



# Meeting Minutes - APPROVED

Tuesday, February 19, 2019  
 2:00-4:00 pm  
 Mt. San Antonio College, Bldg. 40, Rm 140

## Steering Committee

<b>Baldwin Park</b> <input checked="" type="checkbox"/> John Kerr <input checked="" type="checkbox"/> Veronica Valenzuela	<b>Covina-Valley</b> <input checked="" type="checkbox"/> Virginia Espana	<b>Mt. SAC</b> <input checked="" type="checkbox"/> Madelyn Arballo <input checked="" type="checkbox"/> Tami Pearson	<b>Consortium</b> <input checked="" type="checkbox"/> Ryan Whetstone <input checked="" type="checkbox"/> Wanda Pyle <input checked="" type="checkbox"/> Lila Manyweather  <b>Partners/guests present:</b> Michelle Lee, COUSD Deborah Jensen, BPACE Eric Carlos, HLPAE Mary Ann Gomez Angel, Mt. SAC-SCE
<b>Bassett</b> <input checked="" type="checkbox"/> Albert Michel	<b>ESGVROP</b> <input type="checkbox"/> Leticia Covarrubias <input checked="" type="checkbox"/> John Smith	<b>Pomona</b> <input checked="" type="checkbox"/> Enrique Medina <input checked="" type="checkbox"/> Miguel Hurtado	
<b>Charter Oak</b> <input checked="" type="checkbox"/> Ivan Ayro <input type="checkbox"/> Debra Black	<b>Hacienda-La Puente</b> <input checked="" type="checkbox"/> Greg Buckner <input checked="" type="checkbox"/> Micah Goins	<b>Rowland</b> <input checked="" type="checkbox"/> Rocky Bettar	

Agenda Items	Outcomes
<ul style="list-style-type: none"> <li>• Welcome &amp; Agenda Check</li> <li>• Public Comment</li> <li>• Approval of Minutes for 12/17/2018</li> </ul>	<p><b>Meeting started at 4:05 pm</b></p> <p>Ryan Whetstone welcomed everyone one to the meeting and led with a moment of silence in honor of Claudia Karnoski, Steering Committee representative from Covina-Valley, who succumbed to cancer on February 13, 2019.</p> <p>Call for public comment, there was none.</p> <p>Ryan noted that that Steering Committee Retreat was not a formal meeting and distributed notes from that gathering January 25, 2019.</p> <p>The group reviewed the minutes from the December 17, 2018 meeting. Rocky Bettar motioned to approved as presented. Second by Enrique Medina. Unanimous approval.</p>
1. ABE/ASE Work Group Update	<p>ABE/ASE work group leader, Debbie Jensen, instructor at Baldwin Park Adult and Career Education, along with Eric Carlos, Hacienda La Puente, and Mary Ann Gomez Angel, Mt. SAC School of Continuing Education, presented on behalf of the group. They explained the preparation and work to date to create a set of online resources for instructors to support teaching and learning in their area. They are also in the process of creating materials that can support academic integration in Career technical education courses as well.</p>
2. Three Year Plan Update	<p>Ryan shared a PowerPoint presentation with an update on the progress that on the three-year plan draft, incorporating the latest input from all groups. A copy of the plan draft was distributed. He reviewed the main sections of the plan that required response. He outlined the original and updated goals for the new plan, reviewed the four SMART goal areas including transitions, integration, outreach/marketing, and student support. He also outlined the activities within those areas developed by our work groups and steering committee. He reminded</p>

	<p>the group that the web link to access the draft version of the plan was sent in the meeting notice e-mail. He reviewed a timeline for completion the committee noted the necessity to make the document available for public comment. The final plan is due in NOVA by June 7, 2019.</p>
<p>3. Data Exercise – CAEP Outcomes- Literacy Gains</p>	<p>Lila Manyweather provided a review of updated Literacy Gains reference sheet (for distribution at the Data Work Group Meeting). Members discussed sample scenarios from the last data meeting. Question arose on <i>Occupational Skills Gain – Met Work-based Project Goal</i>. Why is that gain restricted to programs no longer than 30 hours? No language in CAEP guidance supports this. For <i>Other Literacy Gains / Workforce Preparation</i>, are ESL classes that have at least 12 hours of workplace readiness components embedded in the curriculum, eligible to satisfy this outcome? Ryan and Lila will check with AEP and CASAS on these items.</p>
<p>4. Fiscal Update</p>	<p>Madelyn Arballo reported that 16-17 member and consortia funds are spent. Q2 funds are due by March 1 and we will certify by March 30. We will be asking for your fiscal reports soon.</p>
<p>5. COLA Distribution</p>	<p>Madelyn opened the discussion on determining the distribution of the 2019-20 Cost of Living Allowance (COLA) of 3.46%. She presented several related slides. Members also review handouts on 2017-18 and 2018-19 YTD performance data. Options presented:</p> <ul style="list-style-type: none"> <li>• Consider 17-18 enrollment and reported CAEP outcomes</li> <li>• Consider other or additional factors to be recommended by members</li> <li>• Allocate the 3.46% across members based on current member allocation</li> </ul> <p>Madelyn shared a draft spreadsheet of latter scenario.</p> <p>In review of the data the following items were noted:</p> <ul style="list-style-type: none"> <li>• The 17-18 chart is data from the DIRs for the whole year. This data is what was counted by CAEP not what was submitted</li> <li>• There has been some leeway provided for schools that were working on improving collection and reporting processes. There are still some schools that can improve although this is the last year of “reprieve” and it is expected that all schools will have data collection processes in place as well as adequate student enrollment and outcomes reported. That said, there is improvement in data collection overall.</li> <li>• Some outcomes still seem a bit inconsistent compared to student enrollment numbers but this is becoming less and less of an occurrence.</li> </ul> <p>She reminded everyone that it was agreed upon that this is the meeting we would determine the COLA allocation factors. <b>Then the final vote will occur at the March meeting.</b> We cannot extend determination of factors to the next month.</p>

