Mt. SAC Regional Consortium for Adult Education
www.mtsac-rc.org
CAEP DUE DATES

Steering Committee Agenda
Monday, July 15, 2024
1:00 pm to 3:00 pm (In-Person)
Mt. SAC SCE Bldg. 40 – Room 140

Meeting Folder: https://drive.google.com/drive/folders/1r0hW3HDEVFMoH6FTAeYP0leE2DpntzjG?usp=sharing

Baldwin Park	Covina Valley	Pomona	Consortium
__Veronica Valenzuela	__Ryan Maddox	__Miguel Hurtado	__Tischel Diaz __Ana Ramos
Bassett __Adder Argueta	**Hacienda-La Puente** __Gregory Buckner __Micah Goins	**Rowland** __LaToya Brown	**Partners/guests present:** __Angel Villalon (Bassett) __Luis Rodriguez (PACE) __Alayna Effinger (Charter Oak)
Charter Oak __Ivan Ayro	**Mt. SAC** __Madelyn Arballo __Tami Pearson		

_____Welcome & Agenda Check _____Public Comment	Approval of the Minutes for 5/20/24 Motion to approve_____Second_____Vote.

Objectives for the day:	
1. Consortium Updates	**Upcoming CAEP Due Dates** **July 2024** • **Jul 15:** Student Data due in TOPSPro (Q4) FINAL **August 2024** • **Aug 15:** Annual Plan for 2024-25 due in NOVA * • **Aug 16:** *Soft Deadline 22/23 and 23/24 Member Expense Report due in NOVA (Q4)* **September 2024** • **Sep 1:** 22/23 and 23/24 Member Expense Report due in NOVA (Q4) • **Sep 1:** 23/24 Certification of Allocation Amendment due in NOVA • **Sep 30:** 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q4) * • **Sep 30:** 24/25 Member Program Year Budget and Work Plan due in NOVA • **Sep 30:** End of Q1 **October 2024** • **Oct 30:** 24/25 Member Program Year Budget and Work Plan certified by Consortia in NOVA * • **Oct 31:** Student data due in TOPSPro (Q1) • **Oct 31:** Employment and Earnings Follow-up Survey
2. Consortium Counselor Updates	• Updated Numbers • Any schools wanting counselors at any school year kick off events?

3.	Budget Update	• FIFO demo • Carryover discussion
4.	**WIOA Allocations 2024-25**	

5.	**ELL Grant Fiscal Agent and Allocation Approval**	1) Voted and approved on 6/17 the Grant Lead Representative (Tischel Diaz) and Fiscal Agent (Mt. SAC) for Round 2.
		
		2) Voted and approved on 6/17 online the funding scenario for the ELL Healthcare Grant, Round 2.
		
		Member Agency Allocation ELL Healthcare Grant, Round 2
		= Base ($50,000) + (50%*% of Healthcare Career Projected Enrollments for 24-25)
		+(50%*% of Healthcare Career Programs Cohorts)+ (Round 2 Additional Funds/8)
		
		See table below.
		
		• Veronica Valenzuela (BPACE): YES
		• Adder Argueta (Bassett): YES
		• Ivan Ayro (Charter Oak): YES
		• Ryan Maddox (Covina-Valley): YES
		• Gregory Buckner (HLPAE): YES
		• Tami Pearson (Mt. SAC SCE): YES
		• Miguel Hurtado (PACE): ABSENT
		• LaToya Brown (RACE): YES
		•
		
		3) Final checks for 2023-24 ELL Grant, Round 1 have been sent out
		• Four checks released:
		  o 60% of the allocation (July through January) (requested in March)
		  o 16% of the allocation (February/March) (requested in April)
		  o 16% allocation (April/May) (requested in June)
		  o 8% of the allocation (June) (requested in July)

6.	**Annual Plan**	• Review of where we are
		• Reading of Draft Annual Plan for 2024-25.
		  o Motion to bring to a vote?
		  o Online Vote to follow to meet the NOVA deadline and open the Budget and Workplans for 2024-25.

