



# Meeting Agenda

Monday, October 21, 2019

1:00-3:00 pm – NOTE TIME CHANGE

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

## Steering Committee

|  |   |  |   |  |   |  |
|--|---|--|---|--|---|--|
|  | <b>Baldwin Park</b><br>__Veronica Valenzuela            |  | <b>Charter Oak</b><br>__Ivan Ayro<br>__Debra Black              |  | <b>Mt. SAC</b><br>__Madelyn Arballo<br>__Tami Pearson | <b>Consortium</b><br>__Ryan Whetstone<br>__Lila Manyweather<br>__Ana Ramos |
|  | <b>Bassett</b><br>__Albert Michel                       |  | <b>Covina Valley</b><br>__Virginia España                       |  | <b>Pomona</b><br>__Enrique Medina<br>__Miguel Hurtado | <b>Partners/guests present:</b>  |
|  | <b>ESGVROP</b><br>__John Smith<br>__Leticia Covarrubias |  | <b>Hacienda-La Puente</b><br>__Gregory Buckner<br>__Micah Goins |  | <b>Rowland</b><br>__Rocky Bettar                      |  |
|  |   |  |   |  |   |  |
| <ul style="list-style-type: none"> <li>● Welcome &amp; Agenda Check</li> <li>● Public Comment</li> <li>● Approval of Minutes for 9/16/2019</li> </ul>  |   |  |   |  |   |  |
| <b>Objectives for the day:</b>   |   |  |   |  |   |  |
| 1. 3 Year / Annual Plan progress updates   |   |  |   |  |   |  |
| 2. Fiscal/Budget Update/<br>District Meetings  |   |  |   |  |   |  |
| 3. Adult Education Update  |   |  |   |  |   |  |
| 4. Data Update   |   |  |   |  |   |  |
| 5. 3 year / Annual Plan - Workgroup update   |   |  |   |  |   |  |
| 6. CAEP –Using Data to Improve Program Performance   |   |  |   |  |   |  |
| 7. Adult Transitions Project   |   |  |   |  |   |  |
| 8. Professional Development update   |   |  |   |  |   |  |
| 9. Updates   |   |  |   |  |   |  |
| <b>Events</b> <ul style="list-style-type: none"> <li>● October CAEP Conference 10/29-30</li> <li>● CCAE South Coast Section – November 22-23</li> <li>● CAEAA – Jan 29-31, 2020, Sacramento</li> </ul> <b>Member Roundtable Update</b> |   |  |   |  |   |  |
| 10. Adjourn  |   |  |   |  |   |  |



## DUE DATES

### October 2019

- **Oct 30:** 19/20 Member Program Year Budget and Work Plan certified by Consortia in NOVA
- **Oct 31:** Student data due in TOPSPro (Q1)

### December 2019

- **Dec 1:** 17/18 and 18/19 and 19/20 Member Expense Report due in Nova (Q1)
- **Dec 1:** July 1, 2018 to June 30, 2019 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium
- **Dec 31:** 17/18 and 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q1)
- **Dec 31:** End of Q2

### January 2020

- **Jan 31:** Student Data due in TOPSPro (Q2)

### February 2020

- **Feb 28:** Preliminary allocations for 2020-21 and 2021-22 released by this date

### March 2020

- **Mar 1:** 17/18 and 18/19 and 19/20 Member Expense Report due in NOVA (Q2)
- **Mar 1:** Close out of 17/18 Member Funds due in NOVA

- **Mar 31:** 17/18 and 18/19 and 19/20 Member Expense Report certified by Consortia by NOVA (Q2)
- **Mar 31:** Close out of 17/18 funds in NOVA certified by Consortia in NOVA
- **Mar 31:** End of Q3

### April 2020

- **Apr 30:** Student Data due in TOPSPro (Q3)

### May 2020

- **May 2:** CFADs for 2020-21 due in NOVA

### June 2020

- **Jun 1:** 18/19 and 19/20 Member Expense Report due in NOVA (Q3)
- **Jun 30:** 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q3)
- **Jun 30:** End of Q4

### August 2020

- **Aug 1:** Student Data due in TOPSPro (Q4) FINAL
- **Aug 15:** Annual Plan for 2020-21 due in NOVA

### September 2020

- **Sep 1:** 18/19 and 19/20 Member Expense Report due in NOVA (Q4)
- **Sep 1:** July 1, 2019 to June 30, 2020 expenses by program area due (estimates only) in NOVA
- **Sep 30:** 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q4)
- **Sep 30:** 20/21 Member Program Year Budget and Work Plan due in NOVA
- **Sep 30:** End of Q1