

VCAEC Regular Meeting Minutes

DRAFT

Oct 3, 2025

Conejo Valley Adult School – 1025 Old Farm Rd.

Thousand Oaks, CA 91360

1:00 PM - 3:00 PM

Participants:

Facilitator: Greg Hill Jr., WestEd

Recorder: Isabella Cisneros, WestEd

Member Representatives: Sean Abajian **P** (Consortium Chairperson), Scott McNutt **P** (Consortium Co-Chairperson) (Sean Bell **A**, Admin Delegate, VACE), Eric Saavedra **A**, Cynthia Herrera **A** (Brenda Acomb Forbes **P**, Admin Delegate, VCCCD), Blanca Mendieta **P** (Isaac Huang **A**, Admin Delegate, Fillmore), Marty McGrady **A**, Alex Mejia-Holdsworth **P**, Stacy Cashman **A** (Mark Sheinberg **A** Admin Delegate, Simi), Gina Ramirez **A** (Miguel Magaña **P**, Admin Delegate, Santa Paula), Jason Klinger **P**

Guests: Jenny Cardona, CTE Coordinator, Oxnard Adult School; Chari Farias, School Counselor, Oxnard Adult School; Emanuel Perez, School Counselor, Oxnard Adult School; Felicia Dueñas, Dean of Career Education, Ventura College; Monica Garcia, Dean of Student Learning, Moorpark College; Beth Gillis, English Faculty, Moorpark College

Meeting Called to order at 1:09 PM by Greg Hill Jr. with permission of Sean Abajian

MINUTES **OPEN SESSION**

ROLL CALL AND WELCOME

- Roll Call

PUBLIC COMMENT

- No public comments

GUEST SPEAKER

- No guest speaker

GENERAL ANNOUNCEMENTS / UPDATES

- **VCAEC receives CAEP Model Program award for www.caer.ing app.**
Sean announced that the consortium was recognized at the CAEP Summit 2025 as a CAEP Model Program Award recipient for the CAER.ing app, a platform developed to connect education providers with local nonprofits and expand access to community resources.

Sean had the opportunity to present the app during one of the conference workshops, sharing how it supports collaboration and strengthens partnerships across the state.

- **ELL Healthcare Pathways Update.** Sean shared that the Chancellor's Office will shift Round 3 of the ELL Healthcare Pathways Grant to a competitive application process, requiring all consortia to reapply as funding will no longer be automatically renewed. Greg noted that funding priorities and criteria have not yet been released, and funds for awarded proposals will not be available until the 2026-2027 program year.
- **CAEP Conference share-out.** Isabella shared that the conference highlighted several key themes, including the importance of strong community partnerships, the need for data-driven decision making, and the power of relationships, reinforcing the role of staff in supporting student success. Greg mentioned that he presented at the conference on data tools to support consortium planning and help identify prospective students, assess service gaps, and address potential inequities.
- **Employment and Earnings Follow-Up Survey.** Sean reminded members that agencies are required to conduct the quarterly Employment and Earnings Follow-Up Survey. He directed members to the California Employment and Earnings Survey guidelines for detailed instructions and resources, and he offered support and guidance for any members who need assistance.
- **Marketing Update.** Sean provided an update on the ongoing social media campaign. He noted that members receiving emails from prospective student inquiries can add additional contacts to ensure requests are addressed promptly.

Greg highlighted the EDC's Digital Upskilling Initiative and encouraged participating members to respond to the EDC's request for feedback. Sean also mentioned that interested members could apply for the next round of the statewide grant.

- **CalWORKs Survey and RFA.** Scott outlined the CalWORKs survey and application process, and he encouraged all members to respond to the survey that they will be receiving soon. The brief survey informs the application submitted to the CDE for funding that supports programs helping individuals transition to work.
- **CAEP Reporting Deadlines.** Greg reviewed upcoming reporting requirements and explained that preliminary allocations are adjusted after the governor's budget is finalized. He noted that members should ensure that budgets and work plans are updated as they need to be certified by the end of the month. Members were encouraged to reach out for support to stay ahead of deadlines.

- ☐ Members to complete the employment and earnings follow-up survey and seek support if needed.
- ☐ Sean to send information for the statewide digital grant to members.
- ☐ Scott will send out the link to the survey to all members.
- ☐ Interested members to fill out the survey sent by Scott.
- ☐ Members to submit their budget and work plans,

CORRESPONDENCE / EVENTS CALENDAR

- Greg provided reminders regarding upcoming deadlines and events.
 - Due Dates
 - Member Program Year Budget & Work Plan certified by Consortia in NOVA – **Oct 30**
 - Q1 Student Data due in TOPSpro – **Oct 31**
 - Employment & Earnings Follow-Up Survey – **Oct 31**
 - Key Conferences
 - Los Angeles Allied Health Collaborative – **Oct 4**
 - Vision 2030: Noncredit Summit 2025 – **Oct 16–17**
 - CCCAOE Fall Conference – **Oct 22–24**
 - CCAE State Conference – **Apr 30–May 2**
 - CAEAA – Date and Location **TBD**
 - CASAS Summer Institute – **Jun 15–18**
 - Professional Development Opportunities
 - CAEP Carryover Compliance Webinar – **Oct 7**
 - CAEP TAP TE Portals Webinar – **Oct 16**
 - OTAN Webinar, Various online sessions – **Oct–Jun**
 - ELL Healthcare Pathways Community of Practice Webinar – **Nov 5**
 - CASAS News & Updates Webinar – **Nov 12**
 - CASAS TE Portals Webinar – **Nov 13**
 - Technology & Digital Learning Symposium – **Mar 6–7**

student data and surveys.

