



Steering Committee Meeting Agenda

Monday, March 21, 2022
1:00-3:00 pm

Join Zoom Meeting
<https://mtsac-edu.zoom.us/j/96311205674>

Baldwin Park __Veronica Valenzuela	Covina Valley __Ryan Maddox __Virginia España	Pomona __Enrique Medina __Miguel Hurtado	Consortium __Madelyn Arballo __Ana Ramos
Bassett __Adder Argueta	Hacienda-La Puente __Gregory Buckner __Micah Goins	Rowland __Gale Lee	Partners/guests present: __
Charter Oak __Ivan Ayro __Michelle Lee	Mt. SAC __Madelyn Arballo __Tami Pearson		

____ Welcome & Agenda Check ____ Public Comment	Approval of Minutes for 11/15/21 Motion to approve _____ Second _____ Vote _____ Approval of Retreat Minutes for 2/4/22 Motion to approve _____ Second _____ Vote _____
Objectives for the day:	
1. Consortium Co-Chair Selection	
2. Consortium Manager hiring a. Workgroups Leadership b. Job description and pay range (CTE, AWD, ABE/ASE, ESL, Data)	
3. Fiscal a. Budget update and 19-20 carryover disbursement b. Tentative allocation with COLA 22-23 c. Stipend for 3-year plan	
4. Consortium 3-year Plan update	
5. Future meetings	
6. Adjourn	

CAEP DUE DATES

March 2022

- **Mar 1:** 19/20 and 20/21 and 21/22 Member expense report is due in NOVA. (Q2)*
- **Mar 31:** 19/20 and 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q2) *
- **Mar 31:** End of Q3

April 2022

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

May 2022

- **May 2:** CFAD for 2022-23 due in NOVA *

June 2022

- **Jun 1:** 20/21 and 21/22 Member Expense Report due in NOVA (Q3)
- **Jun 20:** CAEP 2022-25 Three-Year Plan due
- **Jun 30:** 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q3) *
- **Jun 30:** End of Q4

July 2022

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

August 2022

- **Aug 1:** Employment and Earnings Follow-up Survey
- **Aug 15:** Annual Plan for 2022-23 due in NOVA *

September 2022

- **Sep 1:** 20/21 and 21/22 Member Expense Report due in NOVA (Q4)
- **Sep 1:** 22/23 Certification of Allocation Amendment due in NOVA (new)
- **Sep 1:** July 1, 2021 to June 30, 2022 expenses by program area due (estimates only) in NOVA *
- **Sep 30:** 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q4) *
- **Sep 30:** 22/23 Member Program Year Budget and Work Plan due in NOVA
- **Sep 30:** End of Q1

October 2022

- **Oct 30:** 22/23 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

December 2022

- **Dec 1:** July 1, 2021 to June 30, 2022 Instructional Hours and Expenses by Program Area due (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