



SOUTH BAY
ADULT EDUCATION

CAEP Advisory Committee Meeting Minutes

DATE: JUNE 2, 2026

TIME 2:00
PM

LOCATION: ZOOM

Co-CHAIRS	Crystal Robinson	Dr. Jay Marquand			
ATTENDEES	Virginia Mendoza	David Taylor	Chris McGraw	Dr. Georgina Meza	
	Sara Garcia-Salgado	Andrea Aragoza		Dr. Heidi Bergener	
NON-ATTENDEES					
HANDOUT(s)	- Advisory Committee Meeting Minutes Coming Up SUHSD AE Spend Down Report				
	Welcome and Introductions Public Comment: None Review/Approval of Minutes: – Approved without corrections. Consortium Update Virginia provided an update on the consortium’s current objectives. She proposed that the team continue focusing on the primary objectives identified last year, including: CCC Apply Support: Continuing presentations and student support. Articulated Classes: Monitoring how many students earn college credit through Southwestern College. Pathway Mapping: Continuing work on mapping CTE courses from adult schools to Southwestern College to ensure seamless transitions for students. Annual Plan The annual plan is due in NOVA on August 15. Crystal requested that the executive summary be placed in a Google Doc so members can edit their progress reports. Classroom Visits Andrea and Noel reported on recent visits to articulated courses at four adult school sites. Presentations focused on college options and student education plans; students were highly engaged, often asking questions beyond the scheduled time. Noel provided QR codes for easy contact. Beginning-of-semester visits will focus on ensuring new adult education				

students receive their Southwestern College IDs immediately. There is an ongoing need to develop better data tracking for students moving from adult education into college programs.

Coming Up

July 15: Quarter 4 final TOPS student data report due.

August 15: Annual Plan due in NOVA.

September 1: Quarter 4 member expense reports and certification of allocation amendments due.

September 30: Next school year's budget due; CAP TAP will take a snapshot at 11:59 p.m. to determine carryover balances.

October: Quarter 1 TOPS data and the employment earnings survey are due.

- **Budget Updates**

Virginia reported meeting with the finance team to separate the three different budgets and identify the 23-24 balance. Crystal noted a necessary allocation amendment of \$130,000 for Southwestern College.

- **SUHSD AE Spend Down Report -**

Dr. Marquand presented the spend-down report for Sweetwater, highlighting approximately **\$524,000** in upcoming technology and equipment purchases:

Owl Cameras: \$188,296.27 for classroom cameras to support "HyFlex" learning.

Anatomage Tables: \$336,189.26 for three 4K virtual reality medical tables.

- **Member/Curriculum Update**

CUSD:

The school is closing the year and finalizing Registered Behavior Technician certifications.

SWC:

Summer/fall schedules are now available online and in print. Summer classes begin next week including a pediatric CPR class and Alzheimer's/Dementia training. New non-credit automotive programs for dealership service and parts positions were also highlighted.

SUHSD:

Graduation: Successful graduation ceremonies for all four schools were held yesterday at the new Bonita Vista High School stadium, featuring live-streamed drone footage.

Fiscal Year End: Finance teams are closing out the year by June 30, settling professional development and extra duty claims.

	Consortium:	
	The group discussed utilizing the Edlio app to distribute registration dates, flyers, and promotional videos to students and counselors.	



CORONADO ADULT EDUCATION



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SWEETWATER UNION HIGH SCHOOL DISTRICT



SOUTHWESTERN COLLEGE