



CAEP Advisory Committee Meeting Minutes

DATE: February 4, 2025		TIME 12:30 pm		LOCATION: ZOOM	
CO-CHAIRS	Dr. Jay Marquand	Silvia Cornejo			
	Virginia Mendoza	David Taylor	Andrea Aragoza	Sara Garcia-Salgado	
	Anel Martiinez	Michelle Dullea	Crystal Robinson		
HANDOUT(S)	January 7, 2025 Meeting Minutes				

- **Public Comment:** None
- **Review/Approval of Minutes** – Virginia called for the review and approval of minutes. Minutes approved with no corrections.
- **Consortium Update** –
 - **Field Trips:** The Sweetwater adult education students will be visiting the SWC campuses on the following dates. Buses have been reserved.
 - Career Expo at Chula Vista Campus on March 20, 2025.
 - Otay Mesa HEC Open House on April 24, 2025.
 - National City HEC on April 30, 2025.
 - Chula Vista Campus - Virginia and Jocelyn Pacheco are working on a field trip date.
 - Silvia shared that the SWC Jaguar Express event coming up on April 26, 2025 is an additional option for adult ed students to participate in.
 - **[Three Year Plan Working Doc](#)** -
 - Virginia has started collecting data although it has been difficult obtaining updated data; currently we have Data Vista but there is no data on it for CUSD.
 - Virginia has been meeting with various groups from all three districts to complete different sections of the plan. The meetings have been successful, everyone has been asking great questions.
 - **[Coming Up](#)**
 - Preliminary allocation should be coming out at the end of next month.
 - Quarter 2 Expenditures are due in NOVA on March 1, 2025.
 - Three Year Plan is due June 20, 2025.
- **Budget Updates**
 - **[SBAEC - Quarterly Expenditure Report Update](#)**
 - As soon as the Q2 Expenditure Report is submitted, we will add the spreadsheet and compare it to the Q1 report.
 - **[SUHSD AE Spend Down Report](#)**
 - Dr. Marquand provided an update on the spend-down report. Budget meetings between Dr. Marquand and the Sweetwater District continue to take place.
 - SWC would like to start discussing the trigger points for the carryover funds as per requested by the CDC members.
 - Virginia proposed that at the next advisory committee meeting we start having the conversation regarding the recommendations to the CDC members regarding the balance of each agency.
- **Member/Curriculum Update**
 - **SWC** –
 - Noel Larsen has been rotating between all sweetwater adult ed schools and meeting with students who have a SWC ID # to schedule a meeting.
 - The summer Class Schedule has been finalized.
 - New curriculum is coming out for Fall 2025.
 - **SUHSD** –
 - Virginia, Anel and the Sweetwater Adult Ed medical teachers met with the SWC medical instructor to discuss next steps available to students.
 - A Medical Industry Advisory meeting is coming up.
 - Working on Adult Education Manufacturing partnership.
 - The Adult Ed CNA cohort is starting next week.
 - Adult Ed participated in the Rise Up conference which took place at SWC.
- **Other**
 - Virginia wants to thank the SWC staff who has been going to the adult schools to help students fill out the SWC enrollment application.

