

VCAEC Regular Meeting Minutes

Sep 12, 2025

Moorpark Adult School
280 Poindexter Ave.
Moorpark, CA 93021
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 **A** (Consortium Co-Chairperson) (Sean Bell **A**, Admin Delegate, VACE), Eric Saavedra **P**, 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 **P** (Mark Sheinberg **P**, Admin Delegate for Simi), Gina Ramirez **A** (Miguel Magana **P**, Admin Delegate for Santa Paula), Jason Klinger **P**

Guests: Elizabeth Diniakos, Mixteco/Indigena Community Organizing Project (MICOP); Jeff Harris, SchedShape; Jenny Cardona, CTE Coordinator, Oxnard Adult School; Chari Farias, School Counselor, Oxnard Adult School; Emanuel Perez, School Counselor, Oxnard Adult School; Felicia Duenas, Dean of Career Education, Ventura College; Monica Garcia, Dean of Student Learning, Moorpark College

Meeting Called to order at 1:10 PM by Greg Hill Jr. with permission of Sean Abajian

MINUTES **OPEN SESSION**

ROLL CALL AND WELCOME

- Roll Call

PUBLIC COMMENT

- Mark Sheinberg shared that Dr. Carolyn Zachry from the California Department of Education indicated that WIOA reauthorization will likely extend for two more years, which should support continued program growth.

GUEST SPEAKER

- **Elizabeth Diniakos, MICOP.** Elizabeth Diniakos, representing Mixteco Indigena Community Organizing Project, presented on migrant rights and the legal protections available to immigrant community members. She discussed the importance of schools understanding and upholding these rights, particularly in situations involving immigration enforcement. Elizabeth shared information

☐ Isabella will share resources and materials provided by Elizabeth with consortium members.

on what steps to take if immigration enforcement officers appear at a school or worksite, emphasizing the need for clear procedures and staff readiness. Members were encouraged to ensure that staff and faculty are informed, trained, and confident in responding appropriately to protect students and community members.

She also highlighted MICOP's ongoing work in advocacy, education, and resource distribution throughout Ventura County, offering support and partnership opportunities for schools and adult education programs.

- **Jeff Harris, SchedShape.** Jeff Harris presented on the SchedShape platform, highlighting its features and capabilities relevant to adult education programs. The presentation provided an overview of how SchedShape can be used to create master schedules for staff and offered members an opportunity to ask clarifying questions about the platform.

☐ Isabella to share Jeff's contact information with consortium members.

GENERAL ANNOUNCEMENTS / UPDATES

- **Zoom Licenses.** Sean notified members that the consortium can provide Zoom licenses for staff who need them. He asked that each member agency email him the names and email addresses of the individuals requiring access so that licenses can be assigned accordingly.
- **Marketing Update.** Sean reminded members about the ongoing Facebook and Instagram campaign and noted that they will receive emails from him with prospective student leads. Members should review these submissions and may delegate access if needed.
- **ELL Healthcare Pathways Update.** Sean announced that issues with the ELL Healthcare Pathways grant have been resolved and members who are participating in the grant can now submit their Q4 fiscal reports for Rounds 1 and 2. Greg provided an overview of the ELL Healthcare Pathways grant for newer members, explaining that it is a separate funding stream from regular CAEP allocations.
- **Annual Plan Update.** Greg confirmed that the annual plan has been submitted and approved.
- **Appointing of Administrative Delegates.** Greg reminded members to appoint an administrative delegate if they have not already done so. He explained that administrative delegates serve as proxies for member representatives when they are unavailable and ensure continued agency representation for consortium business. Greg encouraged members without administrative delegates to appoint one.
- **Member Resource Binders.** Isabella introduced the new member resource binders designed to support consortium representatives in understanding consortium operations and adult education. The

☐ Members to provide names/emails to Sean for Zoom licenses.

☐ Participating agencies must submit their fiscal reports for Rounds 1 and 2.

binders include key reference materials such as bylaws, planning documents, funding guidance, and member responsibilities. Members were encouraged to bring their binders to each meeting and share suggestions for additional resources.

