



SOUTH BAY
ADULT EDUCATION

DATE: APRIL 25, 2025

TIME 1:00 PM

LOCATION: CHULA VISTA ADULT SCHOOL

Co-CHAIRS	Dr. Megan Battle	Dr. Vernon Moore	Silvia Cornejo	
ATTENDEES:	Crystal Robinson	Virginia Mendoza	Dr. Jay Marquand	Sara Garcia-Salgado
	Erica Dibello-Hitta			

HANDOUT(S) [CDC Minutes 12.8.21](#)
[2025-2026 CFAD Draft](#)

- **Welcome and Introductions**
- Public Comment: Erica Dibello-Hitta inquired about the carryover, noting that there doesn't appear to be a line for interest. She asked whether the funds are currently accruing interest. Dr. Moore stated that he would follow up on the carryover topic.
- **Adoption of Minutes:** [December 6, 2024](#) – Approved with no corrections.

Motion for approval made by CUSD, seconded by SWC. Motion carried unanimously.
- **Action Item – Approve 2025-2026 Consortium Fiscal Administration Declaration**

Virginia presented the [2025-2026 CFAD Overview](#)

SWC requested that the answers for questions #17 and #19 on the [CFAD](#) be revised to indicate that we are in the process and conditionally approved, and to include pages 3-4 of our Bylaws. Virginia will make the revisions and send the CFAD to CDC members for final review.

Motion for approval made by SWC with the revisions identified, seconded by SUHSD. Motion carried unanimously with proposed revisions.
- **Carryover Written Expenditure Report Update**
 - CAEP TAP conditionally approved the plan due to missing timelines. Virginia will be meeting with all districts separately to gather the information needed. SUHSD has provided most of their timelines.
 - Clarification is needed on how and when SUHSD will transfer the \$130,000 to SWC to fund the non-credit faculty position.
 - The initial additional allocation of \$130,000 to SWC will begin with the 2025-2026 school year, starting on July 1, 2026.
 - Virginia suggested including the additional funds in the annual MOU.
 - Dr. Moore stated that if the allocation is included in the MOU, it will be processed as a monthly apportionment.
 - VP Cornejo indicated that including the \$130,000 in the MOU would be acceptable. No funds are needed for the 2024-2025 school year, as the position has not yet been filled.
 - The Chula Vista CNA Hub needs a timeline. Dr. Moore shared that the project has been put out for bid with plans to be drafted by early January or February 2026.
 - Virginia stated that in September 2025, after Q4 reports go into NOVA, we expect to be flagged for exceeding the 20% carryover. We can, then, update the current Written Expenditure Plan.
 - Virginia shared an update on the recommendation the CDC requested from the Advisory Committee. The Advisory Committee recommended forming a Carryover Committee, which would include district staff and Advisory Committee members who would evaluate the circumstances and provide recommendations for an appropriate course of action.
- **CDC Meeting Calendar:** working on a CDC June meeting date to approve the Three-Year Plan.
- **Announcements:**

SWC
 - Virginia will submit a nomination for the CAEP Model Program
 - A noncredit counselor is in rotation at Adult schools
 - The following SWC courses were offered at the Adult schools this semester: OSHA, Customer Services, and Using Your Foreign Degree
SUHSD
 - Adult Ed Career Fair was held at National City Adult School; there was a lot of information to get students into the workforce
 - SUHSD and SWC finalized the Middle College agreement and are days away from launching

Meeting adjourned at 2:05 p.m.

