



CAPE Steering Committee Meeting
Fri. October 10, 2025 - 9:00 a.m. – 12:00 a.m.

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

Participants:

Miriam Brijandez, Jasmine Port, Eileen Vargas-MSJC, Blair Bradley-Hemet, Anthony Coronado-Beaumont, David Schlottman-Temecula, Todd Peel and Ken Swanson-San Jacinto, Melissa Lee-Banning, Morgan Quick-Murrieta, Victor Gomez-RCOE, Pauline Garcia-Perris, Marlon Hernandez-Professional Expert, Ruth Stanton-CFLC Planet Youth, Lenore DeJesus-CFLC Planet Youth

I. Call to Order:

Meeting called to order at 9:09 a.m. by Jasmine Port

Jasmine: Welcomed everyone, acknowledged the quorum and conducted a roll call.

II. Fiscal Approvals

Jasmine: Initiated the topic and opens the discussion for those looking for funding support to cover PD and more.

Morgan: I have two payment installments for Survey Monkey, the first is \$554.80, and the second is for \$1350.00

Jasmine: Team if you recall our last meeting, we spent down on this. The pot we had was going to expire for unallocated project monies December 25. Between PD, our reduced marketing contract, all of that expended, I'm thinking \$14,000.00 pot of monies going into the new fiscal year. Our next pot of monies is \$125,000. Remember, we discussed that and want to get ahead of that in terms of viable projects or what we need to expend on. If not the plan is to divvy up and spread across the consortium, keep that in mind. Reminders, Nohora will be sending steps for program error and hours report. This is due at the end of October 2025. Immediate reminder, make sure everyone has submitted their budget work plan.

Jasmine: Team, can I have a motion to approve Marietta's request for funds to cover Survey Monkey.

- Ken motion to approve
- Pauline second
- All approved, so motion carried

III. SRAE All Consortium PD Planning

Jasmine: Introduce the subject and starts with the breakout section grid. We already have 90 RSVPs, I will close the RSVP on Oct 16, 2025. This event is from 4-8 pm, 3:45 for check-in, event starts at 4:00 p.m. From 4-5p.m. will be all group work, starting with an ice breaker (commitment wall) to start the segway into speakers. I have GED faculty, does anyone have a student or classify speaker, I have someone for instruction? Provide a student and classified staff for a speaker by Wed next week. If not, Nohora and I will find folks. They will talk about their power for the fill good section.

Blair: The session is hinging, systems thinking. Matt will go over this with everyone. What is a system, a restaurant is a system, think about the adult school as a system. If our system is a mess, we will get a mess. If we have a good system, we will have good results. No one person can see an entire system. People have needs, systems have problems. The five “whys” route to solve.

Jasmine: That first hour is all group, we are going to do our feel good, superpower, and icebreaker. We will have our student, our classified and our instructor speakers the first hour, 5-6p.m. will be dinner and networking, then 6-8 breakout session broken up onto different program areas. Will greatly need lead support for breakout sessions. For “Support Personal” Pauline and Melissa, “Counselor/Point of Contact” Miriam, Nohora, “ESL” Anthony and Morgan, “HD” Blair and David, “GED” Jasmine and faculty members, “CTE” Victor and Ken.

Victor: Do we have to stick to these points or can we adjust.

Jasmine These are just ideas of what needs to be covered. All our groups will be from 6-8 pm. Elii for ESL, GED MSJC instructional system, we all have the meat to our session but we also need support. Attendance is the big system error. Presession is 25-40 min as the opener then segway to your main topic. Frame what you're doing and set the tone for 5 minutes. We will provide data, small group reflection, We don't want a crazy venting session we want to keep our teams focused on super hero system. I will not dictate, we are all practitioners, these are just suggestions. Do you understand concept? open for questions or concerns.

Blair: Every single group must address retention and attendance so we can get insight from all groups as this is the biggest problem. Less focus on solutions and more on systems that we need to be worked on.

Victor: A lot of these teachers that will be attending have an understanding of what we all offer as a consortium.

Blair: That is what we want, that is the problem in the system and not the solution.

Jasmine: We may need to bring in someone from outside that can see the system and the problem. We seen it at the most recent summit and I am sold. We need more structure and less mess. Be sure not to open the floor for the unknown. Offer support if needed and wanted she can step in but ultimately, it's up to the assigned

Jasmine: Released everyone into their groups to plan for PD at 10:25 a.m.

IV. Comments

Jasmine: opened the floor for comments, Marlon do you have anything for the team?

Marlon: We have a total of 177 students so far, around 17 of them have done transition. 14% is college transition. 2% are work referrals, and 1% is programs we share within our consortium. To improve these numbers please let your students know to be expecting a call from me. We did have some that did not take the call thinking it was a scam or spam caller.

Blair: Nohora had requested we send the students with 30 credits or less and you would reach out to them. Some said you did reach out to them but you advised them to reach out to Yalonda now we are all confused.

Jasmine: As a reminder, our transition specialist model is changing this year. Marlon is no longer pushing into your sites on a weekly basis. It will be tailor made and it will be for specific needs. We are asking each agency to provide those targeted list for students in high transition zones. HSD within 30 credits toward graduation and ESL advanced students. As we move into Airtable, this will be our hub to see these live numbers and all the work being done across 10 agencies. Marlon will be working on those lists specifically and his work is being done at Lake Elsinore or MSJC no more drop-ins for general assistance; he is to focus on those viable transitions like referral to college, apprenticeship programs or jobs. For housing insecurity, transportation, childcare and just general resources, we are working on a consortium hub of resources that will be available across the region.

Morgan: As far as high level ESL with a diploma, do they need a diploma?

Jasmine: That is something you and your team will have to determine with or without a diploma. Are they trying to further their education or get a job; both put on the list. Also, Intermediate ESL that are seeking employment can go on the list.

Marlon: I still have students reaching out through the old process and after hours, but I am one counselor covering consortium and working with that 14%, so I have not had time to reach back out to them staying in my allowed work hours. I will be providing the resources to the students and letting them know to complete all steps before reaching out to a counselor.

Jasmine: Marlon will be targeting these students. He will send them what they need to apply, but he will not hold their hands through the process. Your agency may be able to take over after that point for more hands-on help.

Anthony: Craft Hill is closer for our students; I had one that was looking for nursing or RN and wanted to do dual enrollment and the steps to meet somebody there were fast. It was easy to find, and he was set in two days. For MSJC the process is harder and longer for the students and that is where we run into issues when they have easier options. How do we get there?

Jasmine: We can approach this by having adult ed student focused FAFSA application workshops online or in person across the consortium.

Blair: Once we get Airtable up and running, we will be proactively referring students for specific reasons to Marlon and we can let them know he will be reaching out to them.

Jasmine: Correct, that is the model; that is where we want to be once we get through this phase of the process.

V. Adjourn

Jasmine: Called for a motion to adjourn.

Morgan: Seconded.

All approved: so, motion carried

Jasmine: Meeting adjourned with well wishes for the start of the semester.

Jasmine Port Adjourned the meeting at 11:35 a.m.