



MEETING MINUTES

Monday, April 17, 2017

2:00-4:00 pm

Mt. San Antonio College, Bldg. 40, Rm 146

Steering Committee

Baldwin Park <input checked="" type="checkbox"/> John Kerr <input checked="" type="checkbox"/> Veronica Valenzuela	Tri-Community Adult Education Charter Oak <input checked="" type="checkbox"/> Debra Tarbox Covina Valley <input checked="" type="checkbox"/> Claudia Karnoski	Mt. SAC <input checked="" type="checkbox"/> Madelyn Arballo <input checked="" type="checkbox"/> Tami Pearson	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
Bassett <input checked="" type="checkbox"/> Albert Michel <input checked="" type="checkbox"/> Virginia Espana	Hacienda-La Puente <input checked="" type="checkbox"/> Elbia Sarabia <input type="checkbox"/> Matt Smith	Pomona <input type="checkbox"/> Enrique Medina <input checked="" type="checkbox"/> Marie Dennis <input type="checkbox"/> Rebecca Cristobal <input type="checkbox"/> Emilia Madrid	Partners/guests present: Adder Argueta, HLPAAE
ESGVROP <input checked="" type="checkbox"/> Elia Evans <input type="checkbox"/> Leticia Covarrubias	Rowland <input checked="" type="checkbox"/> Rocky Bettar		

Agenda Items	Outcomes
Welcome & Agenda Check	Meeting was called to order at 2:12 PM – Facilitated by Ryan.
Public Comment	No Public Comment
Approval of Minutes for 03/13/2017	A motion was made to approve the Minutes of 03/13/2017 by Rocky, seconded by Albert. The minutes were unanimously approved.
Budget Update	2015-16 funds still need to be spent, the majority is expected to be used and will be reported on June 30, 2017. Members are requested to keep sending in invoices. 2016-17 funds still have not be touched yet. Members should also begin sending Data and Accountability Fund invoices. A spreadsheet updating the use of D&A funds will be provided next month.
Legislative Update	There was a call for an update for any members who attended Leg Day in Sacramento, earlier in the month. None of our members present went.
Performance Targets	Based on the last AEBG LAO update to the Senate budget committee, there is concern that AEBG may not have clear goals, specifically related to the lack of performance targets (data). These issues should be addressed in the upcoming Annual Plan. There is discussion at the state level whether other not the first data report, due at the end of the month, would be the baseline for performance. General perspective is this is too soon as many schools are just performing TOPS data collection and reporting for the first time ever. Madelyn and Rocky have a meeting scheduled with Sen. Anthony Portantino, CA Senate Budget Committee Member. They requested members email them with any thoughts regarding goals



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	and targets.
SSSN Data Collection Elements	This agenda item was requested by Enrique as to whether or not schools can or will attempted to collect social security numbers from students. AEBG indicated they will be working with EDD to confirm job placement data by cross-referencing SSNs. The general consensus is that respective school districts do not have clear authority to do so at this time and will not attempt to mandate that students provide them.
2017-18 CFAD, Organization Chart and Governance Plan Review	<p>A draft of the 2017-18 Consortium Fiscal Administration Declaration (CFAD) along with the updated Organizational Chart was provided for review. Rocky stated his email was incorrect. There was a motion to approve the CFAD and Org Chart with the correction by Claudia. Seconded by Albert and unanimously approved.</p> <p>The consortium Governance Plan was circulated for review and signatures. There were no language changes, only updates to the signature pages to reflect the current lead representative for each member. Current signatures were collected by all present and Ryan will get the remaining ones from those not in attendance.</p>
Professional Development Update Spring Professional Development Cal Poly Pomona - Thursday, April 27, 2017 Spring I-Best Training for Administrators – Wednesday, May 31, 2017(location TBD)	<p>Ryan, Wanda and Sage provided an update on the registration and logistics of the upcoming consortium conference to be held next week at Cal Poly Pomona.</p> <p>Wanda and Ryan also provided an overview on the upcoming Integrated Basic Education and Skills Training Program (I-BEST) training to be led by Jon Kerr from the Washington State Community College Board. Programs across the country are deploying the I-BEST model as many view it as the evolution of VESL programs. The first of three all-day trainings will be held on May 31 at Hacienda La Puente Adult for administrators and lead designees. The next two sessions will be train-the-trainer workshops.</p>
Data Accountability Update	Lila provided the data accountability update. Data submissions and Data Integrity Reports are due to CASAS on April 30. As the majority of members are already WIOA schools there was minimal concern related to their ability to submit. There primary sites of concerns are Tri-Community Adult who must submit separate data for Covina Valley and Charter Oak School Districts and are using the TOPS system for the first time, and ESGVROP which is in transition on students data systems and does not have the TOPS system in place at this time.
AEBG Participation Agreement update	Ryan provided a draft of a participation agreement for the committee to review. The consensus is that the draft is too complicated for the current level of activity. Members will review motion verbage at next meeting.
Member Updates	Bassett Adult Career Fair on Thursday, April 27 at 5 pm. ESGVROP Career Fair, Tuesday, May 16, 10am-1pm.



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<p>Other Updates and Topics</p>	<p>Mt. SAC Courses for Partners – Madelyn reminded the group that the College can offer Intro Non-Credit courses (short-term/flexible) on partner campuses. The courses can provide an introduction to the college, career assessments and readiness content. Student are enrolled as Mt. SAC students. This helps meet consortium pathway and connection goals and TOPS outcomes. BPACE has already participated and Pomona is initiating.</p> <p>Work Groups- Wanda updated the committee on her outreach to schools to activate groups for the areas of Older Adults and Adults assisting Children in Academics. Two initial meetings have been arranged with respective instructors to begin planning in these areas.</p> <p>Proposed Logo Change – Ryan presented several options of a new logo that were based on a potential website URL and alternative to “Mt. SAC” as in the college referred as part of the name of the consortium. The consensus of the group was the logo and identification with the college were fine and the only concerns were to change to colors that would align better with the AEBG color scheme. We will also obtain www.mtsac-rc.edu as the URL.</p> <p>Website update – Sage provided a preview of the new website via Catapult design and hosting. Site is expected to be public mid-May. It was also mentioned that Catapult could provide a photographer at a rate of \$200 per site. Rocky motioned that we secure the photographer, Madelyn seconded and was unanimously approved.</p> <p>Ryan also mentioned that he attended the PAACE (Cerritos College area) Consortium meeting this month and noted they have purchased the K-16 Bridge/My Mentor data program (will import respective site data—not clear if they will share data across the consortium). They are focusing on PLC development in the area of ESL, particularly at Norwalk La Mirada Adult. They will be hosting a PD on Data Evaluation in September and have one work group that is focused on developing AWD and was working with MT SAC on that process.</p>
<p>Adjourn</p>	<p>Meeting was adjourned at 4:00 pm.</p>

Next Meeting: TBD