

VCAEC Regular Meeting Minutes

Dec 5, 2025

Ventura Adult & Continuing Education
5200 Valentine Rd.
Ventura, CA 93003
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 **P**, Admin Delegate, VACE), Eric Saavedra **P**, Cynthia Herrera **A** (Brenda Acomb Forbes **A**, Admin Delegate, VCCCD), Blanca Mendieta **P** (Isaac Huang **A**, Admin Delegate, Fillmore), Marty McGrady **A**, Alex Mejia-Holdsworth **P**, Stacy Cashman **P** (Mark Sheinberg **A**, Admin Delegate, Simi), Gina Ramirez **P** (Miguel Magaña **P**, Admin Delegate, Santa Paula), Jason Klinger **P**

Guests: Jenny Cardona, CTE Coordinator, Oxnard Adult School; Chari Farias, Counseling Dept Lead, Oxnard Adult School; Emanuel Perez, Health Center Coordinator, Oxnard Adult School; Felicia Dueñas, Dean of Career Education, Ventura College; Josepha Baca, Associate Vice Chancellor, VCCCD; Victor Hayek, Deputy Superintendent of Business Services, CVUSD, Josh Ball, Business Instructor, VACE

Meeting Called to order at 1:08 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

- **Consortium Chair's Report.** Sean reported that consortium members were awarded new digital-literacy funding for 2026-27 and recognized the Economic Development Collaborative for its support. He also shared updates on potential collaboration with

the Ventura County Medical Association to strengthen local healthcare training pathways and ongoing coordination with the Ventura County Transportation Commission regarding the countywide free transit program for adult school students. Sean also recommended developing a one-page overview of the consortium to share with leaders across the county.

- **ELL Healthcare Pathways Update.** The Round 3 application has yet to be released. Members noted that funds will not be available until 2026-27, creating planning challenges for several members, particularly MUSD.
- **Marketing Update.** Discussed launch of monthly newsletter. Newsletter will focus on previewing social media posts and highlight newsworthy events from members. Newsletter will be sent out the first week of each month. Members are encouraged to provide information on upcoming events or other news they would like to have included. Updates were also provided on Spring marketing efforts and the upcoming January discussion regarding the Akkedis contract.
- **CAEP Reporting Deadlines.** Greg highlighted upcoming reporting requirements with deadlines due in late December and January, and emphasized the importance of timely submission of member and consortium deliverables.

- ☐ Greg will request an update on Akkedis contract.
- ☐ Sean to ask Akkedis to create a consortium one-pager.
- ☐ Members to submit Q1 expense reports.

CORRESPONDENCE / EVENTS CALENDAR

- Members were briefed on the following upcoming deadlines and events.
 - Due Dates
 - 25/26 Member Expense Report certified by Consortia in NOVA (Q1) — **Dec 31**
 - Student Data due in TOPSpro (Q2) — **Jan 31**
 - Employment & Earnings Follow-Up Survey — **Jan 31**
 - Key Conferences
 - CAEAA Conference – **Feb 11–13**
 - CCAE State Conference – **Apr 30–May 2**
 - CASAS Summer Institute – **Jun 15–18**
 - Professional Development Opportunities
 - OTAN Webinars, various online sessions – **Dec–Jun**
 - Technology & Digital Learning Symposium – **Mar 6–7**

CONSENT AGENDA

Motion 1

- Motion to approve minutes from Sep 12, 2025 by G. Ramirez
Seconded by S. Cashman
All present Yes | Motion passed

Motion 2

- Motion to approve minutes from Nov 7, 2025 by G. Ramirez
Seconded by S. Cashman
All present Yes | Motion passed

Motion 3

- Motion to release \$35,000 of SICE's ELL Healthcare Pathways unspent funds to MUSD by G. Ramirez
Seconded by S. Cashman
All present Yes | Motion passed

Motion 4

- Motion to release \$100,000 of consortium carryover funds to MUSD by G. Ramirez
Seconded by S. McNutt
S. McNutt, E. Saavedra, B. Mendieta, A. Mejia-Holdsworth, S. Cashman, G. Ramirez: Yes; J. Klinger: No; S. Abajian: Abstained | Motion passed

DISCUSSION

- **Release of Consortium Carryover.** Eric requested that the proposed release of \$100,000 in consortium carryover funds be moved to open discussion to seek clarification on the funding shortfall and long-term sustainability implications. Sean shared that as a result of delayed ELL Healthcare Pathways Round Three funding, Moorpark was facing ~\$235k shortfall. After discussion of services supported by Moorpark, the board continued with consideration of the motion.
- **Fund Rebalancing Approach.** Building on the prior discussion, Greg presented exploratory funding models he developed to illustrate potential impacts on member agencies and to guide decisions as the consortium works proactively to shape its own funding approach ahead of any statewide decisions. Members emphasized the importance of protecting smaller and developing programs, supporting program diversity, and avoiding unintended impacts on access, workforce preparation, or instructional capacity.

The discussion reinforced the value of a flexible, locally guided approach rather than a single formula. Greg will continue refining

☐ Greg to explore adjustments to funding models presented.

☐ Greg to send homework to members for rebalancing discussion.

the models and exploring phased strategies—including the potential use of cost-of-living adjustments—to promote long-term equity and sustainability across the consortium while maintaining stability for all members.

Round Table Discussion

- Greg invited members to share recent updates, achievements and requests for support:
 - **Cross-District Marketing and Outreach.** Jason raised questions regarding advertising practices across district boundaries, prompting a broader discussion among members. There was general agreement that cross-regional outreach is appropriate given differing program offerings and high community demand, with interest in strengthening consortium-level marketing to promote collaboration and equitable visibility.

Jenny highlighted the role of social media and shared promotion in supporting student access to programs across the region. Reposting and cross-promotion were viewed as effective ways to reduce competition concerns while ensuring students are informed about available opportunities.

- **Member Recognition & Community Support.** Eric mentioned OAS presence at the recent West Ventura County Business Alliance award ceremony where OAS was recognized as Educational Partner of the Year, celebrating student success and workforce preparation. Ojai Adult School shared a new partnership with the Rotary Club of Ojai, which is providing computers to adult school graduates to support continued education and employment. Ventura Adult & Continuing Education and Santa Paula Adult Education shared branding updates, including new or updated logos, reflecting ongoing program growth and visibility.

☐ Group to consider policy on cross-district advertising.

Meeting adjourned at 3:07 PM. The next meeting will be held at Ojai Unified School District Office.