



CAEP Advisory Committee Meeting Minutes

DATE: July 23, 2025		TIME 12:30 PM		LOCATION: ZOOM	
CO-CHAIRS	Crystal Robinson	Dr. Jay Marquand			
	Virginia Mendoza	David Taylor	Andrea Aragoza		
	Sara Garcia-Salgado	Heidi Bergener	Dr. Georgina Meza		

- **Welcome/Introductions** - The advisory committee convened for its first meeting of 2025-26 school year. Members introduced themselves. We are pleased to welcome Heidi Bergner, new member representative from Coronado Adult Education.
- **Review/Approval of Minutes** – Minutes approved without corrections.
- **Consortium Update** -
 - **One-Year Plan-**
 - Virginia presented the [25-26 Annual Plan](#) to the advisory committee. Following the presentation, advisory members broke out into groups by member district to review and provide feedback.
 - **Coming Up** -
 - 2025-26 Annual Plan due in NOVA
 - September 1, 2025: Member Expense Report due Q4
- **Budget Update**
 - [SUHSD Spend Down Report](#): Dr. Marquand provided an update on the progress and will continue to document the date of activities in the Notes section to maintain a clear activity log.
 - [Quarterly Budget Update](#) - there are no updates since the last meeting.
 - [Allocation Amendment](#) - the 2025-26 allocation has been reduced. MOUs have been revised accordingly to reflect the updated funding amounts. They are in the approval process.
- **Member/Curriculum Update**
 - **SWC**
 - Cleaned up the application page by removing unnecessary fields. These changes will also show up in CCC Apply.
 - A cheat sheet outlining the steps for credit and noncredit applications has been created. The rollout is anticipated for the fall semester.
 - The website has been updated to reflect the latest changes.
 - **SUHSD**
 - Federal Ed funds have been impounded, including WIOA
 - **CUSD**
 - No update
- **Other**
 - None

