

Steering Committee

<p>Baldwin Park <input checked="" type="checkbox"/> John Kerr <input checked="" type="checkbox"/> Veronica Valenzuela</p>	<p>Tri-Community Adult Education</p> <p>Charter Oak <input type="checkbox"/> Debra Black</p> <p>Covina Valley <input checked="" type="checkbox"/> Claudia Karnoski</p>	<p>Mt. SAC <input checked="" type="checkbox"/> Madelyn Arballo <input checked="" type="checkbox"/> Tami Pearson</p>	<p>Consortium <input checked="" type="checkbox"/> Lila Manyweather <input checked="" type="checkbox"/> Ryan Whetstone <input checked="" type="checkbox"/> Sage Overoye <input checked="" type="checkbox"/> Wanda Pyle</p>
<p>Bassett <input checked="" type="checkbox"/> Albert Michel <input checked="" type="checkbox"/> Virginia Espana</p>		<p>Pomona <input checked="" type="checkbox"/> Enrique Medina <input checked="" type="checkbox"/> Marie Dennis <input checked="" type="checkbox"/> Rebecca Cristobal <input checked="" type="checkbox"/> Emilia Madrid</p>	<p>Partners/guests present: Shelly Laddusaw</p>
<p>ESGVROP <input type="checkbox"/> Elia Evans <input checked="" type="checkbox"/> Leticia Covarrubias</p>	<p>Hacienda-La Puente <input type="checkbox"/> Elbia Sarabia <input checked="" type="checkbox"/> Matt Smith</p>	<p>Rowland <input checked="" type="checkbox"/> Rocky Bettar</p>	

Agenda Items	Outcomes
Welcome & Agenda Check	Meeting was called to order at 2:20 PM – Facilitated by Ryan Whetstone.
Public Comment	No Public Comment
Approval of Minutes for 01/27/2017	A motion was made to approve the Minutes of 02/27/2017 by Enrique Medina, seconded by Albert Michel. The minutes were unanimously approved with the following correction: Item 1. “2016-16 budget” was changed to “2015-16 budget.”
1. Budget Update	2015-16 budget distributed.
2. 15/16 spend down	Less than \$1M left. Shared budget will be gone by May.
3. Consortium funds – professional development	I-BEST Cost Benefit and research summary was distributed. Wanda recommended a one day overview training, followed by two days of train the trainer. Wanda will follow up with I-BEST, research VESL, and consult the work groups before the next meeting.
4. Professional development options	Regional Adult Education Consortium Coordinator Action Plan was distributed. The legislation requires contextualized instruction. Consortium Coordinator will focus on this requirement, take on additional responsibilities, and maintain current duties.
5. 2017-18 budget discussion and CFAD	Proposed 2017-18 budget distributed. Member allocation budget from 2016-17 budget remains the same except (1) additional \$2,000 for Rowland travel expenses and (2) reduced Charter Oak consortium funds by \$38,850. Enrique Medina made a motion to approve proposed member allocation budget, seconded by Claudia Karnoski, and unanimously approved. Albert Michel made a motion to approve proposed consortium budget, seconded by Claudia Karnoski, and unanimously approved.
6. AEBG Participation Agreement	DRAFT AEBG Participation Agreement was displayed and discussed. John Kerr and Virginia Espana expressed concern for the vagueness of the language. The committee agreed that the language should be very clear, and actions should be well defined. Discussion around attendance and participation followed. These terms also need to be clear in the agreement. Ryan will draft a new rendition taking committee feedback into consideration.

7. Capital Outlay	Rocky Bettar made a motion to approve member spending on programs without individual approval from the steering committee for Capital Outlay expenditures, seconded by Matt Smith, and unanimously approved.
8. Data Accountability update	Data Accountability timeline was distributed. Important dates include: March 22 nd – Data Meeting April 28 th – Friday before submission date July 31 st – Submission date Lila Manyweather is responsible for certifying the integrity of the data.
9. Member Updates	Sage Overoye reviewed the conference registration process. If we include a media release, we need to make sure correct legal language is used. Sage also reviewed the work group google drive, available here: https://goo.gl/Am9rNc
Other Updates and Topics Adjourn	Meeting adjourned at 4:00 PM.

Next meeting: Monday, April 10, 2017, 2:00 PM, Mt. San Antonio College, Bldg 40, Rm 140