Mt. SAC Regional Consortium for Adult Education

Steering Committee

Meeting Agenda
Monday, February 24, 2020
1:00-3:00 pm
Mt. San Antonio College, Bldg. 40, **Rm 126**

Baldwin Park __Veronica Valenzuela	**Charter Oak** __Ivan Ayro __Debra Black	**Mt. SAC** __Madelyn Arballo __Tami Pearson	**Consortium** __Ryan Whetstone __Ana Ramos
Bassett __Albert Michel	**Covina Valley** __Virginia España	**Pomona** __Enrique Medina __Miguel Hurtado	**Partners/guests present:**
ESGVROP __Leticia Covarrubias	**Hacienda-La Puente** ___Gregory Buckner ___Micah Goins	**Rowland** __Rocky Bettar	

● Welcome & Agenda Check ● Public Comment ● Approval of Minutes for 12/16/2019	
Objectives for the day:	
1. Fiscal Update	
2. Adult Education Update/Census 2020	
3. Data Update	
4. Event updates	
5. Professional Development update	
6. Position request for approval – Data Analyst & Adjunct Consortium Counselor	
7. Updates	**Events** • CCAE State Conference – April 23-25, 2020 Sacramento • OTAN Technology & Distance Learning Symposium - March 6-7, 2020 Sacramento • COABE – Coalition on Adult Basic Education Conference – April 5-8, 2020 Baltimore, MD Member Roundtable Update
8. Adjourn	

NEXT MEETING: _____   MTSAC Room 40-126   8:30-1:30pm   **WEBSITE:** www.mtsac-rc.org

DUE DATES

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

October 2020

- **Oct 30:** 20/21 Member Program Year Budget and Work Plan certified by Consortia in NOVA
- **Oct 31:** Student data due in TOPSPro (Q1)

December 2020

- **Dec 1:** July 1, 2019 to June 30, 2020 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium
- **Dec 1:** 18/19, 19/20, & 20/21 member expense report due in NOVA (Q1)
- **Dec 31:** 18/19, 19/20 & 20/21 Member Expense Report certified by Consortia in NOVA (Q1)
- **Dec 31:** End of Q2