



# Meeting Minutes - APPROVED

Monday, May 20, 2019  
 2:00-4:00 pm  
 Mt. San Antonio College, Bldg. 40, Rm 140

## Steering Committee

<b>Baldwin Park</b> __ John Kerr <b>XX</b> Veronica Valenzuela	<b>Charter Oak</b> <b>XX</b> Ivan Ayro __ Debra Black	<b>Mt. SAC</b> <b>XX</b> Madelyn Arballo <b>XX</b> Tami Pearson	<b>Consortium</b> <b>XX</b> Ryan Whetstone <b>XX</b> Wanda Pyle <b>XX</b> Lila Manyweather <b>XX</b> Ana Ramos  <b>Partners/guests present:</b> Michelle Lee Cindy Manke Matt Smith
<b>Bassett</b> __ Albert Michel	<b>Covina Valley</b> <b>XX</b> Virginia España	<b>Pomona</b> <b>XX</b> Enrique Medina __ Miguel Hurtado	
<b>ESGVROP</b> __ Leticia Covarrubias <b>XX</b> John Smith	<b>Hacienda-La Puente</b> <b>XX</b> Gregory Buckner <b>XX</b> Micah Goins	<b>Rowland</b> <b>XX</b> Rocky Bettar	

<ul style="list-style-type: none"> <li>Welcome &amp; Agenda Check</li> <li>Public Comment</li> <li>Approval of Minutes for 4/15/2019</li> </ul>	<p>Ryan Whetstone called the meeting to order at 2:10 pm. He called for public comment. There was none. Rocky Bettar motioned to approve the meeting minutes from April 15, 2019. Second by Greg Buckner. Unanimously Approved.</p>
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**Objectives for the day:**

1. Three Year Plan Update	<p>Madelyn shared the she and one other person were intensely reviewing the draft and had several suggestions for the document. The goal related to online instruction/distance learning appeared to be better suited as an option under program growth. She also suggested that, as data reporting and outcomes become more central and critical for the state, we adopt that as major focus goal. She asked the members for their thoughts and all were in consensus with her suggestions. As the plan is due on June 7, all members agreed to receive a final draft via email. Ryan will also post it as PDF in the website with a public comment section. Members will vote prior to the 7<sup>th</sup> online.</p>
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2. Data Update	<p>Lila Manyweather provided an update from the Data meetings. Q3 Consortium data charts were distributed. She mentioned data across the consortium looks great overall, but there is a concern for the Steering Committee from the Data group regarding the addition of the “non-binary” option. As gender is a critical element, how will the upcoming required capture of the element affect student data outcomes in the CASAS TOPS system? The item will be on the new forms and collection will commence on July 1. At this time, Lila said CASAS is not certain how this element will effect reporting or possible cascade effects (per Jay Wright and Larell Dorrrough). Rocky does not think it will affect the data. He said 12 hours, Race, and Date of Birth are the driving elements. In any case, members should to pay attention to this in their data reports.</p> <p>There was discussion on clarifying class completions as outcomes. Madelyn stated that outcomes are about finishing programs that lead to employability. Those are completions. Do not just count a class as an outcome completion, unless it is a standalone, i.e. a CNA course.</p>
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	Lila mentioned that May Data Accountability overall looks great. She reminded the members about Q4 submission due on July 15 <sup>th</sup> (in anticipation of final Aug 1 deadline). Madelyn shared that our data looks strong in comparison with other Consortiums at the state level.
3. Fiscal Update	Madelyn and Rocky discussed the adjustment of the 2019-20 COLA, originally expected at 3.46% - reduced in the May revision of the governor's budget to 3.26%. Members will have to re-approve adjusted amounts at the next meeting. Madelyn suggest that, as members agreed to allocate funds proportionally, we would again follow the same methodology. We will have those amounts available for the next meeting. She also shared that Neil Kelly proposed consortiums considered redistribution of unspent funds of members from the prior year. She asked if any members had any thoughts on this topic, there were none at this time. If members need to make budget adjustments, let her know, as this is the time to do it.
4. Spring Conference Review	Ryan shared a presentation reviewing attendance and feedback on each session and the conference overall. There were 155 attendees from member schools and we leveraged CALPRO and CASAS presenters obtained through CAEP TAP. All workshops and the overall event rated 80+% good/very good.
5. Work Groups update	Wanda provided an update with outlines by each work group on the topic they want to work on for the coming year developed in their discussions around the three-year plan. She also shared this is her last Steering Committee meeting and will be initiating her "2 <sup>nd</sup> retirement" from education.
6. 2019-20 Steering Committee / Work Group Meeting Calendar	Ryan shared a draft 2019-20 Steering Committee Meeting Calendar along with a list of draft dates for all of the work group meetings for the year. The members agreed to the 3 <sup>rd</sup> Monday of the month with the exception of Friday, January 24, 2020 (retreat) and February 24 (4 <sup>th</sup> week due to Presidents' Day). No meeting in December2019. Ryan also requested members "adopt" a workgroup meeting to host and provide snacks for the coming year: BPACE-Data; ESL-Mt. SAC; CSS-CVUSD; ABE/ASE-BPACE; AWD-alternate Mt. SAC & HLP; and CTE-Charter Oak. Ryan also asked the members to consider dates for next year's conferences as Kellogg is booking fast. Madelyn suggested we take this time to consider not holding a fall conference and instead conducting several focused professional developments and hold the spring event. The members agreed. Ryan will follow up with work groups and leaders to determine events and locations. We will look at the week of March 23, 2020 for the spring conference.
7. CAEP Related State Updates	These were covered as part of the allocation conversation.
8. Member Updates	None
9. Adjourn	Meeting was adjourned at 4:05 PM