Mike Sanders

MINUTES
OPEN SESSION**ROLL CALL AND WELCOME**

- Roll Call

PUBLIC COMMENT

- No public comments

GENERAL ANNOUNCEMENTS / UPDATES

- **ELL Healthcare Funding Update.** Greg shared the latest reporting from the state regarding dissemination of Round 2 funds is that they are expected to be disseminated by mid-May. VCAEC leadership and Ojai will continue to monitor the situation and submit inquiries as needed.
- **Updates to Marketing Booklet.** Greg reported receipt of edits / feedback on the marketing booklet. Feedback / updates have been forwarded to Akkedis for review and implementation. Once updates have been made, a draft revised booklet will be submitted for approval by the consortium.

- **CAEP PD Training Share-Out.** Greg shared information regarding the recent F2F WestEd-led CAEP training held at Oxnard Adult School.

CONSENT AGENDA

Motion 1

- Motion to approve minutes from Dec 6, 2024 by S. Abajian
Seconded by S. McNutt
All present Yes | Motion passed

Motion 2

- Motion to approve minutes from Feb 28, 2025 by M. Sanders
Seconded by L. Carbajal
All present Yes | Motion passed

DISCUSSION

- **Consortium Fiscal Allocations (CFAD).** Greg shared the draft CFAD for the 2025-26 program year. Members agreed by consensus that the consortium should opt out of the carryover threshold provision in the CFAD, citing the consortium's existing policy regarding carryover in the bylaws. Greg will send out the CFAD for approval through NOVA.
- **Pooling Shared Costs.** Members discussed shared zoom licensing and the possibility of sharing Burlington English / Ellii licenses consortium-wide. Greg will invite representatives from Burlington and Ellii to present their products and discussed pooling costs at the next meeting.
- **CAEP Three-Year Planning.** Members agreed to convene for three-year planning session(s) in May, with a primary focus on transitions. At least one will be held in-person. The CoP initially scheduled for May 16th will be held after the F2F planning session.

- ☐ Greg will update the CFAD and sent out for approval through NOVA
- ☐ Greg will invite representatives from Ellii and Burlington English to next consortium meeting
- ☐ Greg will identify date / time for F2F planning session

Round Table Discussion

- None

Motion 2

- Motion to adjourn by L. Carbajal
Seconded by S. McNutt
All present Yes | Motion passed

Meeting adjourned at 3:00 PM. Next meeting will be held at a location to be determined.

