



Agenda

Monday, September 16, 2019

1:00-3:00 pm

Mt. San Antonio College, Bldg. 40, Rm 140

Steering Committee

	Baldwin Park __Veronica Valenzuela		Charter Oak __Ivan Ayro __Debra Black		Mt. SAC __Madelyn Arballo __Tami Pearson	Consortium __Ryan Whetstone __Lila Manyweather __Ana Ramos Partners/guests present:
	Bassett __Albert Michel		Covina Valley __Virginia España		Pomona __Enrique Medina __Miguel Hurtado	
	ESGVROP __John Smith __Leticia Covarrubias		Hacienda-La Puente __Gregory Buckner __Micah Goins		Rowland __Rocky Bettar	
<ul style="list-style-type: none"> ● Welcome & Agenda Check ● Public Comment ● Approval of Minutes for 8/19/2019 						
Objectives for the day:						
1. Hours and Expenditure Submission Review						
2. Fiscal/Budget Update/ District Meetings						
3. Adult Education Policy Update						
4. Data Update						
5. Workgroup update						
6. CAEP Presentation –Using Data to Improve Program Performance						
7. Professional Development update						
8. Updates				Events Member Roundtable Update		
9. Adjourn						



DUE DATES

September 2019

- **Sep 1:** 17/18 and 18/19 Member Expense Report due in NOVA (Q4)
- **Sep 1:** July 1, 2018 to June 30, 2019 expenses by program area due (estimates only) in NOVA
- **Sep 30:** End of Q1
- **Sep 30:** 17/18 and 18/19 Member Expense Report certified by Consortia in NOVA (Q4)
- **Sep 30:** 19/20 Member Program Year Budget and Work Plan due in NOVA

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