



SOUTHWEST RIVERSIDE ADULT EDUCATION

Steering Committee

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Co-Chair

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Riverside County
Office of Education
Co-Chair

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Jasmine Port
MSJC
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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
Fri., Oct. 13, 2023 - 9:00 a.m. – 12:00 p.m.

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

MINUTES

Participants:

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

I. Call to Order:

Meeting called to order at 9:03 a.m. by Jasmine Port

II. Review/Approval of September 8, 2023 Minutes

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

III. Anew Project Presentation – Juan Arambul:

Jasmine: Introduced guest who gave a presentation.

IV. Murrieta Request for Funds:

Jasmine: Passed out a budget breakdown displaying what is needed.

Steve: Growing in this position, I asked for Michelle to join us in these meetings and when we didn't get our WIOA grant it was disappointing and we wondered why we didn't get it and they told us our agency doesn't fit what the requirements are and now we have made adjustments and will be good for a few years. We had a little trouble spending our surplus. I feel like we are pretty small but looking at WIOA and it covered what we needed there but now that we don't have that we started looking at what we could do to replace those funds. We looked at streamlining our registration process. We are down a teacher and an office clerk and we needed to hire a new clerk with two retirees last year. We realized that the people coming in for testing and we aren't meeting their needs.

We divided our registration packets into seven different languages. WE need just under \$16,000 to bring back Burlington and make the adjustments needed without the WIOA grant. This request would be a huge help for our agency. Helping us getting students enrolled and tested quickly which means we can do more in less time. After this we can prepare better for the future.

Michelle: Losing our clerk who handled most of the registration and it was more than we could keep up with doing testing.

Blair and Tim discussed needs for Burlington and how many students are involved.

Nohora: What exactly is the license renewal? How many students are licenses needed for and what number you need to start with, and you can work it to renew and transfer as needed.

Tim: I would recommend 120 licenses.

Blair: How is the Burlington being used?

Michelle: Each student would get a license and it is supplemental to instruction.

Steve: This is their core. It is their primary resource on the computer.

Nohora: Email Kim, our rep. for the area and she will send you a quote that includes everything.

Steve: Why the change in the figure?

Tim: Because your request was for 150 licenses, and you will need only 120.

Melissa: Who do you use for the translation service?

Tim: I would recommend ChatGPT or Google Translate to save some money.

- Tim Dignan, Temecula, moved to approve Murrieta request for funds for the two items in green, not to exceed \$13,441.54
- Ken Swanson, San Jacinto, second
- All approved, so moved

V. Data Professional Learning Community – Report Out:

Jasmine: Turn it over to our data gurus to report out.

Blair: Did a dive into the DIR and there is a lot of knowledge in that group and the amount of concern they have for the data. They really want to learn. There is lots of individual issues at each site regarding their data so if you are unaware of what is going on at your site then your data people may be having issues. Most all had issues and Nohora stepped up to help them. You all are responsible for the data integrity report and what is in that document. You need to know what is in that report. A lot of the problems are not necessarily data but the process at our agencies. It could be intake or processes that were set up that are driving the issues and not the technology. Please know this information and if you need help, reach out to me and Nohora.

Nohora: If you want to dig into the data, come to your admin. and start asking about the processes. The collection of the data is a process, and it is the protocol that you put into place. When people don't have SSN, how are they collecting data? They are saying it is very difficult. ASAP did not develop a system to input and transfer to TOPs. There are other ways to collect it but you need to be involved in that decision on how to obtain your data. The clerks are going to have to input an accumulated amount of information for reporting when it comes due. We can teach them ways to enter the information and what items are needed on your registrations. There are ways to input the data needed from other places, like ESL – English Learner, GED – low education. In your data meetings, check with them and know if they have issues or are good. WE can set up a meeting to help with your staff and Blair and Nohora.

Blair: Be proactive in checking on the data to make sure everything lines up. That is part of the data duties, but it is our responsibility. Drill down on where you are at. I am sending averages of where we are at in the data and what is missing so you can start looking at the DIR with knowledge to know where we are at based on statewide information. I will send the information to you so you can know as much as your data people know.

Nohora: Accountability and DIR goals on the CASAS website.

Jasmine: Important to check in with your data people.

Blair: And not having the data can affect your funding. Your data today is what you will need to maintain funding down the road. With CAEP being tied more to outcomes we need to get these things fixed so you can have clean data. Missing information will show up in the data and could affect your funding.

Michelle: Can we add this to our training?

Lucie: Our data staff are collecting but we as administrators need to know if the program is working and are we meeting our goals. If you are looking to making improvements, you need to know what is going on in your program.

Blair: Riverside consortium comes to the meetings with their DIR. We have talked about all of us needing to know what theirs looks like and you need to make sure that when your data people have questions, you need to know how to answer.

VI. Deliverables Reminder:

Jasmine: November 17 - The consortium will have to **certify the Member Budget and Work Plans** by November 17, 2023.

Nohora: Date will be processed on Oct. 31st. Please ask your data team if they are working on the survey.

VII. Comments:

Jasmine: Our fiscal accountant Lisette is leaving us, and Riana Seto will be taking over in the interim so we will refer to her to what we need.

Blair: We finished our Community of Practice and thank you Nohora and 4 from Hemet attended, we wish we would have had more.

Tim: Apprenticeship programs want adults not 18-year-olds. What can we do to prepare our Adult Ed students to be successful in those programs? There is a non-union apprenticeship who has horrendous retention rates so there seems like a missing link if we really want to change lives, we've got to get people livable wages. 51% of students in San Diego County are living below the poverty level. I know we need to improve our CTE programs and making sure they are getting jobs and they are livable wages. We need to be setting people up to get into those programs.

Blair: They need essential skills and Hemet is looking into internships for essential skills to make them more prepared for the apprenticeship programs.

Tim: We need to bring in people. We need to have workshops. Part of that is marketing. We need to look at other apprenticeships and show students the way to livable wages.

Jasmine: We are working with the Carpenter's Union.

Blair: WE have this pre-apprenticeship program and we only had 7 people show up for the CPR and that is a part of the program. We need to figure out how to connect and maybe we start with the field trip and then we add more skills.

Nohora: I reached out regarding apprenticeship programs to find out what industries we need to bring into our area. Some of the industries she mentioned, we don't have in place. It was a good conversation and she asked what we wanted so we need to bring them in and find out what we can do to build capacity in CTE. The CTE are not giving us the ROI.

Tim: If we do it right that is the most important thing we can do.

Blair: We look at the successful programs and need to mirror the programs that are working. We don't all have the space, but we can work together where all the agencies can resource. There are some constraints, but I would like to see us spend our money on this growth.

Tim: Yes, we need to have workshops and I will assist.

VIII. Adjourn:

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

Jasmine Port adjourned the meeting at 10:13 a.m.