

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.





