



Presenter: Madelyn Arballo

**Steering Committee Meeting Agenda**  
**Monday, December 5, 2022**  
**2:00-4:00 pm (In-Person) Mt SAC**  
**SCE Bldg. 40 - Room 140**

<b>Baldwin Park</b> __Veronica Valenzuela		<b>Covina Valley</b> __Virginia España	<b>Pomona</b> __Miguel Hurtado	<b>Consortium</b> __Tischel Diaz __Ana Ramos
<b>Bassett</b> __Adder Argueta		<b>Hacienda-La Puente</b> __Gregory Buckner __Micah Goins	<b>Rowland</b> __ Brian Huff	<b>Partners/guests present:</b>  __Omideh Miri
<b>Charter Oak</b> __Ivan Ayro __Michelle Lee		<b>Mt. SAC</b> __Madelyn Arballo __Tami Pearson		

____ Welcome & Agenda Check ____ Public Comment	<b>Approval of the Minutes for 10/17/22</b> <b>Motion to approve _____ Second _____ Vote.</b>
<b>Objectives for the day:</b>	
1. Consortium Manager – Tischel Diaz <ul style="list-style-type: none"> <li>• Intro</li> <li>• Initial Activities</li> <li>• Staffing structure</li> </ul>	
2. Consortium Updates <ul style="list-style-type: none"> <li>• Budget – update</li> <li>• WIOA re-application</li> <li>• Carryover policy and discussion</li> </ul>	
3. Workgroup Updates	
4. Member Updates	
5. Future meetings <ul style="list-style-type: none"> <li>• January 16 meeting is a holiday – suggest Jan 23?</li> <li>• Retreat – February – doodle poll</li> </ul>	
6. Adjourn	

## CAEP DUE DATES

### December 2022

- **Dec 1:** July 1, 2021 to June 30, 2022 Program Area Report (Instructional Hours and Expenses by Program Area; actuals) in NOVA and Certified by Consortium\*
- **Dec 1:** 20/21, 21/22 & 22/23 Member Expense Report Due in NOVA (Q1)
- **Dec 31:** 20/21, 21/22 & 22/23 Member Expense Report certified by Consortia in NOVA (Q1) \*
- **Dec 31:** End of Q2

### January 2023

- **Jan 31:** Student Data due in TOPSPro (Q2)
- **Jan 31:** Employment and Earnings Follow-up Survey

### February 2023

- **Feb 28:** Preliminary allocations for 2022-23 and 2023-24 released by this date.

### March 2023

- **Mar 1:** 20/21 and 21/22 and 22/23 Member expense report is due in NOVA. (Q2)\*
- **Mar 31:** 20/21 and 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q2) \*
- **Mar 31:** End of Q3

### April 2023

- **Apr 30:** Student Data due in TOPSPro (Q3)
- **Apr 30:** Employment and Earnings Follow-up Survey

### May 2023

- **May 2:** CFAD for 2023-24 due in NOVA \*

### June 2023

- **Jun 1:** 21/22 and 22/23 Member Expense Report due in NOVA (Q3)
- **Jun 30:** 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q3) \*
- **Jun 30:** End of Q4

### July 2023

- **Jul 15:** Student Data due in TOPSPro (Q4) FINAL