

VCAEC Regular Meeting Minutes

Jun 6, 2025

Ventura Adult and Continuing Education
5200 Valentine Rd.
Ventura, CA 93003
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 **A**, Alex Mejia-Holdsworth **P**, Stacy Cashman **P**, 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: Jason Klinger, incoming Principal of Conejo Valley Adult Education; Jenny Cardona, CTE Coordinator, Oxnard Adult School

Meeting Called to order at 1:16 PM by Greg Hill Jr. with permission of Mike Sanders

MINUTES
OPEN SESSION**ROLL CALL AND WELCOME**

- Roll Call

PUBLIC COMMENT

- No public comments

GUEST SPEAKER

- **Jaime Fall, Ventura EDC.** Jaime Fall is the partner for the Economic Development Collaborative's Digital Upskilling Initiative, which is a 3-year project that is now nearing its end. However, Jaime shared they have identified another semester of funding to continue classes through the fall. Agencies are asked to complete classes by December 12.

Additionally, the EDC has a briefing coming up next week with the assembly member who secured funding for the digital upskilling initiative, and they would like to get updated student counts from the schools before then to report the full number of students trained (over 730 so far). The EDC is also working on a final report for the project and would like to include quotes, student highlights, and information on the schools' plans for sustaining the program

- ☐ Jaime will reach out to gather interest / needs for delivery of the computer basics class, qualitative and quantitative information about participants, and areas of collaboration for future consideration

after the funding ends. Finally, the EDC is considering a request to provide additional Chromebooks to agencies but wants to understand the needs across all the schools before making a decision on providing more devices, and expressed interest in learning about any additional initiatives or areas of collaboration the consortium would be interested in pursuing after the project ends.

- **Ben Buckwold & Wendy Klatt, Ellii.** Ellii is a comprehensive English language learning content library and platform offering lessons, flashcards, videos, and resources across categories like discussion starters, grammar, life skills, and academic/workplace English. The platform enables teachers to assign content, track student progress, integrate with Canvas, and recently partnered with Cambridge Ventures for textbook-aligned materials. Wendy provided positive feedback on using Ellii for flipped classroom approaches in her online ESL classes.

The group identified several next steps including obtaining consortium-level pricing details (requiring consortium size information), clarifying how Ellii's content aligns with California standards like CASAS and CCRS, and exploring trial access opportunities for more teachers to experience the platform.

GENERAL ANNOUNCEMENTS / UPDATES

- **Zoom Licensing.** Greg shared that 150 Zoom licenses have been secured for the consortium with Sean A. as the administrator. Sean indicated he would reach out to members the following week to gather information on teachers who need to be provisioning. Members discussed creating individual roles for each school site to manage their own portion of available licenses. This approach would require training designated personnel at each site but would distribute the administrative burden more effectively. Smaller schools like Alex's may not need individual management roles due to their limited number of users.
- **ELL Healthcare Funding Update.** Greg shared that checks for Round 2 will be cut this week and that agencies should expect to receive them by the second week of July.
- **Q3 Member Expenditures.** Greg noted that some members have yet to submit their expenditures for Q3, emphasizing that all members must have submitted them for the consortium to certify by June 30. Members were asked to make sure they submit their expenditures as soon as possible, and offered to meet individually with agencies having difficulty submitting their numbers.
- **Marketing Update.** Greg reported edits / feedback on the CTE portion of the marketing booklet are in process and that the updated list will be provided for approval before going to print. He also shared that other materials have been updated with

☐ Greg indicated he will gather estimated licensing needs to provide to Ellii for consortium-level pricing

☐ Sean will reach out to members to gather information about zoom licenses needed

☐ Members will submit their Q3 expenditures asap and will reach out to Greg if support is needed

☐ Greg will provide updated CTE list

Ojai's new address, and that while it was expected that sweatshirts would arrive in time for the June 6 meeting, that they had yet to arrive, but will be provided once received.

