



# Steering Committee

## Approved-Minutes

Monday, August 6, 2018

2:00-4:00 pm

Mt. San Antonio College, Bldg. 40, Rm 140

<b>Baldwin Park</b> <input checked="" type="checkbox"/> John Kerr <input type="checkbox"/> Veronica Valenzuela	<b>Charter Oak</b> <input checked="" type="checkbox"/> Ivan Ayro <input type="checkbox"/> Debra Black	<b>Mt. SAC</b> <input 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 <input checked="" type="checkbox"/> Isabella Koval
<b>Bassett</b> <input checked="" type="checkbox"/> Albert Michel	<b>Covina-Valley</b> <input type="checkbox"/> Claudia Karnoski <input checked="" type="checkbox"/> Virginia España	<b>Pomona</b> <input checked="" type="checkbox"/> Enrique Medina <input type="checkbox"/> Rebecca Cristobal	<b>Partners/guests present:</b> Sherryl Carter ESGVROP Micah Goins, HLP AE Miguel Hurtado, Pomona Cindy Manke, C-VUSD
<b>ESGVROP</b> <input type="checkbox"/> Elia Evans <input type="checkbox"/> Leticia Covarrubias	<b>Hacienda-La Puente</b> <input checked="" type="checkbox"/> Gregory Buckner <input checked="" type="checkbox"/> Matt Smith	<b>Rowland</b> <input checked="" type="checkbox"/> Rocky Bettar	
<ul style="list-style-type: none"> <li>Welcome &amp; Public</li> <li>Approval of Minutes for 7/16/2018</li> </ul>			
<b>Objectives for the day:</b>			
1. Data Update	All consortium members have met the Adult Education Program – CASAS-TE data submission deadline of August 1. Lila Manyweather will send the members a draft of the Consortium Data Manual. She would still like all agencies to share data within each other. Comment was made to send data out a week prior to next meeting to make their own revisions and suggestions. The Steering Committee did agree that the data reports should be share for better understanding how each are collecting to identify gaps and best practices. <b>Next Data Group Meeting August 8, 2018 at Baldwin Park.</b>		
2. Governance Plan Review	The Steering Committee received a draft of the Governance Plan with suggestions from Ivan Ayro. Ivan discussed his edits with the SC. Greg Buckner recommended updating the document with the suggested changed for the next review. Tami Pearson suggested they take time to digest the information presented. Rocky suggested Ryan Whetstone upload the Draft Plan to Google Docs and send it to all members for universal editing. They will be able to make comments directly on the document.		
3. 2018-19 Annual Plan	Ryan reminder everyone that the Annual Plan is due in NOVA on August 15. The plan was posted on the website for public comment after the last Steering Committee meeting, and sent to stakeholders who attended the Partner Breakfast. There were no public comments. Regional Consortium members must certify the Plan by the 15 <sup>th</sup> . <b>Tami motioned to approve Annual Plan as presented. 2<sup>nd</sup> by Rocky. Unanimously approved.</b>		
4. 3 year Plan Goal Review	Members reviewed the original goals and discussed the status and current relevance of each goal. Members affirmed continuation of each goal except: “Course Affordability: Reducing costs for fee based courses” as this primarily pertains to CTE programs, and are considered an appropriate price points at this time. Individuals who cannot afford these programs can access funding from workforce supplements or federal aid. The college is also offering no course fee short-term vocational courses. “Online and Distance Learning” status must be updated as schools are using online courses and distance learning at most locations. The goals should reflect more mention of alignment with workforce development board goals. Topic discussion will continue at the next meeting.		

5. Fiscal Meeting	Tami Pearson relayed the following on behalf of Madelyn Arballo. Mt. SAC will be scheduling fiscal meetings with key school district personnel in September. There will be one of two dates to select. Schools only need to attend one. Each should have three to four local key staff members attend who handle related fiscal matters. Madelyn will email a list of documents needed and the topics to discuss. Member are also reminded that Q4 expenses must be submitted by September 1 <sup>st</sup> .
6. Updates	<p><b>Work Groups</b> - Wanda Pyle stated most work groups are “dark” this month and will resume meeting next month. She also mentioned the Human Centered Design process and, as she understands it, work groups are using similar processes for instructional and service planning. ESL changed September meeting from September 7<sup>th</sup> to <b>September 14<sup>th</sup></b> due to CATESOL.</p> <p><b>Professional Learning Community/Community of Practice (PLC/CoP) Session</b> – Wanda will be doing a presentation on PLC’s at Pomona on August 30<sup>st</sup>and offered to provide the same for any other member.</p> <p><b>Work Group Participation</b> -Members reviewed a guidance memo on work group participation. Ryan produced the memo at the request of Albert Michel. A member of Albert’s staff indicated she would be a group leader again for 2018-19 , he wanted clarity on the time commitment and process for selection of leaders.</p> <p>Wanda stated that it is voluntary and leaders are encouraged to rotate to give other participants the opportunity to gain experience in the role. Lately, group members have been reluctant to take on the role, which is how we end up with repeat volunteers. There were questions about who was financially responsible to pay for that participant’s time; the member or consortium. Ryan stated it is the member’s responsibility.</p> <p>In addition, Rocky Bettar reminded the committee that that they had agreed to this structure several years ago because the work group members complained that they were being led and didn’t have enough input in the work group direction, activities and processes. John Kerr stated that he felt the document was unnecessary. He is comfortable making the determination on compensation for his staff. Albert Michel said he needs earlier notification that his staffer had elected to serve again as a group lead, and this was placing an undo burden on his site. Ryan said that he would distribute prospective work group lists earlier (Spring 2019) so leaders can better determine which staffers will participate in the following school year.</p> <p><b>Human Centered Design</b> – Ryan Whetstone, following up on an email sent the week prior, shared that this is an effort that is currently promoted by the AEP Office. They are promoting a free training for interested consortia and members to learn and engage in training focused on one of three AEP target issues: Increasing access to and retention; transitioning into post-secondary education; and strengthening career pipelines into higher wage employment. Participation is voluntary. He asked if any members had participated in the AEP Human Centered Design Webinar on Aug. 3. None at this time. The next webinar is August 17 but participating members are expected to register by the end of August, early September.</p> <p><b>CTE Articulation with Mt. SAC</b> – Albert Michel asked what was the status with CTE Articulations. Ryan Whetstone stated that connection had be made with Marie Tyra at the college but was unsure of the status at this time. Tami Pearson said she would follow up with her.</p>
7. Adjourn	3:40 pm