CORRESPONDENCE / EVENTS CALENDAR

- Greg provided reminders regarding upcoming deadlines and events.
 - Member Program Year Budget & Work Plan – **Sep 30**
 - Expenditure & Progress Report for ELL FY 23-24 – **Sep 30**
 - Expenditure & Progress Report for ELL FY 24-25 – **Sep 30**
 - Q1 Student Data & Employment Follow-Up Survey – **Oct 31**
 - Key Conferences
 - CAEP Summit 2025 – **Sep 24–26**
 - Los Angeles Allied Health Collaborative – **Oct 4**
 - CCCAOE Fall Conference – **Oct 22–24**
 - CCAE State Conference – **Apr 30–May 2**
 - CAEAA – Date and Location **TBD**
 - CASAS Summer Institute – **Jun 15–18**

CONSENT AGENDA

Motion 1

- Motion to approve minutes from **Aug 1, 2025** by S. Cashman
Seconded by E. Saavedra
All present Yes | Motion passed

Motion 2

- Motion to approve Santa Paula Education's proposal to launch a CTE Medical Assistant – Front Office (Administrative) Program by S. Abajian
Seconded by S. Cashman
All present Yes | Motion passed

DISCUSSION

- **Q4 Member Expenditure Reporting.** Greg reminded members to submit their expenditure reports as soon as possible to allow the consortium to review carryover amounts and finalize member work plans.

☐ Members must submit their expenditure reports if they haven't done so.

Round Table Discussion

- Each member agency was given several minutes to share updates, highlight key achievements, or request support:
 - **Moorpark Adult School:** Sean shared updates on the campus expansion, noting that classrooms are already in use and that fencing installation is underway, with progress

being made on separating the campus spaces. Despite some delays, the project is moving forward, and Sean expressed excitement about the expansion and the positive opportunities it brings for program growth and community engagement.

- **Santa Paula Adult Education:** Miguel provided an update on Santa Paula's current enrollment trends. He explained that some students have expressed concerns about the current climate surrounding immigration, which has contributed to lower numbers compared to last year. To address this, Santa Paula is planning to offer more distance learning and HyFlex class options.
- **Simi Institute for Careers and Education:** Stacy announced that they have expanded high school pathway courses, which have been very well received by students. She also highlighted the opening of a new student center designed as a collaborative workspace, allowing students to have a place to study or work. Additionally, learning walks with staff have strengthened instructional quality and fostered a positive school culture.
- **Oxnard Adult School:** Eric reported that enrollment at Oxnard Adult School remains strong. He shared that they recently hosted Oxnard College counselors for a campus tour and collaborative discussion, and he emphasized that these partnerships align with the consortium's mission of developing pathways with community college partners. Emanuel highlighted the newly expanded Health Center, which provides students with accessible one-on-one support, workshops, and a care closet offering food, hygiene items, and professional clothing. Jenny also mentioned their efforts to align workforce training programs with Oxnard College, ensuring that adult school students are prepared to transition smoothly into college-level training and future careers.
- **Conejo Valley Adult Education:** Jason shared that meetings with Moorpark College representatives have strengthened pathways for programs, highlighting increased collaboration and advocacy for adult school students. He noted a drop in CASAS-tested students, resulting in a reduction of classes, and shared plans to explore additional CTE programs as well as online course offerings. Jason also acknowledged guidance from Greg and Brenda on conducting needs assessments and aligning programs with regional workforce priorities.
- **Fillmore Adult School:** Blanca described the transition to a new learning platform, Edgenuity, for students pursuing high

school diplomas and CTE courses. She also mentioned plans to reinstate HiSET testing at Fillmore, which would serve not only local students but residents from neighboring areas. Additionally, the school is hosting Ventura College's Agriculture Field Supervisor certificate course for the second time, providing students with state certification opportunities.

- **Ventura College:** Felicia shared that Ventura College continues to streamline pathways from adult schools to college programs, offering support for adult learners. The Agriculture Field Supervisor certificate course at Fillmore remains popular, and they are exploring additional classes based on community demand. Monica highlighted potential collaborations at Moorpark College in biomanufacturing, cybersecurity, and ESL support, with outreach staff assisting adult schools and helping connect students to counseling and program resources.

Meeting adjourned at 2:35 PM. The next meeting will be held at Moorpark Adult School.