



**AEBG Steering Committee Meeting**  
**Friday, August 3, 2018**  
 Hemet Adult School

**MINUTES**

**Steering Committee**

**Amy Campbell**  
 MSJC  
 Director

**Joyce Johnson**  
 MSJC  
 Co-Chair

**Dr. Matt Russo**  
 Beaumont USD  
 Co-Chair

**David Sanchez**  
 Banning USD  
 Member

**Tara O'Malley**  
 Hemet USD  
 Member

**Dr. Greg Cleave**  
 Lake Elsinore USD  
 Member

**Martina Beach-Hedges**  
 Murrieta Valley USD  
 Member

**Dr. Pauline Garcia**  
 Perris UHSD  
 Member

**Joan Patrick**  
 Riverside County Office  
 of Education  
 Member

**Ken Swanson**  
 San Jacinto USD  
 Member

**Reggie Ingram**  
 Temecula Valley USD  
 Member

**Participants**

Matt Russo, Melanie Petago – Beaumont USD; David Sanchez, Tammy Karas – Banning USD; Tara O'Malley – Hemet USD; Nohora Vasquez – Lake Elsinore USD, Amy Campbell, Denise McGregor, R. Leanne Windmiller – MSJC; Martina Beach Hedges, Charla Murray – Murrieta USD; Pauline Garcia – Perris Union HSD; Joan Patrick – RCOE; Ken Swanson – San Jacinto USD

**Guests**

Veronica Jimenez-Lu - Amazon

**I. Call to Order**

The meeting was called to order at 10:05 am Amy Campbell, MSJC.

**II. Review/Approval of Minutes**

- The Steering Committee members reviewed the minutes from April 13, 2018
  - Motion to accept minutes – Ken Swanson, San Jacinto USD
  - Second by Joan Patrick, RCOE
  - Minutes approved as written, no abstentions.

**III. Amazon Employment Application Process**

- Veronica Jimenez-Lu
  - Terms of employment – Tier 1 Associates
  - 18 years old. Warehouse application – card – text FT/PT and then they are sent and application.
  - Benefits – F/T. 12.25 base pay dependent upon skills. PT = 11.75 hour
  - Tuition reimbursement, medical, full dental coverage
  - Night, weekend pay
  - Interview skills, building resumes
  - Drug test and background checks
  - H.S. Diploma
  - Assessment test - must wait 6 months to retest
- Partnerships
  - Amazon provide location to train with Amazon Associate
  - September 5, 2018 – 2:00PM meeting with Hemet
    - Learn how to learn
    - Veronica able to come to site veroniji@amazon.com

**IV. Master Schedule**

- MVC – Child Care Building – start in beginning of September
  - Free Non-Credit Child Development Class
- SJC – Automotive Class – regenerating interest in .... Automotive certificate. After one semester can take credit classes...this will validate Adult Education Automotive class.
- MVC – Construction – received board approval for 1 academic year...search is on for a professional expert.
- Temecula Businesses –18 and older not completed HS. Diploma transition...executive summary created during May training retreat.
- Are we following our plan for the year? Budget code revise will make changes if needed
- Review of the executive summary and regional plan overview to submit into NOVA
  - Joan Motion – Submit the executive Summary and Regional Plan Overview for 2018-2019
  - Amy completed the writing of the paragraphs
  - Tara O’Malley, Hemet approved
  - Joan Patrick, RCOE second
  - Motion approved
- **September 7<sup>th</sup>**
  - Completed the master schedule for the year
  - Next meeting we will review proposals for the community forum location
- **October 5<sup>th</sup>**
  - AEBG Coordinator meeting – Matt Russo to attend
  - Review the West-Ed surveys
- October 10 – 12 CC conference
  - Palm Desert – Neil will be in attendance- Amy is attending on his panel
- December Meeting 7<sup>th</sup>
- January 11<sup>th</sup>
  - Consortia meeting for three year plan
  - 8:00 am – 4:00 pm
- May 3<sup>rd</sup>
  - Community Forum
  - Pechanga or Soboba possible venue
  - Invite Irene & Neil
  - Potential speaker – Mike Gallo, Aerospace

**V. OTHER**

- Training meeting for support staff. Ask their specific interest in CASAS, Data, or other training opportunities.
  - Regular workforce in MSJC Professional Development
  - Send out a survey
- \$9,700 surplus budget voted to put in surplus account
  - Put in a request if funds needed
  - Ken 1<sup>st</sup> and Joan 2<sup>nd</sup> approval to put in overflow account
- Request for funding – Banning Adult School
  - Two person - CASAS Summer Institute
  - Amy suggested the use of DATA funds
  - Matt – motioned
  - Ken – second
  - All approved
- Request for funding– Banning Adult School
  - Data Collection - 3 hours added to current position for 8 hours

These are one time monies Amy stressed and will need to be absorbed by allocation for next year.

- Matt motioned
- Ken – second
- All approved
- Hemet Adult School
  - Plan for future 4-year cohort for seniors
- Perris
  - Allied Health
  - Purchase materials and textbooks
  - Has a need for a p/t clerk;

**VI. Adjourn**

- The meeting was adjourned at 12:07 pm for training with Nohora
  - First- David Sanchez, BUSD
  - Second - Joan Patrick, RCOE
  - All approve