

VCAEC Regular Meeting

Sep 4, 2026

1:00 PM - 3:00 PM



Location:

Simi Institute for Careers and Education
1880 Blackstock Ave, Simi Valley, CA 93065

Participants:

Facilitator: Greg Hill Jr., WestEd

Recorder(s): Isabella Cisneros, WestEd

Member Representatives: Sean Abajian (Consortium Chair), Scott McNutt (Consortium Co-Chair; Sean Bell, Admin Delegate, VACE), Blanca Mendieta (Isaac Huang, Admin Delegate, Fillmore), Shayna Ledesma, Alex Mejía-Holdsworth, Eric Saavedra (Jenny Cardona, Admin Delegate, Oxnard), Steven Radford (Mark Sheinberg, Admin Delegate, Simi Valley), Jeffrey Madrigal (Miguel Magaña, Admin Delegate, Santa Paula), Jason Klinger, Cynthia Herrera (Brenda Acomb Forbes, Admin Delegate, VCCCD)

Guests: Laura Cifuentes, Program Coordinator, Conejo Valley Adult Education; Monica Garcia, Dean of Student Learning, Moorpark College; Tim Fontenette, Dean of CTE, Oxnard College; Mostafa Ghous, Vice President of Student Support, Moorpark College; Victor Hayek, Deputy Superintendent of Business Services, Conejo Valley Unified School District

AGENDA **OPEN SESSION**

#	TOPIC	TIME
1	OPENING PROCEDURES Welcome, Roll-Call, and Introductions	5 min
2	PUBLIC COMMENT	5 min
3	GUEST SPEAKER - Sabrina Ashjian, Esq. Vice Chair, Los Angeles Regional Water Quality Control Board - Elaina McAdams, Founder & CEO, College and University Healthcare Education Consortium	30 min
4	GENERAL ANNOUNCEMENTS / UPDATES - Consortium Chair's Report - Workforce Development Board Reps Update - CASF Digital Literacy Grant Update - Marketing Activities Updates - Student Survey Schedule	25 min

#	TOPIC	TIME
	- CAEP Reporting Deadlines - Q4 Expenditures Update	
5	CORRESPONDENCE / EVENTS CALENDAR September 2026 Sep 1: 25/26 Member Expense Report due in NOVA (Q4) Sep 1: 26/27 Certification of Allocation Amendment due in NOVA Sep 30: 25/26 Member Expense Report certified by Consortia in NOVA (Q4) * Sep 30: 26/27 Member Program Year Budget & Workplan due in NOVA Sep 30: ELL R1 (FY 23-24) 6th Bi-Annual Expenditure & Progress Report due Sep 30: ELL R1 (FY 23-24) Final Report due Sep 30: ELL R2 (FY 24-25) 4th Bi-Annual Expenditure & Progress Report due Sep 30: End of Q1; NOVA carryover compliance snapshot taken at 11:59 p.m. October 2026 Oct 30: 26/27 Member Program Year Budget & Workplan certified by Consortia in NOVA * Oct 31: Student data due in TOPSpro (Q1) Oct 31: Employment and Earnings Follow-up Survey November 2026 Nov 14: Written Expenditure Plan (WEP) * <i>Only for consortia who have exceeded 20% carryover.</i> * Consortium deliverable Additional due dates may be found at https://caladulthood.org/DueDates Key Conferences - Los Angeles Allied Health Collaborative — Sep 12, Van de Kamp Innovation Center - English Language Learner (ELL) Healthcare Pathways Statewide Convening – Sep 17, Hilton Irvine/Orange County Airport - California Community College Association for Occupational Education (CCCAOE) Fall Conference — Oct 13-16, Omni Rancho Las Palmas Resort	5 min

