

VCAEC Regular Meeting Minutes

May 1, 2026

Oxnard Adult School
1800 Solar Dr.
Oxnard, CA 93030
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** (Jenny Cardona **A**, Admin Delegate, Oxnard), Cynthia Herrera **A** (Brenda Acomb Forbes **P**, 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; Emanuel Perez, Health Center Coordinator, Oxnard Adult School; Melissa Johnson, Director of Dual Enrollment, VCCCD; John Cooney, Senior Data Analyst, VCCCD; Christian Johns, Financial Aid Data Specialist, VCCCD

Meeting Called to order at 1:09 PM by Greg Hill Jr. with permission of Sean Abajian

MINUTES **OPEN SESSION**

ROLL CALL AND WELCOME

- Roll Call

PUBLIC COMMENT

- No public comment.

GENERAL ANNOUNCEMENTS / UPDATES

- **Consortium Chair's Report.** Sean shared that VCAEC member representative Cynthia Herrera received the Educational Leader of the Year award at the Ventura County Leadership Academy's award luncheon, where Sandra Jennings from VACE spoke on behalf of her cohort at the event. Sean, a board member of the California Adult Education Administrators Association (CAEAA), also reported that a recent member priorities survey yielded notable findings, which he offered to share with any interested parties.

- **Workforce Development Board Reps Update.** Scott shared dates for upcoming healthcare and manufacturing working group meetings and noted them as valuable networking and advisory resources for those involved in either pathway.
- **Marketing Activities Updates.** Members were invited to review the consortium fact sheet and provide feedback before it is finalized. Additionally, Greg encouraged members to submit stories for inclusion in the upcoming newsletter.
- **CAEP Reporting Deadlines.** Greg outlined upcoming CAEP reporting deadlines and key events, including the CFAD due the following day.

Isabella will send the fact sheet to members for feedback.

CORRESPONDENCE / EVENTS CALENDAR

- The following due dates and events were reviewed:
 - Due Dates
 - CFAD for 2026-27 due in NOVA * — **May 2**
 - 25/26 Member Expense Report due in NOVA (Q3) — **Jun 1**
 - 25/26 Member Expense Report certified by Consortia in NOVA (Q3) * — **Jun 30**
 - Key Conferences
 - CCAE State Conference – **Apr 30–May 2**
 - CASAS Summer Institute – **Jun 15–18**
 - Professional Development Opportunities
 - OTAN Webinars, various online sessions – **May–Jun**

Greg and Isabella to submit the CFAD in NOVA.

A schedule of upcoming training sessions and webinars is available at caadulthoodtraining.org.

CONSENT AGENDA

- Motion to approve agenda
- Motion to approve minutes from Feb 27, 2026
- Motion to approve minutes from Mar 27, 2026

By S. Abajian
Seconded by S. McNutt

Member Agency	Yes	No	Abstain
Conejo Valley Adult Education	X		
Fillmore Adult School	X		
Moorpark Adult School	X		
Ojai Adult School	X		
Oxnard Adult School	X		
Santa Paula Adult Education	X		
Simi Institute for Careers & Education	X		
Ventura Adult & Career Education	X		
VC Community College District	X		
Ventura County Office of Education			

Motion 1

- Motion to approve CFAD 2026-27 allocations for submission by S. Abajian
Seconded by S. McNutt

Member Agency	Yes	No	Abstain
Conejo Valley Adult Education	X		
Fillmore Adult School	X		
Moorpark Adult School	X		
Ojai Adult School	X		
Oxnard Adult School	X		
Santa Paula Adult Education	X		
Simi Institute for Careers & Education	X		
Ventura Adult & Career Education	X		
VC Community College District			X
Ventura County Office of Education			

Motion 2

- Motion to approve Zoom account renewal for 2026-27 by J. Klinger
Seconded by A. Mejía-Holdsworth

Member Agency	Yes	No	Abstain
Conejo Valley Adult Education	X		
Fillmore Adult School	X		
Moorpark Adult School	X		
Ojai Adult School	X		
Oxnard Adult School	X		
Santa Paula Adult Education	X		
Simi Institute for Careers & Education	X		
Ventura Adult & Career Education	X		
VC Community College District			X
Ventura County Office of Education			

Motion 3

- Motion to approve Luisa Arzate’s marketing proposal by S. Abajian
Seconded by S. Cashman

Member Agency	Yes	No	Abstain
Conejo Valley Adult Education	X		
Fillmore Adult School	X		
Moorpark Adult School	X		
Ojai Adult School	X		
Oxnard Adult School	X		
Santa Paula Adult Education	X		

Simi Institute for Careers & Education	X		
Ventura Adult & Career Education	X		
VC Community College District	X		
Ventura County Office of Education			

DISCUSSION

- Multi-year Rebalancing Plan.** Greg presented the refined fund rebalancing model, walking members through the methodology and projected allocation scenarios by agency, and a straw poll was conducted to gauge readiness to move forward. While there was broad support for the equity-driven goals of the model, members indicated they needed additional time to consult with their districts before committing to the multi-year plan. The board agreed to table the formal motions and revisit the discussion at a follow-up meeting in May, once updated figures from the state’s budget revision are available.
- Tracking transitions between adult schools and community colleges.** Melissa, along with data analysts John and Christian from VCCCD, presented dashboards developed to track dual enrollment and student completion data. The presentation sparked discussion about improving data sharing and coordination between adult schools and community colleges to better support student transitions. Brenda and Melissa proposed dedicating time at board meetings to focused, thematic discussions with community college representatives, with the goal of building more intentional pathways and collaborative systems between adult schools and the colleges.

Greg to send out the rebalancing workbook to members for review

Melissa to send screenshots of dashboards to members for consideration.

Motion 4

- Motion to adjourn by S. Abajian
 Seconded by E. Saavedra

Member Agency	Yes	No	Abstain
Conejo Valley Adult Education	X		
Fillmore Adult School	X		
Moorpark Adult School	X		
Ojai Adult School	X		

Oxnard Adult School	X		
Santa Paula Adult Education	X		
Simi Institute for Careers & Education	X		
Ventura Adult & Career Education	X		
VC Community College District	X		
Ventura County Office of Education			

Meeting adjourned at 3:10 PM. The next meeting will be held at Ventura Adult & Career Education.