	<p>Rocky asked if everyone has their 2nd QTR data or to give everyone the opportunity to submit it. Enrique Medina and John Smith questioned whether all data was in for this time, but Enrique was comfortable using the data shared today. Madelyn reiterated the necessity on member agreement moving forward in this process. Greg Buckner noted that end of year data is better to look at than mid-year data. Tami Pearson stated that if the steering committee is uncertain about the data, we should provide the allocation across the board and next year focus on data as factor. Madelyn stated her recommendation is to allocate COLA across the board, and moving forward when we have our data in place, use it as a factor. Greg stated COLA is just what it says--cost of living--and his thought is that, in general, data should not be a major factor for allocation of funds. John Kerr reflected that data is important but we have to be aware of what is happening in districts, as teachers are receiving salary increases that require addition funds. He will have to reduce program offerings to meet these new obligations.</p> <p>Rocky reminded that group, he mentioned two years ago how important data would be in relations to funding. He does not have a problem with the across the board allocation, but when data is considered, we have expensive programs and agencies that have little students but an equal share and that is not fair for larger agencies with more students. That phenomenon is recognized by the legislature, so he admonished all to keep the data conversation going because at some point, the consortium may have to respond to the question of agencies running expensive programs. This is why student attendance hours are under state review and may bring us back to some type average daily attendance or full-time equivalency (ADA/FTE) funding model.</p> <p><b>MOTION by Madelyn Arballo: The incoming 2019-20 COLA allocation be distribute to all members across the board. Second by Albert Michel. Eight members in favor. One opposed-Rocky Bettar- restating his position that the COLA distribution should be based on data. Motion passed.</b></p> <p>In accordance with our governance plan, this meeting serves as the alert to a formal vote on an intended allocations disbursement as presented in the representative chart. Madelyn advised members to inform local superintendents if necessary, as the group will vote formally at the next Steering Committee meeting on March 18, 2018.</p> <p>There was further discussion on possible supplemental funds. Greg stated that he was in agreement with Rocky, that if we are fortunate to get supplemental funding we should be clear on the decision process. Madelyn suggested concerned members update any 2018-19 Q2 student data in the CASAS TE system Q2 by March 1, all agreed.</p>
6. Updates	<p>California Association of Adult Education Administrators (CAEAA) / California Council for Adult Education Joint Conference (CCAEE) - February 1-2, 2019 Sacramento – RECAP. Rocky stated about 300 people attended the conference. In addition to Rowland, Covina Valley and Hacienda La Puente attended from our</p>

	<p>consortium. Credentialing, hours of attendance, data and outcomes related to funding were topics of discussion. Attendees recognized that there will be winners and losers and there will be more discussion. The state budget, literacy and inclusion of adult education, are topics that CAEAA /CCAEE organization representatives have taken to the Governor’s office. Legislative advocacy seeking an additional 33 million dollars based on data is currently underway. Virginia Espana stated that CCAE is working on an adult education strategic plan. Adult Education Legislative Days will be April 5th &amp; 6<sup>th</sup> in Sacramento.</p> <p>Madelyn discussed a bill to be introduced regarding special admit for noncredit/adult ed students. It’s not the dual enrollment model but the previous special admit where students attend a college class as high school students. This bill is intending for our students who ARE ENROLLED IN HSE OR AD programs to attend as special admit in credit classes. Free tuition, no residency issues. Not sure of the author yet.</p>
<p>7. Upcoming Activities</p>	<ul style="list-style-type: none"> <li>• Mt. SAC / WDACS Job and Resource Fair – Friday, March 1, 2019</li> <li>• OTAN Summit March 1 &amp; 2, 2019 - HLPAE</li> <li>• Partner Breakfast – (coordinated by Counselors Work Group) – Friday, March 8, 2019, HLPAE MPR - 8:00-9:30 am</li> <li>• Mt. SAC-School of Continuing Education Day – Wednesday, April 10, 2019 – Adult students invited to Mt. SAC campus for special session with campus staff, tours, counselors, financial aid – lunch provided</li> <li>• Consortium Conference – Thursday, April 18, 2019</li> </ul> <p>Rocky alerted everyone that Joel Myers (former CEO for ASAP data) wife passed away leaving small children behind.</p>
<p>8. Adjourn</p>	<p><b>Meeting adjourned at 4:02 pm</b></p>