



# Meeting Minutes - Approved

Monday, July 15, 2019

2:00-4:00 pm

Mt. San Antonio College, Bldg. 40, Rm 126

## Steering Committee

Attendance notated-

<b>Baldwin Park</b> <u>xx</u> Veronica Valenzuela	<b>Charter Oak</b> <u>xx</u> Ivan Ayro __ Debra Black	<b>Mt. SAC</b> <u>xx</u> Madelyn Arballo __ Tami Pearson	<b>Consortium</b> <u>xx</u> Ryan Whetstone <u>xx</u> Lila Manyweather <u>xx</u> Ana Ramos
<b>Bassett</b> <u>xx</u> Albert Michel	<b>Covina Valley</b> <u>xx</u> Virginia España	<b>Pomona</b> __ Enrique Medina <u>xx</u> Miguel Hurtado	<b>Partners/guests present:</b>
<b>ESGVROP</b> __ Leticia Covarrubias <u>xx</u> John Smith	<b>Hacienda-La Puente</b> <u>xx</u> Gregory Buckner <u>xx</u> Micah Goins	<b>Rowland</b> <u>xx</u> Rocky Bettar	<u>xx</u> Matthew Smith- Cal Learns

Agenda Items	Outcomes
Welcome & Agenda Check Public Comment Approval of Minutes for 6/15/2019	Called to order: 2:06pm Public Comment: NO public comments Approval of minutes -John Smith motioned to approve as presented. Miguel Hurtado seconded. Unanimous vote for approval.
Draft Annual Plan 2019-20	Ryan Whetstone gave a presentation outlining the 2019-20 Annual Plan. As the 3-year plan was just completed, the language is similar. He reminded the group that they must select the plan elements to be addressed when budgets are submitted in September. He will post the full draft this afternoon on google docs for member comments. As the plan is due on August 15, 2019, before the next Steering Committee meeting, he will then post the final draft on the website for public comment and online approval vote.
Data Update	Lila Manyweather provided an update from the last data group meeting held June 26 at Baldwin Park. Member staff are focusing on end of year reports. She reviewed the last set of outcomes – Employment, Wages and Transition- for input. There were no major concerns for those areas. She shared the new data report presented at the last Steering Committee meeting, highlighting the prior two years of information. There was discussion requesting SC members communicate with CASAS to have the DIR be more reflective of CAEP outcomes. For 2019-20 CAEP will no longer count services. The group would also requests in-depth CASAS training beyond the regular TE sessions. She also review the data best practices summary due to CAEP next month, highlighting the data workgroup.
Fiscal Update	Madelyn Arballo reported that the members have done well with their spending. The 2017-18 Consortium budget has \$23,218 remaining and must be spent by December 2019. Member Q4 expenditures are due in NOVA, September 1. If any members need to make budget adjustments, please let her know ASAP and she will reopen for them in NOVA.

	<p>District Fiscal Meetings</p> <p>For the upcoming meetings with the Mt. SAC fiscal department and each member, they will be held at Mt. SAC in the Administration building (4). Madelyn requested they ensure their district fiscal manager attend along with the responsible technician. The rationale is that a district representative who can make related decisions will be present. These meetings are at a critical juncture as the Q4 reports are due, and for Mt. SAC as the consortium certifier, to ensure district documentation aligns with the college/chancellor's office expenditure reconciliation procedures. Members were also reminded that expenses by program area are also due in NOVA on 9/1 and to be prepared for that as well.</p>
Pomona AJCC ESL Opportunity	Ryan asked if anybody heard about an opportunity for ESL students through Pomona AJCC. All members indicated they did not have any information at this time.
Spring Conference	Ryan reminded members that, as we are focusing targeted, smaller professional developments over this year, we will have only one large conference in the spring. He stated the Kellogg conference center is booking fast, and Tuesday, March 24, 2020 is available. He asked members if this this date works for them. All responded yes. Ryan will proceed with booking.
CAEP Related State Updates	Rocky Bettar- shared that he received an email from Carolyn Zachry, State Director for Adult Education with an update on several items. Several committee members did not receive the email so he read it. Main item- the Statewide Student Identifiers (SSID) adult student assignment process will be handled by CDE during the 2019-20 academic year and will not fall to local districts as originally planned. The process is not completely planned out at this time. The message also provided updates on related staffing, WIOA end of year and Grant Award information, and updates coming to the CDE Adult Education webpage.
7. Announcements	<p>Ryan asked if members have register for the CAEP conference in October and if not, to do so ASAP. The PIN #s for registration will be redistributed in August. He is in contact with CAEP to obtain the additional ones requested by members and will let them know when they come available.</p> <p>He reminded members, as their leadership is changing for several of them, to have their board approvals for steering committee representatives updated and to get their NOVA contact information updated as well.</p>
Member Updates	<p>Charter Oak – Ivan Ayro stated their new Adult School site is now open for business with classes running. It is located on the southeast corner of the Royal Oak Middle School site, physically on La Puente Avenue.</p> <p>Baldwin Park – Veronica Valenzuela has been recommended to the district school board as the new director for adult education (board meeting is tomorrow night (7/16/19).</p> <p>Bassett – Albert Michel shared their joint WASC/COE accreditation visit is happening soon</p> <p>ESGVROP – John Smith stated they have new training programs starting soon</p> <p>Madelyn asked if anyone has witnessed any effects from the new immigration law. They have not seen any yet.</p> <p>Pomona – Miguel Hurtado shared he will be meeting with their WASC/COE accreditation chair also this week.</p> <p>CCAIE Conference – South Coast Section – Micah Goins reminded members to spread the word and encourage staff to attend the upcoming conference on November 22-23, 2019. Conference information is on the CCAIE website.</p>
Meeting adjourned	2:43 pm