Steering Committee

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Riverside County
Office of Education
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Co-Director

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MSJC
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Hemet USD
Member

Anthony Coronado
Beaumont USD
Member

Morgan Quick
Murrieta Valley USD
Member

Dr. Pauline Garcia
Perris UHSD
Member

Ken Swanson
San Jacinto USD
Member

David Schlottman
Temecula Valley USD
Member

AEP Steering Committee Meeting
Fri., December 13, 2024 - 9:00 a.m. – 12:00 p.m.

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

MINUTES

Participants:
Blair Bradley – Hemet, Jasmine Port, Nancy Carr, Miriam Brijandez, Marlon Hernandez – MSJC, Nohora Vazquez – Lake Elsinore, Pauline Garcia – Perris, Ken Swanson, Todd Peel, Aida Polanco – San Jacinto, Anthony Coronado – Beaumont, Melissa Lee – Banning, David Schlottman, Chris Rivard – Temecula, Nicole Ramirez - RCOE

I. Call to Order:

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

II. Review/Approval of November 8, 2024 Minutes:

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

Anthony Coronado, Beaumont, noted that there needs to be a correction to the November minutes where Pauline Garcia is indicted as from Banning and that needs to be corrected to Perris

- All approved, so moved

III. Agency Landing Pages:

Nohora: We want to update issues on our landing pages with the asks from the marketing company to get what they need to meet timelines for the ongoing development of the website. We need to define some additional items; 1) the registration process – there will be links on our website on how to register at each agency. There will be a link to take the students to each agency to complete their registration. There is some confusion in the landing pages that takes them to your website where there is a menu of classes. You will want to fix that on your end so all they see are your free classes and not all the fee-based classes in your agency. We need the link so that the students land on your direct registration form. 2) Need to indicate what is fee based and what is free for CTE offerings. Checking with each agency to get their current fee-based and free classes to provide to web developers.

If you have access to the website from your own website to go directly to the free classes, that is what we are looking for. The fee-based classes can be represented on your page, but students need to get to the free classes easily.

IV. Consortium Survey Updates and Timeline:

Jamine: We are still working on Survey Monkey to bring that onboard. We are shooting for Spring '25 with our planning and getting that in place. We are looking to implement it in February '25. More to come.

Nohora: There is a folder in Google Docs that has a sample survey. We will print the survey for the RCOE students and provide hard copies. Right now, we are building the sample and once Survey Monkey comes on board, they will take our sample and assimilate it into their program so we can aggregate the data for the consortium. We can work with customized questions if any agency needs that.

Nicole: With RCOE, what if they don't complete anything, do we still need to do a survey?

Blair: They can opt out of the survey.

Jasmine: We send this out as a program quality survey.

Pauline: Do we want to ask on the form if they want follow up?

Nohora: If you are already collecting the data, then students moving to other areas is represented and gives us and Marlon an action plan. They could provide their email if they want to be contacted.

Blair: We collect this data coming in to provide to Marlon.

Nohora: This can be a back up to other surveys that you are performing. We can add categories as desired to tailor this survey to all members wants/needs to capture the data.

V. Three Year Plan Timeline:

Jasmine: This is our big project going into Spring. We want to look at the timeline. We are asking the team to be mindful up until our June retreat, so we are going to be using our monthly meetings to cover the three-year planning focus. To develop our goals, we need to do assessments and focus groups, so we are looking at doing that again. Who could be part of your groups that could be involved in one of the focus groups? They will develop questions. We have the Community Forum in May and then in June we will put the final touches on the three-year plan at our retreat. We can create focus groups to meet scheduling needs for your team. MSJC can be a centralized meeting place, as well as Zoom.

Nohora: We want you all at the table. We need to show that there was enough stakeholder input in the three-year plan. Starting now will make it more manageable. When we come back in January, we need to start identifying who will need to be involved and provide input, that is what we need. We will want to include our partners also. If you are working with someone in your district, then that could be someone we can invite into the focus group and they can become a partner so we want to bring them to the table.

VI. <u>Transition Specialist Agency Data</u>

Jasmine: The consortium transition data goes into a form. We want to make this accessible, your agency will receive the outcomes data monthly. Then that information is in your hands. We want to make sure that you are keeping track of your outcomes.

Marlon: Some students have been doing double registrations, but I have served the referrals that have come into the system. Out of 193 so far 57 have received WIOA services. I will be giving you a monthly report going forward to show you how many students you have seeking and receiving assistance. If some agencies need it bi-weekly, that can be accommodated and those agencies who don't need it that often can still get it monthly.

Jasmine: Marlon's work will be picking up going into Spring. Please keep in contact with Marlon on what your needs are.

VII. <u>Comments:</u>

Melissa: Requesting $3,547.43 for Chromebooks.

- Ken Swanson, San Jacinto, moved to approve funding request for Banning to cover the costs to purchase 6 Lenovo Chromebooks for the Banning Adult School to support students with CASAS testing and instruction in the classroom.
- David Schlottman, Temecula, second
- All approved, so moved

VIII. <u>Adjourn:</u>

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

Jasmine Port adjourned the meeting at 10:35 a.m.