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	- California Adult Education Program (CAEP) Summit — Oct 27-30, Santa Clara Convention Center - California Council for Adult Education (CCAEC) State Conference — May 13-14, SAFE Credit Union Sacramento - Comprehensive Adult Student Assessment Systems (CASAS) National Summer Institute 2027 – Jun 14-17, Hyatt Regency Orange County Professional Development Opportunities A schedule of upcoming training sessions and webinars is available at caadulthoodtraining.org.																																													
6	CONSENT AGENDA - Motion to approve agenda - Motion to approve minutes from Jul 30, 2026 (B. Mendieta (I. Huang), S. Abajian, J. Madrigal (M. Magaña), S. Radford (M. Sheinberg), S. McNutt (S. Bell), C. Herrera (B. Acomb Forbes), S. Ledesma) - Motion to approve minutes from Aug 7, 2026 (J. Klinger, S. Abajian, E. Saavedra (J. Cardona), J. Madrigal (M. Magaña), S. Radford (M. Sheinberg), S. McNutt (S. Bell), A. Mejía-Holdsworth) <table><thead><tr><th>Member Agency</th><th>Yes</th><th>No</th><th>Abstain</th></tr></thead><tbody><tr><td>Conejo Valley Adult Education</td><td></td><td></td><td></td></tr><tr><td>Fillmore Adult School</td><td></td><td></td><td></td></tr><tr><td>Moorpark Adult School</td><td></td><td></td><td></td></tr><tr><td>Ojai Adult School</td><td></td><td></td><td></td></tr><tr><td>Oxnard Adult School</td><td></td><td></td><td></td></tr><tr><td>Santa Paula Adult Education</td><td></td><td></td><td></td></tr><tr><td>Simi Institute for Careers & Education</td><td></td><td></td><td></td></tr><tr><td>Ventura Adult & Career Education</td><td></td><td></td><td></td></tr><tr><td>VC Community College District</td><td></td><td></td><td></td></tr><tr><td>Ventura County Office of Education</td><td></td><td></td><td></td></tr></tbody></table>	Member Agency	Yes	No	Abstain	Conejo Valley Adult Education				Fillmore Adult School				Moorpark Adult School				Ojai Adult School				Oxnard Adult School				Santa Paula Adult Education				Simi Institute for Careers & Education				Ventura Adult & Career Education				VC Community College District				Ventura County Office of Education				10 min
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7	DISCUSSION - Ellii Contract Renewal Motion 1 - Motion to approve renewal of Ellii contract <table><thead><tr><th>Member Agency</th><th>Yes</th><th>No</th><th>Abstain</th></tr></thead><tbody><tr><td>Conejo Valley Adult Education</td><td></td><td></td><td></td></tr><tr><td>Fillmore Adult School</td><td></td><td></td><td></td></tr><tr><td>Moorpark Adult School</td><td></td><td></td><td></td></tr><tr><td>Ojai Adult School</td><td></td><td></td><td></td></tr><tr><td>Oxnard Adult School</td><td></td><td></td><td></td></tr><tr><td>Santa Paula Adult Education</td><td></td><td></td><td></td></tr><tr><td>Simi Institute for Careers & Education</td><td></td><td></td><td></td></tr><tr><td>Ventura Adult & Career Education</td><td></td><td></td><td></td></tr><tr><td>VC Community College District</td><td></td><td></td><td></td></tr><tr><td>Ventura County Office of Education</td><td></td><td></td><td></td></tr></tbody></table>	Member Agency	Yes	No	Abstain	Conejo Valley Adult Education				Fillmore Adult School				Moorpark Adult School				Ojai Adult School				Oxnard Adult School				Santa Paula Adult Education				Simi Institute for Careers & Education				Ventura Adult & Career Education				VC Community College District				Ventura County Office of Education				10 min
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8	ROUND TABLE DISCUSSION - Agency Round-Robin: Announcements and support/guidance Motion 2 - Motion to adjourn <table><thead><tr><th>Member Agency</th><th>Yes</th><th>No</th><th>Abstain</th></tr></thead><tbody><tr><td>Conejo Valley Adult Education</td><td></td><td></td><td></td></tr><tr><td>Fillmore Adult School</td><td></td><td></td><td></td></tr></tbody></table>	Member Agency	Yes	No	Abstain	Conejo Valley Adult Education				Fillmore Adult School				30 min <i>(3 min per member)</i>																																
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Reunión Regular de VCAEC

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Participantes:

Facilitador: Greg Hill Jr., WestEd

Registrador(es): Isabella Cisneros, WestEd

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AGENDA SESIÓN ABIERTA

#	TEMA	HORARIO
1	PROCEDIMIENTOS DE APERTURA Bienvenida, Pase de Lista e Introducciones	5 min
2	COMENTARIO PÚBLICO	5 min
3	PONENTE INVITADO Sabrina Ashjian, Esq. Vicepresidenta, Junta Regional de Control de Calidad del Agua de la Región de Los Ángeles	20 min
4	ANUNCIOS GENERALES / ACTUALIZACIONES - Informe del Presidente del Consorcio - Actualizaciones de Actividades de Mercadeo - Calendario de Encuesta Estudiantil - Fechas Límite de Informes de CAEP	20 min
5	CORRESPONDENCIA / CALENDARIO DE EVENTOS Septiembre 2026	5 min

