



CAPE Steering Committee Meeting
Fri. December 12, 2025 - 9:00 a.m. – 12:00 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, Chris Rivard, David Schlottman-Temecula Valley, Todd Peel, Ken Swanson-San Jacinto, Melissa Lee-Banning, Victor Gomez-RCOE, Nohora Vazquez- Lake Elsinore, Pauline Garcia-Perris, Marlon Hernandez-Professional Expert, Morgan Quick-Murrieta, Nancy Ulloa, David Ramirez-Perris Union, Anthony Coronado-Beaumont

I. Called to Order

The meeting was called to order at 9:15 a.m. by Nohora, Jasmine welcomed everyone, introduced the agenda, and conducted roll call

II. Roll Call

Attendees from various consortium agencies introduced themselves.

III. Approval of November 14, 2025 Meeting Minutes

The prior meeting minutes were reviewed. Corrections had previously been made. A motion was carried and seconded to approve the November 14, 2025, minutes.

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

IV. Computer Basic Skills Grant Presentation – Aspire Career Education Inc., by Lorena Olhs

Nohora introduced the subject and explained the grant, Lorena Olhs presented on a digital literacy grant and curriculum developed by EDC (Economic Development Collaborative) in Ventura County for adults with limited computer skills.

Key points included:

- Turnkey curriculum in English and Spanish focused on in-person basic computer instruction (using Chromebooks).
- The California Advanced Services Fund (CASF) grant can provide up to \$150,000 over two years.
- EDC offers curriculum resources and grant administration support, though agencies may apply independently.
- Success stories and impact data were shared.
- Discussion included funding strategies and eligibility for grant-supported programs.

V. Airtable Training for Staff Planning

Nohora Vazquez outlined plans to implement Airtable for tracking student transitions.

- Essential data fields- with fill in boxes to identify programs (demographics, college, employment, vocational training transition goals) were finalized.
- Roles and workflow for registrars and transition specialists were discussed.
- January 16, 2026, was set for Airtable training (9:00–11:00 a.m. via Zoom).
- Consensus was reached on process and responsibilities.

VI. SRAE 1st Semester Data Presentation: Analysis of Enrollment, Participants, and Outcome Targets

Nohora Vazquez introduces the subject and breaks down outcomes.

- Agencies reviewed midyear performance toward enrollment, participation, and outcome goals.
- Data quality, outcome reporting, and achievement gaps were discussed in depth.
- Strategies were proposed to improve student persistence and accurate tracking.
- Agencies were reminded to monitor and update their data regularly.

VII. Community Forum 2026 Planning

Jasmine Port introduces the subject, covers RSVP at TVC and details.

- Jasmine Port announced preparations for a 2026 Community Forum at Temecula campus.
- Discussion included event format, leadership participation, and improved outreach.
- Steps to boost community and leadership engagement were outlined.

VIII. Fiscal Approvals

Nohora Vazquez introduced the subject.

- Approvals granted for Airtable project launch (approx. \$2,970) and CAEP Summit participation (\$1,131).
- The total approved for reimbursement: \$4,101.53.
- Policy for event sponsorship (two attendees per agency) discussed, with flexibility for additional requests as budget allows.
- A fiscal team refresher meeting is to be coordinated in March.
 - Ken motion to approve
 - Pauline second
 - All approved, so motion carried

IX. Comments

Jasmine Port opens the floor for comments

Additional comments included reminders on timely data updates, clarification on outcome reporting forms, and best practices for program tracking. Members expressed appreciation for collaborative efforts and upcoming events.

X. Adjourn

- Ken called for a motion to adjourn
- David and others second
- All approved, so motion carried

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

The meeting was adjourned at 11:48 a.m.