



SOUTHWEST RIVERSIDE ADULT EDUCATION

Steering Committee

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Riverside County
Office of Education
Co-Chair

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MSJC
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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., April 12, 2024 - 9:00 a.m. – 11:00 a.m.

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

MINUTES

Participants:

Julie Carter (virtual) – RCOE, Blair Bradley – Hemet, Jasmine Port, Nancy Carr, Miriam Brijandez – MSJC, Pauline Garcia – Perris, Steve Rausa, Michelle Smith – Murrieta, Ken Swanson – San Jacinto, Anthony Coronado – Beaumont, Melissa Lee – Banning, David Schlottman – Temecula, Lenore DeJesus – CFLC

I. Call to Order:

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

II. Review/Approval of March 8, 2024 Minutes

- Ken Swanson, San Jacinto, moved to approve minutes
- David Schlotman, Temecula second
- All approved, so moved

III. Community Forum Planning:

Jasmine: We want to touch base since this is the last meeting. Check your invite lists and get your invites sent out. Consider faculty, classified staff, administrators or leadership. One of our priority items is to fill your seats. Students can even be a powerful beacon of what we do. Email Jasmine the name of your speaker for planning. Encourage them to RSVP. The three items we need for the forum are, first, your presentation and we will go in order by slide order. Three for four-minute presentation. There were goals sent out for you to choose from to speak about. I will make sure the overall presentation is cohesive but won't make changes to content/topic.

David: So we need to focus on the topic we've chosen?

Jasmine: The format will be VP Johnson giving welcome message, we will introduce leads and then Anthony's superintendent will give a speech. Then we will go into master presentation and Nohora and I will introduce what we do. You will speak and after you speak, your guest speaker will come up.

Anthony: Should we add a slide with the speaker's name or picture during their speech.

Jasmine: Yes, that would be nice so leads we want to add the speaker slide so be sure to provide that slide with your other information. Susan Ingle from Temecula will be retiring and that can be mentioned during your presentation. Any questions about the master presentation? Regarding your agency highlights. Second, we are going to have banners that will highlight your numbers on a fact sheet. You will get an opportunity to speak about your agency's accomplishments in a gallery walk. Guests can do Q & A. Third is trifold from student input that will sit on the tables. We will need to get these in to allow enough time for production. If you need support with any of these items, let us know.

Blair: What is the layout. We need to have everyone there early to help with set up.

Jasmine: Start of event is 8:30-9:00 with people arriving and getting their breakfast. We will start around 9:10 and the event runs until noon. We want the student stories on the trifolds.

Blair: People will remember the student stories. Can we set the date in June for the next year to be able to get on people's calendars way in advance.

IV. Budget Updates – Unallocated Project Monies and Fiscal Lead:

Jasmine: Just wanted to give budget updates for funds that will expire in Dec. 2024. Unallocated \$119,551.20 is the balance of our project money. The renewal of our marketing will be part of that but if you have any startup costs, we can look at those for spend down. There is a proposal for the marketing and we will cover that at our meeting in June. We reached out to the video marketing firm that presented at a previous meeting, Juan and it is pricey but is something we can use to spend down some funds on a project like that in the future.

Fiscal Lead spend down is \$140,723.43. Fiscal lead projects are to support the consortium as a whole. We need to think about what will value the team in our spend down so we will want to discuss this at our retreat in June.

Blair: What pot pays for counselor, Marlon. Are we limited to hiring him full time? He is really good and his response is great and working with the students.

Jasmine: MSJC pays for all of the costs for Marlon. We may want to discuss that as an expenditure that benefits the consortium as a whole. He is now working fully for the consortium vs being on our campuses. That might be something we as a consortium could pay for. It is great that he is working out with this format and giving more of a counseling presence at your site. We want to work him into being at your location several times throughout the month.

Anthony: I like that he knows the resources to offer the students.

V. Retreat Planning:

Jasmine: We don't have a May meeting because of community forum so we are planning a retreat in June. We will need all participants and will be working on our three-year plan for next year. We will need to talk about budget spend downs. Does Friday June 7th work? How about Friday, June 21st? I will send out a Doodle Poll to narrow down a date for the retreat. We also need to update our bylaws to address the changes to carryover.

We need to approve a budget for this.

Jasmine:

- Ken Swanson, San Jacinto, moved to approve NTE \$2000 for lead retreat
- Blair Bradley, Hemet, second
- All approved, so moved

VI. Fiscal Approvals:

Jasmine: We sponsored a table last year at the CFLC fundraiser and we would like to support at the consortium level.

- Blair Bradley, Hemet, moved to approve request to sponsor table at \$675.00
- Ken Swanson, San Jacinto, second
- All approved, so moved

Steve: Cost of CASAS Summer Institute for two staff members.

- Blair Bradley, Hemet, moved to approve request to sponsor two staff members from Murrieta Adult School at \$3,368.14
- Ken Swanson, San Jacinto, second
- All approved, so moved

Melissa: Cost of CASAS Summer Institute for four staff members.

- Ken Swanson, San Jacinto, moved to approve request to sponsor four staff members from Banning Adult School at \$10,072.00.
- Anthony Coronado, Beaumont, second
- All approved, so moved

Lenore: Shared information on CFLC and how they partner with water district and also masonry coming up in the summer to provide information for students to move into jobs and pre-apprenticeships. We work with youth in many areas, interviewing, dressing for success, resumes and it's all about young people and getting them in the workforce and also MSJC. We have an event with young people working with art and journaling and SJC campus allows us to display our young peoples work. We want to open doors for them – it is for age 16 to 24 youth.

VII. Adjourn:

- Ken Swanson, San Jacinto, moved to adjourn
- David Schlotman, Temecula, second
- All approved, so moved

Jasmine Port adjourned the meeting at 10:07 a.m.