

VCAEC Regular Meeting Minutes

Jun 5, 2026

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 **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 **A** (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: Chari Farías, Counseling Dept Lead, Oxnard Adult School; Monica Garcia, Dean of Student Learning, Moorpark College; Jeffrey Madrigal, Principal, Santa Paula Unified School District

Meeting Called to order at 1:10 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 congratulated members on their collaborative effort in securing the ELL Healthcare Pathways Grant Round Three award.
- **Marketing Activities Updates.** Greg presented the final consortium fact sheet, with plans for periodic updates. Newsletter enhancements were discussed, including a planned instructor and student spotlight feature and expanded input from the EDC.

☐ Isabella to send the digital version of the consortium fact sheet to members.

- **2026-27 Board Meeting Calendar.** The group reviewed and confirmed hosting assignments for the 2026-27 meeting calendar. They also discussed potential dates for the annual planning retreat.
- **CAEP Reporting Deadlines.** Greg reviewed upcoming deadlines, including expenditure reports, student data, and the annual plan. Course approvals due to the CDE were discussed, with a virtual meeting to be scheduled to support member agencies with the process and ensure consistency in course classifications across the consortium.
- **ELL Healthcare Pathways Round Three.** Greg reported that the consortium was awarded \$2.5 million of the \$3 million requested, with allocations proportionally adjusted across member agencies for board approval. He shared consortium performance data reflecting strong statewide rankings across multiple metrics, crediting the results to the collective efforts of member agencies.

- ☐ Isabella will send a Doodle poll out to confirm a date for the retreat.
- ☐ Isabella to schedule a virtual meeting to assist members with course approvals.
- ☐ Members to ensure websites accurately reflect current program offerings.

CORRESPONDENCE / EVENTS CALENDAR

- The following due dates and events were reviewed:
 - Due Dates
 - 25/26 Member Expense Report due in NOVA (Q3) — **Jun 1**
 - 2026-27 Course Approvals are due to the California Department of Education (CDE) — **Jun 15**
 - 25/26 Member Expense Report certified by Consortia in NOVA (Q3) * — **Jun 30**
 - Student Data due in TOPSpro (Q4) FINAL — **Jul 15**
 - Annual Plan for 2026-27 due in NOVA * — **Aug 15**
 - Key Conferences
 - CASAS Summer Institute – **Jun 15-18**
 - 2026 ELL Healthcare Pathways Convening – **Sep 17**
 - Professional Development Opportunities

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

CONSENT AGENDA

- Motion to approve agenda
- Motion to approve minutes from May 1, 2026
- Motion to approve minutes from May 15, 2026

- Motion to reduce consortium allocation by 0.47% points and increase Moorpark's ongoing allocation by 0.47% points for fund rebalance
- Motion to approve allocation of ELL Healthcare Pathways Grant Round Three funds

By J. Klinger
 Seconded by S. McNutt

Member Agency	Yes	No	Abstain
Conejo Valley Adult Education	X		
Fillmore Adult School			
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			
Ventura County Office of Education			

DISCUSSION

- **WestEd Contract.** The board discussed and approved the renewal of the WestEd contract for the upcoming year, reflecting a slight increase to account for rising expenses.

Motion 1

- Motion to approve the WestEd Contract for 2026-27
 By S. McNutt
 Seconded by J. Klinger

Member Agency	Yes	No	Abstain
Conejo Valley Adult Education	X		

Fillmore Adult School			
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			
Ventura County Office of Education			

Round Table Discussion

Greg opened the round table by recognizing highlights from across the consortium this program year, including awards, funding wins, program expansions, and strengthened college partnerships. Members then shared reflections on their agencies' accomplishments, including growth in CTE programs and enrollment, expanded healthcare pathways and industry partnerships, increased graduation rates, digital equity initiatives, and new collaborative efforts with local high schools and college districts.

Members expressed appreciation for the supportive and collaborative culture within the consortium, noting that shared resources, open communication, and mutual encouragement across agencies have contributed to meaningful outcomes for students and communities throughout Ventura County.

☐ Sean to send a link to the CAER app to members.

Motion 2

- Motion to adjourn by J. Klinger
Seconded by S. Cashman

Member Agency	Yes	No	Abstain
Conejo Valley Adult Education	X		
Fillmore Adult School			
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			
Ventura County Office of Education			

Meeting adjourned at 2:45 PM. The next meeting will be held at Simi Institute for Careers & Education.