



CAPE Steering Committee Meeting
Fri. January 9, 2026 - 9:00 a.m. – 12:00 a.m.

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

Participants:

Miriam Brijandez, Eileen Vargas-MSJC, Chris Rivard-Temecula Valley, Todd Peel, Ken Swanson-San Jacinto, 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

I. Call to Order:

Meeting called to order at 9:11 a.m. by Nohora

Nohora: Welcomed everyone, introduced the agenda, and conducted roll call.

II. Dec 12, 2025, Meeting Minutes Approval

Nohora: Initiated the discussion requesting approval of December 12, 2025, minutes.

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

III. Community Forum Planning

Nohora: Introduces the subject

a. Outlined plans and logistics for the May 8th Community Forum at MSJC Temecula Valley Campus, confirming the event time (9:00am–12:00pm).

b. Discussed RSVP process and participant invitations, including dignitaries and district support. (Please bring ten people including one to two staff, one to two students, and the remaining spots for district partners)

c. Planned student involvement and the Gallery Walk featuring four pathways: ESL, High School Diploma, Transition, and CTE.

d. Discussed program, student spotlight, agency recognition, and participation of community partners.

e. Key points included maximizing student voice and hands-on demonstrations, event flow, logistics (space, timing), and technical platform (AirTable for data).

IV. Fiscal Approvals

Nohora: Introduces the subject

a. Reviewed the current status of 2024-2025 fiscal year savings and the need to submit requests using the 2425 form.

b. Discussed upcoming and pending fiscal requests, such as CASA Summer Institute attendance and program-specific needs.

c. Reiterated need for detailed requests, including activity, amount, dates, and supporting documents.

d. Provided advice on digital literacy investments (e.g., NorthStar licenses) and budget strategies.

V. Other

Nohora: Introduces the subject

a. Agency updates were shared, including program enrollments, program launches (CMA, Child Development), and new initiatives.

b. Discussed strategies for student recruitment and retention, resource challenges, and status of counselor teams.

c. Explored partnership opportunities with local agencies and the Building Trades Council.

d. Addressed logistics for staff and student participation at the Community Forum.

VI. Comments

Nohora: Opened the floor for comments

a. Members contributed feedback on forum structure, logistics, and student engagement.

b. Discussed recognition of agencies, slideshow content, and plans for community and dignitary participation.

c. Concluded with agreement to work on action items and timeline updates.

VII. Adjourn

Ken: Called for a motion to adjourn.

Morgan: second.

All approved: So, motion carried

Nohora: Meeting adjourned with well wishes.

Nohora: Adjourned the meeting at 11:39 a.m.