#	TEMA	HORARIO
	● 1 de sep: Informe de Gastos del Miembro 25/26 en NOVA (T4) ● 1 de sep: Enmienda de Certificación de Asignación 26/27 en NOVA ● 30 de sep: Informe de Gastos del Miembro 25/26 certificado por los Consorcios en NOVA (T4) * ● 30 de sep: Presupuesto y Plan de Trabajo del Año del Programa del Miembro 26/27 en NOVA ● 30 de sep: 6º Informe Bianual de Gastos y Progreso de ELL R1 (AF 23-24) ● 30 de sep: Informe Final de ELL R1 (AF 23-24) ● 30 de sep: 4º Informe Bianual de Gastos y Progreso de ELL R2 (AF 24-25) ● 30 de sep: Fin del T1; instantánea de cumplimiento de remanente de NOVA tomada a las 11:59 p.m. Octubre 2026 ● 30 de oct: Presupuesto y Plan de Trabajo del Año del Programa del Miembro 26/27 certificado por los Consorcios en NOVA * ● 31 de oct: Datos estudiantiles en TOPSpro (T1) ● 31 de oct: Encuesta de Seguimiento de Empleo e Ingresos Noviembre 2026 ● 14 de nov: Plan de Gastos Escrito (WEP, por sus siglas en inglés) * Solo para consorcios que hayan excedido el 20% de remanente. * Entregable del Consorcio Fechas adicionales pueden encontrarse en https://caladulthood.org/DueDates Conferencias Clave ● Los Angeles Allied Health Collaborative — 12 de sep, Van de Kamp Innovation Center ● Convocatoria Estatal de Vías de Atención Médica para Estudiantes de Inglés (ELL) – 17 de sep, Hilton Irvine/Orange County Airport ● Conferencia de Otoño de la Asociación de Colegios Comunitarios de California para Educación Ocupacional (CCCAOE) — 13-16 de oct, Omni Rancho Las Palmas Resort ● Cumbre del Programa de Educación para Adultos de California (CAEP) — 27-30 de oct, Santa Clara Convention Center ● Conferencia Estatal del Consejo de California para la Educación de Adultos (CCAEC) — 13-14 de may, SAFE Credit Union Sacramento	

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	Instituto Nacional de Verano 2027 de Sistemas Integrales de Evaluación del Estudiante Adulto (CASAS) – 14-17 de jun, Hyatt Regency Orange County Oportunidades de Desarrollo Profesional Un calendario de próximas sesiones de capacitación y seminarios web está disponible en caadulthoodtraining.org.																																													
6	AGENDA DE CONSENTIMIENTO - Moción para aprobar la agenda - Moción para aprobar las actas del Jul 30, 2026 (B. Mendieta (I. Huang), S. Abajian, J. Madrigal (M. Magaña), S. Radford (M. Sheinberg), S. McNutt (S. Bell), C. Herrera (B. Acomb Forbes), S. Ledesma) - Moción para aprobar las actas del Aug 7, 2026 (J. Klinger, S. Abajian, E. Saavedra (J. Cardona), J. Madrigal (M. Magaña), S. Radford (M. Sheinberg), S. McNutt (S. Bell), A. Mejía-Holdsworth) <table><thead><tr><th>Agencia Miembro</th><th>Sí</th><th>No</th><th>Abstención</th></tr></thead><tbody><tr><td>Conejo Valley Adult Education</td><td></td><td></td><td></td></tr><tr><td>Fillmore Adult School</td><td></td><td></td><td></td></tr><tr><td>Moorpark Adult School</td><td></td><td></td><td></td></tr><tr><td>Ojai Adult School</td><td></td><td></td><td></td></tr><tr><td>Oxnard Adult School</td><td></td><td></td><td></td></tr><tr><td>Santa Paula Adult Education</td><td></td><td></td><td></td></tr><tr><td>Simi Institute for Careers & Education</td><td></td><td></td><td></td></tr><tr><td>Ventura Adult & Career Education</td><td></td><td></td><td></td></tr><tr><td>VC Community College District</td><td></td><td></td><td></td></tr><tr><td>Ventura County Office of Education</td><td></td><td></td><td></td></tr></tbody></table>	Agencia Miembro	Sí	No	Abstención	Conejo Valley Adult Education				Fillmore Adult School				Moorpark Adult School				Ojai Adult School				Oxnard Adult School				Santa Paula Adult Education				Simi Institute for Careers & Education				Ventura Adult & Career Education				VC Community College District				Ventura County Office of Education				10 min
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8	MESA REDONDA - Ronda de Agencias: Anuncios y apoyo/orientación Moción 2 - Moción para levantar la sesión <table><thead><tr><th>Agencia Miembro</th><th>Sí</th><th>No</th><th>Abstención</th></tr></thead><tbody><tr><td>Conejo Valley Adult Education</td><td></td><td></td><td></td></tr><tr><td>Fillmore Adult School</td><td></td><td></td><td></td></tr><tr><td>Moorpark Adult School</td><td></td><td></td><td></td></tr></tbody></table>	Agencia Miembro	Sí	No	Abstención	Conejo Valley Adult Education				Fillmore Adult School				Moorpark Adult School				30 min <i>(3 min por miembro)</i>																												
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