



# SOUTHWEST RIVERSIDE ADULT EDUCATION

## Steering Committee

**Joyce Johnson**  
MSJC  
Co-Chair

**Lucie Gonzalez**  
Riverside County  
Office of Education  
Co-Chair

**Nohora Vazquez**  
Lake Elsinore USD  
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**Jasmine Port**  
MSJC  
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**Anthony Coronado**  
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**Steve Rausa**  
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Member

**Dr. Pauline Garcia**  
Perris UHSD  
Member

**Ken Swanson**  
San Jacinto USD  
Member

**Tim Dignan**  
Temecula Valley USD  
Member

**AEP Steering Committee Meeting**  
**Friday, Feb. 9, 2024 - 9:00 a.m. – 12:00 p.m.**

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

## MINUTES

### **Participants:**

Tim Dignan, David Schlotman – Temecula, Lucie M. Gonzalez – RCOE, Blair Bradley – Hemet, Jasmine Port, Nancy Carr, Miriam Brijandez– MSJC, Pauline Garcia – Perris, Steve Rausa, Michelle Smith – Murrieta, Nohora Vazquez – Lake Elsinore, Todd Peel, Ken Swanson, Sheree Langston– San Jacinto, Melissa Lee – Banning, Anthony Coronado – Beaumont,

### **I. Call to Order:**

Meeting called to order at 9:10 a.m. by Jasmine Port

### **II. Review/Approval of January 12, 2024 Minutes**

- Ken Swanson, San Jacinto, moved to approve minutes
- Tim Dignan, second
- All approved, so moved

### **III. Consortium Project Fund Balance – Spend Down by Dec. '24:**

**Jasmine:** Review budget to spend down by December 2024. We have this project pot of money.

**Nohora:** Just want us all to be aware of the balance of what we need to spend on consortium-wide projects. Consortiums used to have a reserve fund but now we have the project fund to benefit all the consortium. We will continue with this model if you want.

**Pauline:** As we begin planning for the next year and we have talked about expansion so not sure if this is where we would address additional funds for adding programs and need to know if this would be where I would look for that?

**Nohora:** We would fund start-ups, but your district would have to be able to sustain it and absorb those costs after it is implemented.

**Jasmine:** Yes, we can get you started.

**Blair:** Yes, those start up costs can be expensive.

**Jasmine:** Our marketing contract will end at the end of this fiscal year so we will be looking at maintenance costs for that.

**Blair:** We will likely have CASAS expenses this year.

**Jasmine:** There is also a GED conference in Long Beach that we are going to send some instructors to.

#### **IV. Pre-Apprenticeship Meeting Updates:**

**Jasmine:** At our last meeting we had Launch come and present on how they operate at the college level and that is a great resource but is limited. Tim mentioned registered apprenticeships. We can also do our own thing. Do we go into apprenticeships or stay at the pre-apprenticeship level. We met with the MSJC apprenticeship regarding opportunities for our adult students. They are trying to grow that network, and should our efforts be pre-apprenticeship and if our focus should be on those soft skills that we talked about, and she said that is important. At the college they offer a STAR program which teaches soft skills with content and curriculum for that. That could be where we capitalize first. The students have to take the class at the college. We had a follow-up meeting with Launch, and they communicated that if we wanted to create our own pre-apprenticeship programs, there is a lot of paperwork, and they would support that effort for us at no cost.

**Nohora:** They would support us in the hope that it would become successful so that later we can discuss whether that service they provide may in the future have a cost.

**Jasmine:** Our construction is registered with the state.

**Tim:** Go to apprenticeship and get in with them to establish pre-apprenticeships.

**Nohora:** We may be the start and then connect the students to Launch after they gain the skills, training we can offer. Not all students are at the apprenticeship level. We found an employer who is giving on-the-job training so if we do that it can possibly be registered as an apprenticeship program.

**Jasmine:** They also asked what industries we are looking to pursue so we need to identify what we want to start with first. We talked about health care, which is huge but hard to break in to.

