



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
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
Fri., Jan. 12, 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, Miriam Brijandez, Nancy Carr, Joyce Johnson (virtual) – MSJC, Pauline Garcia, – Perris, Nohora Vazquez – Lake Elsinore, Ken Swanson, Sheree Langston – San Jacinto, Anthony Coronado – Beaumont, Steve Rausa, Michelle Smith – Murrieta, Melissa Lee – Banning, Sarah Kania – Guest (Launch Apprenticeship)

I. Call to Order:

Meeting called to order at 9:00 a.m. by Jasmine Port

II. Review/Approval of December 8, 2023 Minutes

- Ken Swanson, San Jacinto, moved to approve minutes
- Pauline Garcia, Perris, second
- All approved, so moved

III. Launch Apprenticeship Presentation:

Jasmine: Introduced Sarah Kania from Launch Apprenticeship for presentation. Sarah emailed presentation to Jasmine to share with the team.

Jasmine: Address question from Tim Dignan about using consortium funds for students who come through our program, can we assist with their transition to apprenticeship fees?

Miriam: The colleges have funding and grants for associated fees.

Sarah: We can come back after you have had a chance to review this information and present and address additional questions.

Nohora: It was good for us all to hear the presentation Jasmine and I had in December. They usually deal with college and the student will work at the college level in the apprenticeship program in the areas they have available. But we wanted to know if there was something we can do, for example, soft skills and they are interested in that possible opportunity. They would be the ones who would establish the pre-apprenticeship standards and work with us on what they are looking for regarding their program.

Blair: Our program is doing something similar.

Jasmine: We are looking to them for the employer piece since that is something that falls on us as a consortium. We will work with the experts and job developer at the college. More research is needed, and we feel it is important for our region. Let us know of any questions as we will be following up.

Tim: How many DIR registered apprenticeships are available in the state?

Nohora: Our programs also are considered pre-apprenticeships.

Tim: What we are finding is the need for students to have professional skills for these employers and these programs.

Blair: If we wanted to do the training for all, they have modules to train for those skills and there is a college version and a high school version.

Tim: There are union and non-union opportunities.

Jasmine: We are working on our model and our transitions are not as high as we would like them to be.

Tim: Some of these are connected to colleges and some of them are not but we need to be connecting our students to all these programs. There are resources there that they don't even know exist. Most of the programs are free. The employers pay the apprenticeship fees to either the union or the state but most of these are free. The non-union are perfect for the adult students.

Nohora: I think we need to really look at the soft skills and we need to be training the students on the professional skills. Maybe this is our place to teach those skills in the context of work and them moving into something like this and we can connect the students to the resources that are available. We have to be in a position where these programs want to take a chance with us.

Jasmine: We have a college and career planning class, and we can use that as a transition for these students. We can tailor that in the way we want to go.

VI: Community Forum Planning:

Nohora: We are planning the event for Hemet on Friday, May 3, 2024. We will start working on the content and show the community our accomplishments through videos or testimonials.

Jasmine: We have the opportunity to plan the format and want your feedback.

Melissa: It's always nice to hear from the students.

Blair: We may need a template to coordinate presentations. What each member will talk about. I want to talk about data.

Nohora: We can define topics that we want to cover. We can present enrollments, offerings but in the way we present it could be in picture or video.

Blair: We can have the data tell a story.

Nohora: We could each prepare a video and then we can each summarize what we do.

Lucie: The community forum has been more of a celebration and maybe keep us focused on that idea. What makes students feel great about their programs?

Pauline: I like the idea of telling stories and maybe if we do share details and data. We all have those things at our sites that we are really proud of. Before Covid, we mixed it up and had speakers and video coordinated for the presentation.

Jasmine: We can work on creating something like that again. We have the date, the location and someone who can support this type of presentation.

Lucie: I like the idea of the stories too.

Steve: We have a great story to share.

Nohora: We will continue with the conversations. Once Nancy sends out the Save the Date be sure to share that with your staff so they can get it on their calendar. You can process funds for your staff to attend but please get that done in advance.

V. Instructional Team PLCs:

Nohora: In the three-year plan we wanted to build in admin. and data, and we are having our monthly meetings. They have been very beneficial to the team. Our data technicians are getting in the team mode and are working together, and they have resources among each other for help. We would like you to have one lead teacher that represents the instructional part of your school come together like we did with data and implementing standards to support them. We will create a form for you to provide who you want to represent your program. We are going to start with GED and then also do an ESL group. We are holding off on CTE for now. The teachers will be paid for extra duty. If you need support for the compensation, let us know. The meetings will be on Zoom

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VI. Fiscal Approvals:

Nohora:

- Tim Dignan, Temecula, moved to approve Murrieta request for funding for additional \$168.46 (Total approved- \$13,610.00)
- Ken Swanson, San Jacinto second
- All approved, so moved

Approval of additional Nohora Vazquez co-director compensation – Fixed Costs

- Tim Dignan, Temecula moved to approve \$663.40 request for additional funds to cover fixed cost as part of her compensation
- Ken Swanson, San Jacinto, second
- All approved, so moved

Approval of additional Jasmine Port, co-director compensation – Fixed Costs

- Blair Bradley, Hemet, moved to approve \$908.40 request for additional to cover fixed costs as part of her compensation
- Ken Swanson, San Jacinto, second
- All approved, so moved

VII. Comments:

Nohora: Marketing discussion on improvements to the website and member contributions to the site.

Jasmine: We had a meeting with our counselors and what we need from the leads on a weekly basis, provide us a list of students that need to be seen by a counselor. Our counselors will be following up on that. We are moving to implement on counselor at the college who will be the coordinator between our counseling team and consortium member agencies. We are implanting 'Next Steps' workshop which is mandatory for our students, and we want to encourage your students to attend as well.

VIII. Adjourn:

- Blair Bradley, Hemet, moved to adjourn
- Tim Dignan, Temecula, second
- Approved, so moved

Jasmine Port adjourned the meeting at 10:21 a.m.