



Steering Committee Meeting Minutes

APPROVED

Monday, March 21, 2022 1:00-3:00 pm

Join Zoom Meeting

<https://mtsac-edu.zoom.us/j/96311205674>

Baldwin Park <u>X</u> Veronica Valenzuela	Covina Valley <u>X</u> Ryan Maddox <u>X</u> Virginia España	Pomona <u> </u> Enrique Medina <u>X</u> Miguel Hurtado	Consortium <u>X</u> Madelyn Arballo <u>X</u> Ana Ramos
Bassett <u> </u> Adder Argueta	Hacienda-La Puente <u>X</u> Gregory Buckner <u>X</u> Micah Goins	Rowland <u>X</u> Gale Lee	Partners/guests present: <u>X</u> Omideh, Miri (Mt. SAC)
Charter Oak <u>X</u> Ivan Ayro <u> </u> Michelle Lee	Mt. SAC <u>X</u> Madelyn Arballo <u>X</u> Tami Pearson		
Welcomed: 1:00 pm No Public Comment	<p>Approval of Minutes for 11/15/21 Motion to approve by Greg Buckner and seconded by Miguel Hurtado. Unanimously approved.</p> <p>Approval of Retreat Minutes for 2/4/22 Motion to approve by Ryan Maddox and seconded by Veronica Valenzuela. Unanimously approved.</p>		
Objectives for the day:			
1. Consortium Co-Chair Selection	<p>Prior meeting a motion was approved to select a Consortium Co-Chair for a 3-year term. A voting poll was created with two interested SC members wishing to serve as a co-chair - Veronica Valenzuela and Greg Buckner. Veronica Valenzuela was selected as the co-chair through this vote.</p>		
2. Consortium Manager hiring a) Workgroups Leadership b) Job description and pay range (CTE, AWD, ABE/ASE, ESL, Data)	<p>Discussion took place on the workgroups future meetings. While we wait for the new consortium manager, SC leaders can lead the groups. The SC Members volunteered for the following Workgroup meetings. CTE Workgroup: Tami Pearson (Mt. SAC) and Miguel Hurtado (Pomona). ABE ASE Workgroup: Michelle Lee (Charter Oak) Data Workgroup: Veronica Valenzuela (Baldwin Park) and Omideh Miri (Mt. SAC). ESL Workgroup: Gale Lee (Rowland). AWD Workgroup: Mt. SAC (All members agreed) CSS (counselor) Workgroup: Micah Goins and Greg Buckner or designee (Hacienda La Puente). Madelyn updated the SC regarding the Consortium Manager hiring process and increasing the range for the position. The new job is moving forward and will be advertised soon.</p>		

3. Fiscal

- a. Budget update and 19-20 carryover disbursement
- b. Tentative allocation with COLA 22-23
- c. Stipend for 3-year plan

- a) Madelyn shared a spreadsheet outlining the current overall budget status and carryover amounts. With carryover exceeding \$600,000 due to low expenditures, a motion was approved at the February 4th retreat meeting to disburse the carryover in equal amounts pending account balance. The amount recommended is \$75,000 disbursed to each member.
Madelyn Arballo moved the motion to disburse \$75,000 to each district and seconded by Miguel Hurtado. Unanimously approved. All Members agreed the carryover need to be spent by September 2022, but were requested to spend the carryover by June 30, 2022. Checks will be mailed to each of the members and there will be an amendment to the 2021-22 budgets. More to follow.
- b) Madelyn shared the tentative allocation with COLA 2022-23 and the amounts
- c) The 3-year plan is quite a project and Omi Miri will be writing the plan and facilitating with the members. This is not part of her Assistant Director role and job duties and is now requiring a significant amount of time outside of her schedule. **Madelyn proposed and moved a motion to pay a \$3,000 stipend to Omideh Miri for assisting the Consortium in completing the 3 Year Plan and seconded by Veronica Valenzuela. The SC members unanimously approved.**

Vote to approve the disbursement \$75,000 to each district	Vote to approve to pay \$3,000 stipend to Omideh Miri for the 3 Year Consortium Plan.	Please type your name in the chat for the record.
Yes, I approve	Yes, I approve	Veronica Valenzuela
Yes, I approve	Yes, I approve	Ryan Maddox
Yes, I approve	Yes, I approve	Ivan Ayro
Yes, I approve	Yes, I approve	Miguel Hurtado
Yes, I approve	Yes, I approve	Tami Pearson
Yes, I approve	Yes, I approve	Greg Buckner
Yes, I approve	Yes, I approve	Gale Lee

Although Bassett’s Steering Committee representative was not present for the meeting, the decisions are a result of a majority vote.

<p>4. Consortium 3-year Plan update</p>	<p>Omideh Miri provided an update on the research and data needed for the 3-year plan. She reviewed the draft and folders. She encouraged the SC to share their objectives and activities, focusing on individual district outcomes. She also shared a Google folder where each school site will enter their student’s enrollments, Metrics and outcomes.</p> <p>Three areas where metrics and activities are focused on are:</p> <ol style="list-style-type: none"> 1) Transitional 2) Student Services 3) Instruction <p>Members were in favor of integrating both their own school activities and combined consortium activities.</p> <p>Omideh reviewed the timeline; a final draft will be done by May 13, 2022 and the report is due in mid-June.</p>
<p>5. Future meetings</p>	<p>A discussion was held on how to proceed with future meetings – in person or online.</p> <p>All Members want to try to meet in person for the next meeting.</p> <p>SC Meetings will be held every <u>3rd Monday 2 pm – 4 pm.</u></p>
<p>6. Adjourned</p>	<p>3:00 pm</p>