7.	**Funding Formula Letter Update**	•
8.	**Workgroup Updates**	• Workgroup Effectiveness Survey Results • Workgroups Representatives Confirmed • Workgroup Meetings ready for new FY 2024-25
9.	**Date for Fall PD Conference**	• Please bring school calendars
10.	**Member Updates**	• Around the Room

Allocation table (#1):

#1	CTE HC Enrollments (ESTIMATES)	# OF HC PROGRAM Cohorts (ESTIMATES)	% CTE HC Enrollments	% # OF HC PROGRAMS Cohorts	Direct Allocations (inc. Base)	ELL Allocation %s	Indirect Costs	Total Allocation Request
BASS	70	5	4%	6%	$ 151,015.61	9%	$ 7,550.78	$ 158,566.39
BPACE	196	14	12%	16%	$ 210,374.92	13%	$ 10,518.75	$ 220,893.66
HLPAE	210	29	13%	34%	$ 269,799.85	17%	$ 13,489.99	$ 283,289.85
PACE	60	4	4%	5%	$ 145,226.40	9%	$ 7,261.32	$ 152,487.72
C.O.	80	5	5%	6%	$ 153,031.28	10%	$ 7,651.56	$ 160,682.85
ROW	15	1	1%	1%	$ 124,835.26	8%	$ 6,241.76	$ 131,077.02
C.V.	60	4	4%	5%	$ 145,226.40	9%	$ 7,261.32	$ 152,487.72
SCE	919	24	57%	28%	$ 393,843.61	25%	$ 19,692.18	$ 413,535.79
	1610	86	100%	100%	$ 1,593,353.33	100%	$ 79,667.67	$ 1,673,021.00

11. Upcoming Events	Please share any upcoming events you have:
	https://www.caadultedtraining.org/
	
	1) **Understanding the Adult Learner (Online)**
	   July 22 – August 18, 2024
	   https://www.caadultedtraining.org/CALPRO/35209?Type=13
	
	2) **ASAP & Canvas: A workaround from the field**
	   August 05, 2024, 12:00PM – 1:30 PM
	   https://www.caadultedtraining.org/OTAN/148?Type=10
	
	3) **Supporting Immigrant Integration through Civics Education**
	   September 23, 2024 -- October 20, 2024 (Online)
	   https://www.caadultedtraining.org/CALPRO/35210?Type=13
	
	4) **CAEP Summit 2024**
	   October 28-30, Oakland, CA
	   https://summit.caladulted.org/
	
	5) **ACCE Fall Drive-In Conference (SAVE THE DATE)**
	   November 2024 (Date TBA)
	   http://www.acceonline.org/
	
	6) **CCAE Southern/South Coast Region Conference (SAVE THE DATE)**
	   November 21-23, Palm Springs, CA

12. Future Meetings	<table><tr><td colspan="3">Steering Committee Meetings 2024-25</td></tr><tr><td colspan="3">3rd Monday of the Month 1:00 PM – 3:00 PM</td></tr><tr><td>Month</td><td>Dates</td><td></td></tr><tr><td>August</td><td>8/19/2024</td><td>Mt. SAC</td></tr><tr><td>September</td><td>9/16/2024</td><td>Mt. SAC</td></tr><tr><td>October</td><td>10/14/2024</td><td>Mt. SAC</td></tr><tr><td>November</td><td>11/18/2024</td><td>Mt. SAC</td></tr><tr><td>December</td><td>12/16/2024? Holiday</td><td>Mt. SAC</td></tr><tr><td>January</td><td>1/20/2025? Holiday</td><td>Mt. SAC</td></tr><tr><td>February</td><td>2/17/2025? Holiday</td><td>Mt. SAC</td></tr><tr><td>March</td><td>3/17/2025</td><td>Mt. SAC</td></tr><tr><td>April</td><td>4/21/2025</td><td>Mt. SAC</td></tr><tr><td>May</td><td>5/19/2025</td><td>Mt. SAC</td></tr><tr><td>June</td><td>6/16/2025</td><td>Mt. SAC</td></tr></table>
13. Adjourn	**Next Meeting**: August 19, 2024, 1:00 - 3:00 PM