



AEP Steering Committee Meeting
Fri., August 8, 2025 - 9:00 a.m. – 11:00 a.m.

MVC – Building 3000, Rm 3026
28237 La Piedra Rd., Menifee, CA

MINUTES

Participants:

Miriam Brijandez, Jasmine Port, Eileen Vargas-MSJC, Blair Bradley-Hemet, Anthony Coronado-Beaumont, David Schlottman-Temecula, Todd Peel-San Jacinto, Melissa Lee-Banning, Morgan Quick-Murrieta, Victor Gomez-RCOE, Nohor Vazquez- Lake Elsinore, Pauline Garcia-Perris

I. Call to Order:

Meeting called to order at 9:15 a.m. by Jasmine Port

Jasmine: welcomed everyone, and conducted roll call. Special welcomes were extended to new members Victor Gomez (RCOE) and Eileen Vargas (consortium clerk).

II. April 11, 2025 Meeting Minutes Approved at June '25 Retreat

Jasmine: Initiated the discussion about the minutes.

- Ken motion to approve
- David second
- All approved, so motion carried

III. Welcome New Members/Consortium Personnel

New members Victor Gomez (RCOE) and Eileen Vargas (consortium clerk) were introduced.

Jasmine: Very warm welcome to our new members, Victor Garcia. Thank you so much for being here. It's nice to have leadership in place for RCOE as the last year and a half has been a state of transition, so welcome and of course Eileen Vargas welcome to the team.

Victor: Introduced himself and described his experience in RCOE and his background in adult education.

IV. RCOE Redistribution of Voluntarily Reduced Funds

Jasmine: Explained the new allocation schedule and RCOE's voluntary reduction from 11% to about 4.071% (~\$250,000). Right now, we're just dipping that up, across the 10 members, and that is just going back into your allocation schedule, and then that resets our allocation schedule moving forward as a consortium

David, Blair: So this includes the \$27,497.56

Nohora: Discussed the impact and the need to inform fiscal departments because they will have to do an adjustment on allocation so that you have those \$27,000 in budget and they will ask how you want to utilize the money.

David, Blair, Anthony: Contributed to the discussion about equitable distribution and future adjustments.

Jasmine: Calls for a motion to approve the redistribution of funds 25-26.

- Todd Peel, San Jacinto move to approve
- Pauline Garcia, Perris second
- All approved, so motion carried

V. WIOA Federal Impoundment Impact

Jasmine: Described the WIOA federal impoundment and its effects.

Blair, Nohora, Anthony, and David shared how their programs were impacted and the steps they are taking (e.g., pausing expansions, holding off on hiring).

Victor: asked about advocacy groups and the broader impact.

Blair and Jasmine emphasized the need for advocacy at state and federal levels.

VI. Status of Consortium Projects in 25-26

Jasmine: Lead the review of ongoing projects and their costs.

Nohora, Blair, David, and Anthony Discussed the importance and prioritization of each project.

a. GradComm Marketing

Jasmine: Explained the current status and costs of Gradcomm marketing.

Blair and Victor: Questioned the effectiveness and necessity of paid marketing.

Nohora and the Team: agreed to pause paid media and continue only with website maintenance.

b. Transition Specialist Role

Jasmine and Blair: Discussed the importance of the transition specialist position.

Nohora: Noted the loss of on-site counseling and the increased need for this role.

The group: Agreed to maintain the position.

c. All Consortium PD

Jasmine: Introduced the topic and outlined the costs and purpose of the annual all-consortium PD event.(typically incurs significant costs about \$25,000, mainly for the venue and food).

Nohora and Blair: Suggested cost-saving measures, such as eliminating venue costs and using funds for staff sponsorship.

Anthony and other members: Discussed timing, with consensus to move the event to late October (week of October 20), contingent on facilities and allow time for funding clarity with WIOA.

Jasmine and other members: agree to eliminate venue costs by holding the event at MSJC using the saved funds to sponsor personnel attendance instead.

d. Survey Monkey

Jasmine and Nohora: discussed the use of SurveyMonkey for student feedback and program evaluation.

Blair, Anthony, and group: shared experiences with access, billing, and training.

The group: resolved to continue using SurveyMonkey and ensure all members are trained.

e. Elli

Jasmine and Nohora: confirmed that Ellie is an essential tools and will continue to be maintained.

f. ASAP

Jasmine and Nohora: Confirmed that ASAP is an essential tools and will continue to be maintained.

g. CASAS PD Sponsorship

Jasmine and Blair: discussed Casas PD sponsorship, deciding to pause it for now due to budget constraints.

Jasmine: We did it, team. I don't know how we did, but we reviewed all of our ongoing projects. We have decided to pause on GradComm in terms of paid media,

but we'll continue with our maintenance costs. We will continue with our transition specialist role all consortium, PD, we will pivot that cost to support sponsorship of personnel and do something more cost effective on site at MSJC, Survey Monkey is already in progress. We're going to leave that one alone. Ellie, we will continue with ASAP is a must, and Casas. PD, we're going to pause on that. Can I have a motion to approve.

- Melissa Lee, Banning move to approve the above
- Victor Gomez, RCOE second
- All approved, so motion carried

VII. Annual Plan

Jasmine: reviewed the status of the annual plan, reminding members to sign if outstanding.

Nohora: and Blair Bradley discussed key deadlines and the importance of accurate reporting.

VIII. Comments

Blair and Nohora: emphasized the need for detailed budget justifications and checking for red flags in Nova.

Jasmine: reminded members to prepare for upcoming reporting and to justify all positions funded by adult ed.

IX. Adjourn

Jasmine: called for a motion to adjourn.

David: and others seconded.

Jasmine: Meeting adjourned with well wishes for the start of the semester.

Jasmine Port Adjourned the meeting at 10:56 a.m.