

Steering Committee

Baldwin Park <input type="checkbox"/> John Kerr <input checked="" type="checkbox"/> Veronica Valenzuela	Covina-Valley <input checked="" type="checkbox"/> Virginia Espana <input type="checkbox"/> Claudia Karnoski	Mt. SAC <input checked="" type="checkbox"/> Madelyn Arballo <input checked="" type="checkbox"/> Tami Pearson	Consortium <input checked="" type="checkbox"/> Ryan Whetstone <input checked="" type="checkbox"/> Wanda Pyle <input checked="" type="checkbox"/> Lila Manyweather <input type="checkbox"/> Isabella Koval Partners/guests present: Anne Neal, Bonita Unified School District Michelle Lee, COUSD Cindy Manke, Covina-Valley Matt Smith, Hacienda La Puente Marie Dennis, Pomona
Bassett <input checked="" type="checkbox"/> Albert Michel	ESGVROP <input type="checkbox"/> Leticia Covarrubias <input checked="" type="checkbox"/> John Smith	Pomona <input checked="" type="checkbox"/> Miguel Hurtado <input checked="" type="checkbox"/> Enrique Medina	
Charter Oak <input checked="" type="checkbox"/> Ivan Ayro <input type="checkbox"/> Debra Black	Hacienda-La Puente <input checked="" type="checkbox"/> Greg Buckner <input type="checkbox"/> Micah Goins	Rowland <input checked="" type="checkbox"/> Rocky Bettar	

<ul style="list-style-type: none"> Welcome & Agenda Check Public Comment Approval of Minutes for 11/26/2018 	<p>Called to order at 2:00 pm. Minutes motioned to approve (with amendment from Madelyn Arballo) by Enrique Medina. Seconded by John Smith. Unanimously approved.</p>
<p>1. Three Year Plan Team Update</p>	<p>Ryan reviewed the activities in the second Three-Year Plan Team Meeting (12/3/18). Final documentation from the AEP office for the plan was shared. The group reviewed initial results from the AEP self-assessment tool survey. Only a few people completed it so the group requested he resend to the Committee to get a bigger sample. The team also reviewed demographic data on the region provided by the AEP office, the November 2018 EDD LMI Report, San Gabriel Valley Economic Outlook, and the Portrait of LA County summary were provided for the group to identify points of interest. The Plan Group also did an online exercise with the Ed-Data website to look up local school district English Learner and Free/Reduced Lunch populations as a potential indicator of Adult Education regional need and connection to local district Local Control Accountability Plans and the Family Engagement requirement. Notes from that meeting and the updated survey results were distributed to the group. The goal is to have the final plan approved at the April 15, 2019 Steering Committee meeting.</p>
<p>2. Fiscal/AEP Reporting Update</p>	<p>Madelyn Arballo stated that the Consortium Funds Transfer of \$12,000 per member will be coming in the form of check. She is confirming the process with Mt. SAC Fiscal at this time and will provide an update shortly.</p> <p>The 2017-18 Program and Expenditure Data by Program Area is due— Friday, February 15, 2019. She asked Ryan to login and display the reporting screens in NOVA. Rocky Bettar indicated that Rowland’s was already completed and had it display it as an example. He described his process to retrieve the information—essentially CASAS TOPS has screens that report hours by program and his fiscal system delineates funds by respective program areas and sources. Madelyn and Rocky offered to provide any assistance needed. Ryan will follow up with members to ensure completion.</p>
<p>3. Steering Committee Retreat</p>	<p>Ryan reminded members to calendar the upcoming Steering Committee Retreat, scheduled for Friday, January 25, 2019, 8:30 am - 1:30 pm, at Mt. SAC, building 40, room 126. He will be confirming the agenda with Madelyn and Rocky.</p>

<p>4. Data Work Group Update</p>	<p>Lila Manyweather shared an update from the last Data meeting where the group began a process that will continue for the next several meetings. She and Ryan will take one of the major outcome areas (Literacy Gains, HSE/HSD, Post-Secondary, Enter Employment, Increase Wages, and Transition) provide an expanded guide sheet based on available information and walk through a discussion of scenarios to capture those data points. Items/scenarios of question will be brought back to the Steering Committee for review. She began with initial handout of on Literacy Gains. The discussion began on two specific items- Mastered Course Competencies and Skills Progression what have been identified as Community College (Career Development Career Preparation-CDCP) items only, not to be completed by adult schools. Additional scenarios will be review at upcoming meetings.</p>
<p>5. Work Group Cross Planning Meeting Update</p>	<p>Wanda Pyle share an overview of the annual fall Cross-Group meeting held on December 12, 2018 at Charter Oak. All leaders of our respective groups (ESL, ABE/ASE, CTE, CSS, and ATCCS). Members shared their respective group activities which have each resulted in collaborative documentation and resources to better support students. Member also engaged in a brainstorming exercise related to suggestions for the goals areas of the consortium. Notes from that meeting were distributed.</p>
<p>6. Mt. SAC / WDACS Job and Resource Fair – Friday, March 1, 2019</p>	<p>In anticipation of the upcoming Job and Resource Fair, sponsored by the School of Continuing Education (under Tami Pearson) and LA County, at Mt. SAC on March 1, 2019. He asked members to consider providing bus transportation to the event. Enrique Medina arranged transportation for Pomona adult school students, which demonstrated strong commitment for student connection to potential employers. Participants can indicate their adult school on the event registration (for tracking) and are also expected to register with CalOBS as part of the process, which is the primary data match for the ‘Enter Employment’ outcome measure for AEP. Ryan will send communication to follow up with members who will arrange buses for event coordination.</p>
<p>Adjourn</p>	<p>Meeting Adjourned at 3:00 pm</p>