

## VCAEC Regular Meeting Minutes

Feb 6, 2026

Fillmore Unified School District  
627 Sespe Ave.  
Fillmore, CA 93015  
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 Mejía-Holdsworth **P**, Stacy Cashman **P** (Mark Sheinberg **A**, Admin Delegate, Simi), Gina Ramírez **A** (Miguel Magaña **P**, Admin Delegate, Santa Paula), Jason Klinger **P**

**Guests:** Jenny Cardona, CTE Coordinator, Oxnard Adult School; Chari Farías, Counseling Dept Lead, Oxnard Adult School; Melissa Johnson, Director of Dual Enrollment, VCCCD; Jacquelyn Alcoser, Office Manager, Fillmore Adult School

Meeting Called to order at 1:02 PM by Greg Hill Jr. with permission of Sean Abajian

## **MINUTES** **OPEN SESSION**

### **ROLL CALL AND WELCOME**

- Roll Call

### **PUBLIC COMMENT**

- No public comment.

### **GUEST SPEAKER**

- No guest speaker.

### **GENERAL ANNOUNCEMENTS / UPDATES**

- **Consortium Chair's Report.** Sean shared that the consortium-wide Ellii training session was a successful event with strong attendance, thanking VACE and Isabella for their coordination. He also provided an update on the ELL Healthcare Pathways Grant application, noting that the consortium is actively gathering required letters of support from regional partners.

- **Workforce Development Board Reps Update.** Scott reported that a recent AJCC partner meeting reviewed the Atlas referral system and efforts to strengthen referrals and increase placements into adult schools.
- **Marketing Activities Updates.** Sean shared a potential opportunity to work with a local marketing vendor, who will present at the next board meeting.
- **CAEP Reporting Deadlines.** Greg reminded members of upcoming reporting deadlines and encouraged timely submission to ensure compliance.

- Isabella to coordinate marketing presentation.
- Isabella to remind members of upcoming reporting due dates.

## CORRESPONDENCE / EVENTS CALENDAR

- Members were briefed on the following upcoming deadlines and events.
  - Due Dates
    - 25/26 Member Expense Report (Q2) — **Mar 1**
    - ELL Healthcare Pathways Grant Round 3 Application — **Mar 18**
    - 3rd Bi-Annual Expenditure & Progress Report for ELL FY 24-25 — **Mar 31**
    - 25/26 Member Expense Report (Q2) Member Expense Report certified by Consortia in NOVA \* — **Mar 31**
    - Student Data due in TOPSpro (Q3) — **Apr 30**
    - Employment & Earnings Follow-up Survey — **Apr 30**
  - 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 – **Feb–Jun**
    - Technology & Digital Learning Symposium – **Mar 6–7**

## CONSENT AGENDA

### Motion 1

- Motion to approve minutes from **Jan 9, 2026** by S. Abajian  
Seconded by S. McNutt  
All present Yes | Motion passed

### Motion 2

- Motion to approve Conejo Valley Adult Education’s proposed new CTE programs—Electrical, HVAC Technician, and Plumbing by S. Abajian  
Seconded by S. McNutt  
All present Yes | Motion passed

## DISCUSSION

- **Fund Rebalancing Approach.** Greg presented a refined funding model that incorporates community need, performance outcomes, regional service patterns, and equity indicators into a more comprehensive allocation framework. He also outlined a phased, multi-year approach using COLA to gradually adjust proportional shares without reducing current base funding.

Members discussed sustainability, support for smaller and growing agencies, options for maintaining flexibility to fund new or expanding initiatives, and potential refinements to equity factors. Greg agreed to provide a written summary and projected phase-in schedule for further review at the next board meeting.

- **ELL Healthcare Pathways Application.** Greg reviewed the requirements for the grant application, including funding parameters and submission timelines. He outlined a planning schedule that includes weekly virtual planning sessions and emphasized the requirement for substantive college partnership commitments beyond letters of support.

Members discussed strategies for coordinating with local colleges, ensuring measurable collaboration. They also considered how to balance the continuation of current programs with targeted expansion into new pathway areas to address regional workforce needs. Greg and Isabella will circulate materials and coordinate upcoming planning sessions to support development of a cohesive application.

Greg will share a refined funding model for members to review.

Isabella to coordinate application planning sessions with all members.

Greg to distribute the grant presentation slides to members.

Members will connect with local college partners and continue gathering letters of commitment.

**Meeting adjourned at 2:39 PM. The next meeting will be held at Ventura Adult & Career Education.**