



**Steering
Committee**

Joyce Johnson
MSJC
Co-Chair

Lucie Gonzalez
RCOE
Co-Chair

Nohora Vazquez
Lake Elsinore USD
Co-Director

Jasmine Port
MSJC
Co-Director

Melissa Lee
Banning USD
Member

Matthew Centofranchi
Hemet USD
Member

Anthony Coronado
Beaumont USD
Member

Steve Rausa
Murrieta Valley USD
Member

Dr. Pauline Garcia
Perris UHSD
Member

Ken Swanson
San Jacinto USD
Member

Tim Dignan
Temecula Valley USD
Member

AEP Steering Committee Meeting
Friday, Aug. 11, 2023 - 9:00 a.m. – 12:00 p.m.

28237 La Piedra Rd., Room 3026
Menifee, CA 92584

Participants:

Jasmine Port, Miriam Brijandez, Nancy Carr - MSJC, Nohora Vazquez – Lake Elsinore, Anthony Coronado - Beaumont, Blair Bradley – Hemet, Ken Swanson, Todd Peel, Sheree Langston – San Jacinto, Lucie Gonzalez – RCOE, Steve Rausa – Murrieta, Melissa Lee – Banning, Pauline Garcia – Perris

I. Call to Order:

Meeting called to order at 9:05 a.m. by Nohora Vazquez

II. Review/Approval of April 14, 2023 Minutes

- Ken, Swanson, San Jacinto, moved to approve minutes
- Melissa Lee, Banning, second
- All approved, so moved

III. WestEd Contract Non-Renewal:

Nohora: We have decided that we don't want to continue with the services. This discussion is to confirm and remember not having their surveys means we will need to get student feedback in a different way. You will need to put something together for the end of the semester. We must provide that information on how student feedback is handled for the consortium.

Jasmine: We are hoping we can re-create what WestEd was doing and tailor it for our consortium.

Blair: Our student council created our survey and presented it to students in Google form and sent out student to student to get the feedback and it was very effective.

- Ken, Swanson, San Jacinto, moved to approve non-renewal of WestEd contract
- Blair Bradley, Hemet, second
- All approved, so moved

IV. Approval of SRAE Bylaws Final Draft:

Jasmine: This is the final draft we are hoping to approve per the previous discussions.

Nohora: Each district signs an MOU and it is the way we get our funds. They added some of the responsibilities to the MOU. You have an authorized representative that is the signer for NOVA and other documents on behalf of the district so we need to decide if we want to add signatures to this or are you going to inform your district to what the expectations are. We can attach the bylaws to the MOU.

Blair: I'm not sure we have the authority to sign this as this is coming after the MOUs have already been signed. We can approve the final draft but the district will need to authorize these additions to the MOU.

Nohora: We can send these out electronically to the authorized person at your district for review and signature/approval.

Jasmine: The MOUs went to our BoT meeting on Aug. 10, 2023 so the final draft of the bylaws can be sent to the approvers of each district along with the MOUs.

- Ken, Swanson, San Jacinto, moved to approve final draft of bylaws
- Melissa Lee, Banning, second
- All approved, so moved

V. FA23 MSJC Counseling Updates:

Jasmine: Our counseling model is changing into a regional model. You will have two counselors serving your agency. They are available for appointments via Zoom. What we envisioned is that we aren't locked into a two-hour visit. This plan shows our counselors that your students are part of our region. They created a video that will go out to all agencies and provide their contact information and can be pushed out to your students. They will reach out to each agency to see what your needs are. They will develop monthly workshops to help students determine their next educational or career move. There is also the potential to bring these workshops on to your sites. Another piece, if you can provide the data so they can target the students and what they need or want. We want their availability to the entire region. Your students will need to decide what will work best for them, onsite or Zoom. They are slated to be the third week of the month.

Blair: We have a liaison/transition specialist who is working as a counselor but that is not her forte so she would be able to work with Nicole.

Miriam: Our counselors can help with registration to credit classes. They can move them into a abbreviated plan.

Jasmine: Transition workshops will be held in October. Our counselors are available at all times based on their schedule.

Nohora: We are moving away from the two-hour limit in our student interactions with counselors?

Pauline: I do want the counselors to connect with our students and to know what their services will entail.

Jasmine: The regional approach will allow them to share out the assistance on a consistent basis.

Miriam: We want the resources to be made available to the entire region.

Jasmine: They are moving into a platform on ConexEd which will make them more readily available.

Nohora: Even though you don't have a dedicated counselor you still need to note that the students have received the support services. We will still need to capture that data so we don't lose that piece.

VI. CAEP Deliverables Reminder:

Sept. 1: Consortium Allocation Amendment certified in NOVA

Sept. 1: Member Expenditure Report due in NOVA (Q4)

Sept. 30: Member Expenditure Reports certified by consortium in NOVA (Q4)

Sept. 30: Member 23-24 Budget and Work Plan Due in NOVA

Oct. 30: 23-24 Budgets and Work Plans certified by consortium in NOVA

Nohora: Review of above reminders. Put these dates in your calendars so they can be done.

VII. Data Team Meetings:

Nohora: We need to start these as soon as possible. We might have new people, so we need to make sure we all start with the same systems in place. If we need to make corrections, we can do that. My secretary can lead but we will need another lead assistant so we will need to keep that in mind. They will keep tabs on the data that needs to be monitored and submitted on an ongoing basis. We will keep you informed as we move ahead.

