

VCAEC Regular Meeting Minutes

Nov 7, 2025

Santa Paula Unified School District
201 S Steckel Dr.
Santa Paula, CA 93060
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 **P**, Admin Delegate, VACE), Eric Saavedra **P**, Cynthia Herrera **A** (Brenda Acomb Forbes **A**, Admin Delegate, VCCCD), Blanca Mendieta **A** (Isaac Huang **A**, Admin Delegate, Fillmore), Marty McGrady **A**, Alex Mejia-Holdsworth **P**, Stacy Cashman **A** (Mark Sheinberg **A** Admin Delegate, Simi), Gina Ramirez **P** (Miguel Magaña **A**, Admin Delegate, Santa Paula), Jason Klinger **P**

Guests: Jenny Cardona, CTE Coordinator, Oxnard Adult School; Emanuel Perez, School Counselor, Oxnard Adult School; Beth Gillis, English Faculty, Moorpark College; Melissa Johnson, Dual Enrollment Director, Ventura County Community College District

Meeting Called to order at 1:07 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

- **Sara Volle, Futuro Health.** Sara introduced Futuro Health, a nonprofit dedicated to improving the health and wealth of communities by expanding the allied healthcare workforce. She noted the nationwide shortage of healthcare professionals and explained how Futuro Health addresses this gap through scholarships and personalized student support.

Since its founding in 2020, the organization has invested \$18 million and helped over 10,000 scholars earn healthcare credentials. Members asked questions to explore partnership

☐ Isabella to share Sara's contact information with all members.

opportunities with Futuro Health to support students and advance their shared workforce development mission.

- **Ben Buckwold, CEO, Ellii.** Ben presented a demonstration of the Ellii platform and answered member questions prior to the consortium's vote to approve Ellii's proposal. He described Ellii as a flexible, teacher-centered platform offering both digital and print resources to support adult education programs, including IET and CASAS-aligned content. Ben highlighted the platform's affordability and simplicity, noting that Ellii provides unlimited student access under a flat per-teacher rate, making it a cost-effective solution compared to other providers.

☐ Isabella to coordinate professional development session with members.

GENERAL ANNOUNCEMENTS / UPDATES

- **Consortium Chair's Report.** Sean shared several funding opportunities, including the California Public Utilities Commission grant and the Enrollment and Training Pathways Program, which support career and healthcare pathways for ESL students. He also noted that several members have submitted applications for CalWORKs funding, with more participation this year compared to previous years.
- **Updates to Board Meeting Host Locations.** Greg highlighted that the most current version of the board meeting calendar, included in the meeting packet, reflects updates to meeting dates and locations that were discussed and approved at the previous board meeting.
- **ELL Healthcare Pathways Update.** Sean reported that the ELL Healthcare Pathways application for Round 3 is expected to be released this month and encouraged members to be on the lookout for further updates.
- **Marketing Update.** Sean shared updates on the consortium website, which now includes a more student-focused layout. Members also viewed a short promotional video created by Isabella showcasing student experiences in the EDC's digital literacy program offered by several members.

☐ Isabella to schedule upcoming board meetings.

Greg reviewed the consortium's tentative social media calendar and encouraged members to submit content, events, and success stories for amplification across the consortium's platforms. He also shared that a newsletter is in development, designed to highlight social media content and share updates and upcoming events with students, partners, and other stakeholders.

☐ Members can provide content for posting on consortium social media accounts.

- **CAEP Reporting Deadlines.** Greg reminded members to submit member expense reports as well as instructional hours and expenses by program area by November 14 to allow for consortium review and certification. Upcoming conferences and professional development opportunities were also reviewed.

CORRESPONDENCE / EVENTS CALENDAR

- Members were briefed on the following upcoming deadlines and events.
 - **Due Dates**
 - Written Expenditure Plan (WEP) * — **Nov 14**
 - *For consortia who have exceeded 20% carryover.*
 - Draft Member Expense Report (Q1) — **Nov 14**
 - Draft July 1, 2024 to June 30, 2025 Instructional Hours & Expenses by Program Area (actuals) — **Nov 14**
 - **Key Conferences**
 - CCAE State Conference – **Apr 30–May 2**
 - CAEAA Conference – **Feb 11–13**
 - CASAS Summer Institute – **Jun 15–18**
 - **Professional Development Opportunities**
 - OTAN Webinars, various online sessions – **Nov–Jun**
 - CASAS News & Updates Webinar – **Nov 12**
 - CASAS TE Portals Webinar – **Nov 13**
 - Technology & Digital Learning Symposium – **Mar 6–7**

- ☐ Member agencies to submit Q1 Expenditures and Instructional Hours by **Nov 14, 2025**

CONSENT AGENDA**Motion 1**

- Motion to approve Ellii proposal by S. Abajian
Seconded by G. Ramirez
All present Yes | Motion passed

Motion 2

- Motion to approve minutes from **Oct 3, 2025** by J. Klinger
Seconded by S. Abajian
All present Yes | Motion passed

*Minutes from **Sep 12, 2025** pushed to next meeting due to lack of quorum.*

DISCUSSION

- **Expenditures & Carryover.** Greg and members reviewed the 2024–25 consortium and agency expenditures and carryover based on Q4 NOVA reports. Carryover above the 20% threshold was identified for potential one-time funding opportunities, and agencies with higher balances were encouraged to consider releasing funds to support other agencies with immediate needs.

