

## VCAEC Regular Meeting Minutes

Mar 27, 2026

Simi Institute for Careers and Education  
1880 Blackstock Ave.  
Simi Valley, CA 93065  
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** (Jenny Cardona **P**, Admin Delegate, Oxnard), 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 **P**, Admin Delegate, Simi), Gina Ramírez **P** (via Zoom) (Miguel Magaña **P**, Admin Delegate, Santa Paula), Jason Klingler **P**

**Guests:** Chari Farías, Counseling Dept Lead, Oxnard Adult School; Melissa Johnson, Director of Dual Enrollment, VCCCD; April Weaver, Assistant Principal, SICE

Meeting Called to order at 1:15 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**

- **Mike Starr, Chumash Indian Museum.** Mike Starr, Senior Educator at the Chumash Indian Museum, presented an overview of Chumash history, culture, and environmental practices, emphasizing their long-standing presence in the region and sustainable land management. He also highlighted efforts to preserve and share Chumash knowledge through the museum's educational programs and shared potential opportunities for collaboration with the consortium.
- **Marketing Presentation by Luisa Arzate.** Luisa Arzate, a local marketing professional, presented a proposal outlining potential

Isabella will send the museum's information to the members.

Isabella will distribute the presentation slides to the members.

marketing support services for the consortium. The board received the proposal for further review and consideration.

## GENERAL ANNOUNCEMENTS / UPDATES

- **Consortium Chair’s Report.** Sean shared updates from recent statewide adult education meetings, including discussions on improving data tracking for student transitions to community colleges. Challenges with current systems were noted, along with potential opportunities to collaborate locally to address gaps.
- **Updates regarding SB 707.** Sean provided an update on SB 707, outlining new requirements related to the Brown Act. Materials were distributed to members to support compliance, and the board considered steps to enhance accessibility, including publishing meeting agendas and minutes in additional languages and maintaining hybrid meeting options.
- **ELL Healthcare Pathways Grant Application.** Sean reported that the consortium’s ELL Healthcare Pathways Grant application was successfully submitted, and members expressed appreciation for the collective effort.
- **Workforce Development Board Reps Update.** Scott provided an update from the Workforce Development Board, sharing information on upcoming industry meetings and recent activities. He highlighted growing workforce demand in areas such as advanced technology, engineering, and cybersecurity, along with ongoing regional challenges related to housing affordability and workforce retention.
- **Board Meeting Lunch Reimbursements.** Greg reminded members to submit outstanding board meeting lunch reimbursement forms.

Isabella to send out reimbursement forms to members.

## CORRESPONDENCE / EVENTS CALENDAR

- Greg highlighted the following reporting deadlines and key events:
  - Due Dates
    - 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

Members to ensure timely submission of expenditure reports.

- CCAE State Conference – **Apr 30–May 2**
- CASAS Summer Institute – **Jun 15–18**
- Professional Development Opportunities
  - OTAN Webinars, various online sessions – **Mar–Jun**
  - Technology & Digital Learning Symposium – **Mar 6–7**

## CONSENT AGENDA

### Motion 1

- Motion to approve minutes from Feb 27, 2026  
Mistakenly perceived lack of quorum | Motion was not voted on

### Motion 2

- Motion to approve minutes from Mar 13, 2026 by S. Cashman  
Seconded by S. McNutt  
All present Yes | Motion passed

### Motion 3

- Motion to approve Conejo Valley Adult Education’s proposed new Medical CTE program—Home Healthcare Aide by S. Abajian  
Seconded by S. Cashman  
All present Yes | Motion passed

## DISCUSSION

- **Fund Rebalancing Approach.** Greg presented a revised funding model incorporating feedback from previous discussions, designed to more equitably allocate resources while ensuring no agency loses current base funding. Members discussed the rationale, highlighted the importance of ongoing review, and agreed that allocations should be periodically reassessed to reflect changes in enrollment, program hours, and emerging needs. Greg will provide supporting materials for members to review and explore potential adjustments further before the next discussion.

- Greg to distribute fund rebalancing materials to the members for review.
- Members to explore further adjustments to the funding model and prepare feedback.

**Meeting adjourned at 3:14 PM. The next meeting will be held at Simi Institute for Careers & Education.**