- ☐ Greg and Isabella to follow up with members who need support or prompts.

CONSENT AGENDA

Motion 1

- Motion to approve minutes from Sep 12, 2025
All present No | Motion could not be passed

DISCUSSION

- **2024-25 Expenditures & Carryover.** Greg reviewed consortium expenditures and noted that overall carryover levels remain within state guidelines, though a few agencies will be contacted to review higher balances. He mentioned the possibility of releasing one-time funding later this year, pending confirmation of carryover amounts with the fiscal manager. Further information will be shared with members once those details are confirmed.
- **Ellii (formerly ESL Library) Proposal.** Greg introduced the Ellii proposal, a platform offering supplemental ESL learning resources that can be customized to align with existing curricula. Sean shared that Moorpark Adult School has successfully used Ellii alongside their ESL textbooks and highlighted its affordability compared to other programs. Members discussed the potential for consortium-wide

- ☐ Greg and Isabella to follow up with agencies exceeding the 20% carryover.

- ☐ Greg to share the expenditure and carryover spreadsheet with all

access, including community colleges, and noted that the platform aligns with NRS levels, which could support CASAS preparation. Greg emphasized that this would be a consortium-funded initiative and suggested considering a small management fee for member agencies that take on administrative responsibilities. The proposal will be revisited for possible approval at the next meeting.

- **Updates to Board Meeting Host Locations.** Greg noted that adjustments were needed to the board meeting host schedule, as some agencies were not signed up to host. The group discussed and finalized the updated schedule.

members for reference.

- ☐ Greg will provide an update on potential one-time funding by December.
- ☐ Isabella will be updating the board meeting calendar and distributing it to all members.

ROUND TABLE DISCUSSION

- Each member agency spent several minutes sharing updates and key achievements as well as requesting support:

- **Ventura Adult & Continuing Education.** VACE announced their upcoming Career Expo, featuring over 40 employers representing sectors such as healthcare, IT, government, and small business. Members were encouraged to invite their students to attend and take advantage of networking and career exploration opportunities.
- **Moorpark Adult School.** Moorpark shared that a fence has been installed around the new building, which is now designated exclusively for adult school use. Recently, Moorpark Adult School partnered with SCORE to host a workshop on starting a small business online. The timing worked out perfectly, as it coincided with the launch of their own “Get Your Small Business Online” course.
- **Ventura County Community College District.** Monica from Moorpark College shared that she also attended the CAEP Summit 2025, where she gained valuable insights and ideas for collaboration with member agencies and other local organizations. Monica also introduced Beth Gillis who spoke about how meaningful it has been to connect with others in her community and her desire to stay involved in supporting local efforts.

Brenda shared updates on the county’s growing focus on autonomous systems and emerging industries. She encouraged collaboration between adult schools and community colleges to explore how they might participate in this evolving industry. Partners across education, business, and government are

- ☐ Isabella will share the Career Expo flier with all members.

- ☐ Isabella to share the county website that Brenda mentioned.

meeting regularly to coordinate efforts, and Brenda offered to share the county's website for more information.

- **Ojai Adult School.** Alex noted a rise in community awareness and support, highlighted by the Ojai Rotary Club inviting her to a meeting and presenting a donation to the school. The Rotary and other local organizations have expressed enthusiasm for adult school programs and interest in future partnerships, signaling growing recognition of its impact in the Ojai community.
- **Fillmore Adult School.** Blanca shared that while overall enrollment is slightly down, their high school diploma program has grown to 40 students, the largest in recent years. Fillmore is currently planning a ceremony to celebrate student achievements, share their stories, and recognize their successes.
- **Conejo Valley Adult Education.** Jason recently visited Baldwin Park Adult School to explore their CTE programs. Conejo is considering developing industrial arts offerings, including electrical and construction training. Jason is seeking support and collaboration from consortium members for curriculum development. Greg recommended working closely with community colleges to ensure alignment with their programs.
- **Oxnard Adult School.** Chari shared that counselors have been taking students on tours of local community colleges to explore programs and potential enrollment. Emanuel highlighted collaborations with VC Defensa on the Know Your Rights campaign, as well as participation in suicide prevention and substance abuse events to show support and bring awareness. Jenny shared updates on expanding CTE offerings, hiring new instructors, and building programs aligned with college pathways. She also mentioned partnerships with community organizations like the International We Love You Foundation which supports their health center with donations.
- **Santa Paula Adult Education.** Miguel shared that Santa Paula has experienced a drop in enrollment, but they were recently able to support two students in obtaining their high school diplomas. Miguel also noted that Santa Paula now has its own counselor and requested support from Oxnard counselors to connect with her and share guidance on serving adult learners.

Meeting adjourned at 2:30 PM. The next meeting will be held at Santa Paula Adult Education.