Greg also announced the consortium will be releasing \$100,000 for one-time funding proposals from consortium carryover. Sean A. reported a budget shortfall owing to the funding delay for Round 3 ELL Healthcare Pathways Grant. Sean A. estimated an approximately \$235,000 funding gap. Greg shared that Simi Valley agreed to release a portion of their Round 1 ELL Healthcare Pathways carryover to assist Moorpark (~\$35k), and representatives from Ojai, Santa Paula, and VACE indicated they would look into whether they may be able to release funds to address the shortfall as well. Greg will follow up by email to announce the release of funds with action expected at the December meeting.

- **Fund Rebalancing Approach.** Greg outlined a five-month process to explore a fair and gradual approach to rebalancing consortium funds, noting that current allocations are based on decade-old estimates that no longer reflect today's enrollment or community needs. The consortium will use the Legislative Analyst's Office (LAO) model as a reference while adapting it to avoid negative impacts on smaller agencies. Monthly meetings will include pre-reading, data review, and homework for members to assess how different funding scenarios could impact their programs.

Greg emphasized that the process will be transparent, collaborative, and aligned with the consortium's shared values, with no agency losing funds without its agreement. Greg noted that incremental adjustments may allow gradual changes without disrupting operations. Members discussed the practical challenges of rebalancing and agreed that developing a workable model now could position the consortium as a leader as statewide funding reform becomes increasingly likely.

Round Table Discussion

- Each member agency spent several minutes sharing updates and key achievements as well as requesting support:
 - **Moorpark Adult School.** Sean reported that Moorpark's new classrooms are now fully set up and separated from the middle school campus. He also shared that a recent visit from an award-winning Salvadoran-American poet

☐ Ojai, Santa Paula, and VACE will assess whether they have additional funds to release to support budget shortfall at MUSD

☐ Greg will email consortium members regarding release of funds and MUSD need

☐ Isabella will send digital copies of all handouts to members.

deeply resonated with students and sparked meaningful engagement.

- **Conejo Valley Adult Education.** Conejo continues to explore new CTE programs in electrical, plumbing, and HVAC and is seeking guidance from members with experience launching them. Jason shared that he is in the process of forming an adult school advisory committee with key community stakeholders. The school is also rebranding business tech courses with updated offerings such as Google Sheets, AI literacy, and Canva to address low enrollment in legacy software classes.
- **Santa Paula Adult School.** Santa Paula is partnering with Ventura College to launch a conversation class in the spring, with enrollment targets already met. They are also exploring transportation options to increase student access to dual enrollment opportunities. Gina expressed strong enthusiasm for expanding collaboration with Ventura College.
- **Moorpark College.** Beth Gillis shared that, as she attends meetings at the college, she is learning new noncredit pathway opportunities, including an introductory accounting course. She shared that consortium board meeting participation has helped her identify additional areas for alignment.
- **Ventura County Community College District.** Melissa announced leadership changes, including the appointment of Luca Lewis as interim president. She and Brenda Acomb Forbes now report to Dr. Josepha Baca, the newly hired Associate Vice Chancellor, and Melissa hopes to involve Dr. Baca in future adult education and dual enrollment efforts.
- **Ventura Adult & Continuing Education.** Sean Bell shared that VACE is undergoing significant updates, including rebranding efforts and several campus improvements such as new flooring, updated technology spaces, and a repaired elevator. He also noted ongoing program expansion, with advisory member input helping guide the addition of new programs.
- **Oxnard Adult School.** Emanuel reported increased high school diploma enrollment supported by community outreach and ESL engagement. Dual enrollment participation is rising, with more students preparing to transition to college pathways, and they currently have their highest CTE enrollment since the pandemic. Student workshops on immigration rights, health topics,

and cultural community building continue to draw interest.

Eric and Jenny reported strong ESL and CTE enrollment, with healthcare programs reaching capacity. They have expanded computer and AI skills training within medical programs to increase student employability. The school is also updating its website and was recently named “Education Partner of the Year” by the West Ventura County Business Alliance.

Meeting adjourned at 3:09 PM. The next meeting will be held at Ventura Adult & Continuing Education.