- **New Resource (CAER).** Sean A. introduced a new online portal called California Adult Education Resources (CARE), designed specifically for adult education principals to connect with local nonprofits. The portal features a map displaying all nonprofits in the surrounding community along with their available funding information. Sean shared successful examples from his school's partnerships, including collaboration with Assistance League for vision care services and glasses for students, which led to identifying and treating a serious eye condition for one student through specialist care. He also mentioned partnerships with nonprofits providing scholarships. Sean emphasized the value of establishing relationships with nonprofits that share overlapping missions, as this positions schools to benefit when donors seek meaningful ways to contribute to the community. He committed to sharing portal access links with all consortium members.
- **Letter from Consortium.** Sean raised concerns about fire debris transportation from the Eaton fire to a Simi Valley landfill, noting that numerous trucks were carrying potentially contaminated soil and ash without proper testing by FEMA, state, or county authorities. He requested that the consortium endorse a letter to elected officials expressing concern about this issue, as it could impact students and the community.

While there was general support for addressing the environmental and health concerns, the consortium could not reach consensus on sending a joint letter. Some members indicated they would need approval before they could officially endorse such a letter. Greg acknowledged the interest in the cause but noted that without full consortium buy-in, they could not officially sign off on the letter. The group discussed alternative approaches, such as individual agencies sending their own versions of the letter rather than a single consortium statement, but no final decision was made during the meeting.

- **Resource Code Update.** Alex shared there has been a change in the resource code to use for invoicing the consortium. The new code to use is 6395. Greg will update the invoice form accordingly.
- **CASAS Reimbursement.** Greg reminded members that the consortium will reimburse agencies for up to two people to attend CASAS institute. Greg indicated that he will provide the updated reimbursement form when ready.

to member agencies once ready

- ☐ Sean will share CAER portal access to consortium members

- ☐ Greg will update reimbursement form and share to agencies

CONSENT AGENDA**Motion 1**

- Motion to approve minutes from Apr 4, 2025 by L. Carabajal
Seconded by A. Mejia-Holdsworth
All present Yes | Motion passed

DISCUSSION

- **CoP / Student Transitions.** Brenda asked members for updates on ongoing efforts to strengthen partnerships between community colleges and adult schools across the consortium. She emphasized the importance of establishing clear points of contact for each college program and offered to provide a master list to facilitate connections. Brenda also noted that she is working on data analysis to better identify adult school students transitioning into the college system and is exploring ways to track transitions more effectively.

Progress was noted by Oxnard, SICE, and VACE. Letitia and Jenny shared that concrete plans are underway for fall 2025 to develop pathways in aligned CTE courses. These include Microsoft Office Suite and Google Suite. A state goal of the partnership involves having Oxnard College teach their non-credit Microsoft Suite course on the adult school campus as a next step from the adult school's existing computer basics classes. Other consortium members provided brief updates, with Stacey noting expansion of under-18 programs including barbering, machine technology, and medical assistant courses, while indicating plans to assign liaison responsibilities to incoming administrative personnel for community college partnerships. Scott also reported he would be meeting with VC on July 17th.

- **CAEP Three-Year Plan Update & Next Steps.** Greg shared he is working on the three-year plan and will have it ready for review and approval soon, with a target of the second week of June.
- **2025-26 Meeting Schedule.** Greg shared the tentative meeting schedule for the upcoming academic year and asked members to identify dates where they would be willing to host board meetings.
- **Consortium Chair / Co-Chair.** Given Mike's impending retirement, members were asked to select a new chairperson and co-chair for the consortium. Given the responsibilities of the co-chair, changing the title to vice-chair or similar was posited as a topic to explore at a future meeting.

☐ Brenda will provide master contact list

☐ Greg will share three-year plan for review and approval the second week of June

Motion 2

- Motion to approve Sean Abadjian as new consortium chairperson and Scott McNutt as Co-chair by A. Mejia-Holdsworth

Seconded by M. Sanders
All present Yes | Motion passed

- **WestEd Scope of Work.** Members discussed the proposed scope of work for the 2025-26 academic year. Greg shared that he has identified a candidate for consortium coordinator and is working to bring her onboard by the next meeting and possibly securing additional WestEd staff to help with transitions work.

Motion 3

- Motion to approve WestEd Scope of Work by M. Sanders
Seconded by L. Carabajal
All present Yes | Motion passed

Round Table Discussion

- None

Motion 3

- Motion to adjourn by M. Sanders
Seconded by L. Carabajal
All present Yes | Motion passed

Meeting adjourned at 3:00 PM. Next meeting will be held at Simi Institute for Careers & Education