Lucie: We have a person, but we need to get her involved and trying to bring in one of our data administrators more. We also have a template on when due dates are for consortium and NOVA and I will share that with you.

Blair: I can join in with that also.

Nohora: We will get more insight of their struggles as we meet and know what to focus on. As topics come up those need to be shared.

Lucie: The need to combine our tech and data people.

VIII. Marketing Campaign Update:

Jasmine: Sharing a mockup of our new website. We will do the implementation in phases to make the site going live.

Nohora: We need to refine the narrative for each program. We want to provide pictures of our students and would like to have this ready for September so the pictures that you need to replace what is on the site right now are stock photos. We need one picture of you and a picture of each program you offer and send to us by email so we can provide them to the designer. They also want to post information about registrations. Do you want them to just go to your website?

Jasmine: The designer asked where we want to link students to for registration, to your website or a Google form? Send that to me and Nohora and we can get that on the page for the initial launch. They are ready to post what we want. Make sure the students are signing the media releases.

IX. Fall23 Consortium PD Planning:

Jasmine: We held at Pechanga last year and it was a success, but we need to start deciding on the venue for this year. We are looking at Thursday, October 19th, 4:00 – 8:00 p.m. Check your calendars to see. There will be consortium funds available for staff to attend.

Nohora: Our attendees felt honored to be invited to such a big event and the food was good. Suggested: Pins and Pockets in Lake Elsinore. They can set it up like a reception. They have small rooms where there were able to put PD sessions. Our goals are to work at the instructional level and we want a venue that will allow for focus groups. We went from 8 a.m. to 6 p.m. so they had activities during the breaks. We are looking at October, so we need to get solidified plans very soon. At this point we need to narrow down the location and go from there.

Steve: The wineries are also good places, we had ours at South Coast Winery and it was good.

Blair: Shared information from an event he attended.

Nohora: This year's focus is going to be on the instructional side, and we want a refreshing venue.

Lucie: Last year was off the charts and we want it to be fun and create positive energy for all.

X. CAEP Summit 2023-24: October 24-26:

Nohora: Jasmine and I will be presenting our consortium model at the summit. Diana Bautista is pleased with our model and wants us to share out to illustrate how we collaborate throughout our consortium to best serve our region.

XI. CALPRO Training – Community of Practice: Motivation and Persistence for Adult Learners:

***F2F Session Dates: Fridays, Sept. 15, 1 p.m. – 4 p.m., Oct. 6, 1 p.m. – 4 p.m.
The registration deadline is Sept. 1, 2023***

Blair: Does everyone have the link. We are hosting in Hemet. Open to anyone in the state. It will be on the Hemet campus and there will be Moodle work to do as well.

Nohora: If you have staff participate, there is work they will have to do. Be mindful that you would have to allow the time for them to participate and it will be approximately 20 hours for them to receive the certificate. I will be paying my teachers for extra duty. We need to be proactive and encourage staff to attend and compensate them for the time they spend on the activities. It will show our support by representing. They have to set up an account and register. Blair will send out the link again.

XII. Review final 23-24 CAEP Allocation:

Jasmine: Shared print out from fiscal to the leads to review. Check on any changes to make sure the narrative justifies the new allocation, and you can move those monies to what is best for your program. Remember the carryover restriction started in July of this year. If you are struggling, and you have money then you may benefit from some additional part-time support. If you need ideas, this is the time of the year to start brainstorming about different offerings to benefit your community. If you are wanting to expand then that needs to be brought to the table and proposed. We do have unallocated funds available.

Pauline: We are doing the medical assisting, but we don't have the EMT program.

Blair: We are hoping to have EMT in 2nd semester. We are working on how we need to be certified to be able to offer that. We are going to be looking at more startups.

Nohora: Our CTE can be a professional consultant object resource as K-12. They need to be certified in the subject they are teaching.

Pauline: Are we moving in the direction of charging our students?

Nohora: No. You can come to us with ideas of classes you are wanting to offer and we can see how we can assist.

Jasmine: We have been working in our logistics/trucking program, but it takes some time to get it all together, so we are hoping we have a partner to get that going. These things take time. We are looking at paying for the training so when the students are done, they will be employed.

Nohora: We are going to offer caregiver training and they will be employed when they are done. They need people in Hemet, San Jacinto, Riverside. We can connect with the person if you are needing funds. They do all the work. This is an idea we can tie in with the other pathways.

Blair: We are going to be doing an internship program for soft skills, interviewing and they will be placed in internships within the district. Food services, bus drivers...all of the classified positions. It was created for parolees a few years ago and needs to be updated.

Nohora: There is workforce preparation class funds available so if named that way, those funds could be made available.

XIII. Beaumont Medical Assisting CTE Program Proposal

Anthony: It is robust. We have the staff member; we have some of the supplies. We wanted to add something to the community that was free and needed. We have a lot of interest in it. We are excited to bring this into our area.

Nohora: You can create it as an intro, and we can work it into Pathways with 12 hours.

- Blair Bradley, Hemet, moved to approve Beaumont Medical Assisting CTE Program
- Lucie Gonzalez, RCOE, second
- All approved, so moved

XIV. Comment:

Lucie: We have some HiSet vouchers that we do not need so we will have some available and they expire at the end of June 2024. Will send out details on what is available.

XV. Adjourn:

- Ken Swanson, San Jacinto, moved to adjourn
- Pauline Garcia, Perris, second
- Approved, so moved

Jasmine Port adjourned the meeting 11:17 a.m.