



**CAPE Steering Committee Meeting
Friday, February 6, 2026 - 9:00 a.m. – 12:00 a.m.**

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

Participants:

Jasmine Port, Miriam Brijandez, and Eileen Vargas-MSJC, David Schlottman and Chris Rivard-Temecula Valley, Todd Peel, Melissa Lee-Banning, Victor Gomez-RCOE, Nohora Vazquez- Lake Elsinore, Pauline Garcia-Perris, Marlon Hernandez-Professional Expert, Morgan Quick-Murrieta, David Ramirez-Perris Union, Anthony Coronado-Beaumont, Blair Bradley-Hemet, Lenore DeJesus Children Family Life Center, Markus Maldonado-RCOE

I. Call to Order

Meeting called to order at 9:15 a.m. by Jasmine Port as she greeted attendees.

II. Roll Call

Roll call was conducted. Members from various institutions confirmed attendance, listed above.

III. Approval of Jan 9, 2026, Meeting Minutes

Jasmine: Initiated the discussion requesting approval of January 9, 2026, Minutes

Melissa motion to approve

Morgan seconded the motion

All approved, so motion carried

IV. Fiscal Approvals

a. CASAS Summer Institute

- Banning Adult School – CASAS Summer Institute
 - Approved \$7,062 for two staff (registration, lodging, salary).

Morgan motion to approve
Blair Second the motion
All approved, so motion carried

- Murrieta Valley Adult School – CASAS Summer Institute
 - Approved \$5,000 for two staff (registration/travel, no salary).

Blair motion to approve

David seconded the motion

All approved, so motion carried

b. Digital Literacy Class Pilot – Northstar Curriculum

- Digital Literacy Pilot – Northstar (Murrieta)
 - Proposal for \$6,088.24 discussed.
 - Decision: no vote; requestor to revise with clear timeline and CAEP funding-year alignment and resubmit.

c. General Fiscal Reminders

- Jasmine reminded agencies that the consortium continues to support:
 - Project startup costs
 - Conference attendance (e.g., CASAS)
 - Other strategic, one-time investments tied to Consortium goals

Blair motion to approve

David seconded the motion

All approved, so motion carried

V. AirTable Update

Nohora Vazquez introduces the topic, with input from Marlon and Blair.

- Airtable transition tracking is live; all designated staff have completed training.
- Roles:
 - Registrars enter students, verify outcomes, and record in TOPSpro/ASAP.
 - Transition Specialist (Marlon) provides transition services and documents for transition goals and services.
 - Admins have view-only dashboards to monitor counts and bottlenecks.
- Status flow: New → In Progress → Pending Verification → Pending TOPS Upload → Verified Outcome.
- Clarification: the current “outcome achieved” field = service provided, not a verified transition.

- Action: Nohora to rename field (e.g., “Transition Service Provided”) and issue brief guidance on verification and TOPS entry.

VI. **Community Forum Planning**

Nohora Vazquez and Jasmine Port introduce the topic, with full group participation.

- Forum fulfills CAEP requirements: report progress on 3-year plan and gather public input.
- Agreed structure:
 - Welcome & overview of Consortium and Adult Education.
 - Three-year plan update + QR-code voting on next-step priorities.
 - Student spotlights (live and/or video).
 - Gallery walk with rotating groups visiting:
 - ESL / Citizenship
 - High School Diploma / GED
 - Transitions & Support Services
 - CTE / Workforce
 - CTE showcase by industry sector (e.g., CDL, welding, MA, nursing, construction, child development).
 - Closing & recognition: one highlight slide per agency, partner slide, and Call to Action on adult ed advocacy.
- Logistics:
 - Attendance capped at ~100; 7 seats per agency (includes leadership, presenters, and students).
 - Room leads/facilitators assigned (ESL, HSD/GED, Transitions, CTE).
 - Nohora to provide: RSVP updates, slide template, and student script/prompts; agencies to confirm student + teacher presenters and manage travel

VII. **Consortium Orientation Models**

Jasmine introduced the topic in response to a request from Victor (County Office/DRC) regarding intake/orientation models.

- Blair described Hemet Adult’s model:
 - In-person paper registration;
 - Mandatory group orientation (motivation and self-efficacy focus);
 - Separate day for CASAS testing, intentionally spaced to gauge persistence.
- The group agreed that while these models are effective in open-enrollment adult schools, they cannot be directly transplanted to captive or court-involved populations (DRC, court schools).
- Plan for next meeting:
 - Each agency will prepare a brief outline of its intake/orientation process (key steps only).
 - Victor will present:
 - The specific student populations he is focused on; and

- Where he wants to strengthen orientation and retention.
- Goal: identify orientation components that could be adapted for DRC and other COE programs.

VIII. **Comments**

- Advocacy: Blair stressed the need for continued advocacy for adult education funding, given uncertainty in the broader funding environment. This theme will be incorporated into the Community Forum called to Action.
- Airtable Communications: Marlon reported some students were still unsure why he was calling. Agencies agreed to:
 - Introduce Marlon by name during orientations and high-transition classes; and
 - Provide flyers or brief explanations so students expect his outreach.
- Program Promotion:
 - Lenore will send phlebotomy program details and other offerings to consortium contacts for distribution.

IX. **Adjourn**

Jasmine thanked members for their collaboration and reminded them to continue promoting and preparing for the community forum.

Melissa motion to adjourn

Morgan second

All approved, so motion carried

The meeting adjourned at 11:59 a.m.

Participants were invited to take refreshments as the meeting concluded.