**Nohora:** Launch is really wanting CNA.

**Anthony:** We have the space but its staffing.

**Jasmine:** What is the process?

**Anthony:** Placement when they are done is 100%.

**Blair:** So, the teaching cost of that is high so can we as a consortium feed into those funds for this type of valuable program? If we fund it from the consortium level, can we do that?

**Anthony:** I have an RN that oversees so that person can do that. I think we could potentially get it going quickly. CNA is a quick program.

**Tim:** There were some changes in the law, and it is my understanding the CNA is quick and they can be ready to go, and the job is in demand and maybe we can have more than one location.

**Jasmine:** Yes, we could support several locations.

**Pauline:** We talked about our expansion, and he asked me to connect with the CTE teacher at Liberty, so we are looking into it.

**Jasmine:** How hard is it to pass that test? We have our Intro to Health Careers so we could incorporate into that.

**Anthony:** They do need to their hours and pass the test.

**Nohora:** Launch is offering the curriculum, and they will be there to support the process and they have connections in the medical field. We need to have the staff ready to go. We need to look at this as a potential for the consortium.

**Jasmine:** They are also looking for auto and we have our Auto class, so we need to put our heads together and I like the idea about putting our programs together on these.

**Anthony:** We are hiring a full-time position and that could be something and we can oversee the program.

**Tim:** We need to connect with the HR offices at the hospitals, they need the CNAs, and they can connect us with teachers.

**Nohora:** In a Launch meeting we discussed that and that we need to connect with those people at the hospitals to find someone interested in teaching. They don't want to jump into anything until they see what our commitment will be. We have health pathways but what else do we have formally for a CTE pathway? We need to decide how we want to go and what direction we want to move.

**Blair:** Can I suggest we do move ahead with this pathway?

**Tim:** It sounds like we would what three spread out across our area. There is one in Santa Clarita so a discussion with them might be in order and Loma Linda is a teaching hospital. Temecula Valley Hospital is a large healthcare entity, but they all have needs for CNAs. We need to work with them for adult students looking for internships.

## **V. Community Forum Planning:**

**Jasmine:** We sent out the Save the Date. We have a location. Any suggestions for food?

**Blair:** Will send Nancy their event coordinator at Hemet.

**Michelle:** Suggested Carnitas Express but not sure if they do catering.

**Jasmine:** Please send us any and all suggestions. Also, we are looking for a format, what do we want to do? We reached out to the videographer and their quote was high.

**Nohora:** We may want to use them later, but we are not there now with our budget. So, we need to get some ideas on how we want to approach the format, so we have time to get this ready for April 1<sup>st</sup>.

**Jasmine:** We will discuss it in closed session, but we will be looking for speakers. We need to identify a Keynote speaker. I will ask VP Johnson to see if she could speak.

**Nohora:** If she was unable to do it, we will need to know right away who we could get to represent what we do.

**Jasmine:** Do we want CDE to speak? Do we use Carolyn Zachary – she would likely Zoom in due to the travel.

**Nohora:** Diana will come but we would like to utilize her at the PD event.

**Ken:** What about Jasmine and Nohora as keynotes?

**Nohora:** We will be doing some speaking. We will be coming back to the keynote.

## **VI. MSJC Counseling Support**

**Jasmine:** Thank you all for your patience. Moving forward, I asked the team to work on lists from each agency to be dispersed among counselors. To ensure students know that they can make an appointment. Please post the flyers to your agencies. Marlon will be dedicated to supporting this access for the consortium, so we need to get the word out. You can let him know what you need. Whatever activities you need should be sent to him. He is servicing the entire district. It starts now so let us know what you need.

**Nohora:** I haven't met him, but I had a need and he got right on it and made it happen. He will get familiar with what you need. He can inform students at the college.

## **VII. ASAP Renewal**

**Jasmine:** Please review the handout for the services we are looking to renew, \$106,548.

**Nohora:** We have ASAP, so we need to take advantage of this service if we are paying for it.

**Blair:** We use it for blasts and announcements but not for communication.

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

**VIII. Adjourn:**

- Ken Swanson, San Jacinto, moved to adjourn
- Tim Dignan, Temecula second
- Approved, so moved

Jasmine Port adjourned the meeting at 10:19 a.m.