



Steering Committee

Baldwin Park <input checked="" type="checkbox"/> John Kerr <input checked="" type="checkbox"/> Veronica Valenzuela	Covina-Valley <input type="checkbox"/> Claudia Karnoski <input checked="" type="checkbox"/> Monica Makiewicz	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 type="checkbox"/> Lila Manyweather <input checked="" type="checkbox"/> Isabella Koval Partners/guests present: Richard Sheehan Mike Hendricks Marie Dennis David Young
Bassett <input checked="" type="checkbox"/> Virginia Espana <input checked="" type="checkbox"/> Albert Michel	ESGVROP <input type="checkbox"/> Leticia Covarrubias <input type="checkbox"/> Elia Evans	Pomona <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 checked="" type="checkbox"/> Matt Smith	Rowland <input checked="" type="checkbox"/> Rocky Bettar	

Welcome & Agenda Check Public Comment Approval of Minutes for 5/14/2018	Meeting called to order at 2:10 pm. Ryan called for Public Comment. There was none. Rocky motioned to approve meeting minutes from 5/14/2018. 2nd by Enrique. Unanimously approved.
Objectives for the day:	
1. Data Retreat Survey Results	Ryan shared the results from the Data Retreat Participant Survey. Overall the event rated 3 out of 5, the activity was beneficial, providing solid information on the AEBG Data Collection process and the time of day was appropriate. The major takeaways from the event were many schools are still unclear on who is actually responsible for collecting and entering data at key intervals, strategic processes are not in place for some members, and more work is needed to assure efficient processes and address consistent data gaps and errors. Members were reminded that Lila conducts a monthly Data work group (meeting at BPACE) and she will move forward on refining processes to develop a Universal Consortium Data Manual. The suggestion was made for the next retreat, we use a computer lab focused on hands on activities and straight-forward processes.
2. 2018-19 Steering Committee Meeting Calendar	Members reviewed the draft calendar Ryan presented based on comments from the last meeting. The 3rd Thursday of the month was selected with the noted* exceptions: 7/16/18, 8/6/18*, 9/17/18, 10/15/18, 10/24/18* Fall Conference, 11/19/18, 12/17/18, 1/25/19* SC Retreat 8AM-2PM, 2/19/19*, 3/18/19, 4/15/19, 5/20/19, 6/17/19. Possible cancellation of 12/17/18 meeting. Greg Buckner motioned to approve 2018-2019 Steering committee calendar with corrections. Second by Tami. Unanimously approved.
3. Fall Conference 10/24/18, Cal Poly - Kellogg	October 24, 2018 is the date for the conference based on the poll results for the event. Ryan reserved Cal Poly Pomona / Kellogg Center. Fall conference will focus on bringing outside presenters. Wanda requested members send topics of interest for by Friday 6/22/2018.

<p>4. 2018-19 Annual & 3 Year Plan Preliminary Development- (Alignment of Consortium Professional Development Update)</p>	<p>The Annual Plan is due August 15, 2018. The 3-year Plan submission deadline is extended for one year until June 2019.</p> <p>Building from the conversation at the last Steering Committee meeting, at the request of Enrique. Ryan share the “Crosswalk” of professional development, extrapolated from the WIOA, WASC Action Plans and COE Reports of the members. This will be used as one of the foundations to build professional development moving forward for the consortium. This will help keep consortium-wide activities aligned as we will address needs laid forth by the members moving forward. Ryan will prepare draft responses to the new annual plan prompts for review at the next Steering Committee meeting and foundations for the new 3-year plan as well based on available information.</p> <p>Members will review a draft based input at the July 16 meeting. Edits will be sent for final review and approval at the August 6th meeting to finalize annual plan.</p>
<p>5. Budget Update</p>	<p>Madelyn provided an update and proposal for the 2018-19 Consortium budget. She reviewed recent activities on the reporting process to AEBG. Numerous adjustments were required by the AEBG office related to annual budgets and carryover amounts. Members must be mindful that carryover amounts should match when ending a budget cycle and moving into the next. She requested members be on standby when those adjustments were completed so everyone could submit their 3rd Quarter expenses for certification. In reviewing the proposed 2018-19 consortium operation budget, funds are also shifted to support a proposed clerical position. Ryan provided the background in the next item.</p> <p>Motion to approve the Proposed Budget and Clerical Position: Monica. Seconded by Greg. Unanimous vote to approve the 2018-19 Consortium budget.</p>
<p>6. Consortium clerical/budget support position</p>	<p>Ryan provided the background that expanded depth of consortium operations, member coordination, especially related to coordinated compliance; the need has become evident to employ expanded administrative support. Ryan shared this was in the proposed 2018-19 budget presented by Madelyn. Consortium-wide funds will be shifted, consolidating the funds for the current Program Assistant, to create a new permanent part-time position, an Administrative Analyst IV position (part-time permanent) through the Mt. SAC personnel system. The position cost is projected at \$30,834.</p>
<p>7. Governance Plan</p>	<p>Ryan displayed a copy of the current governance plan for review by the members. There was conversation as to whether or not the group should develop and adopt bylaws but the prevailing opinion was that an updated plan should be sufficient at this time. It was requested that he distribute copies to members with draft changes that address recent member concerns. This will be sent out prior to the next meeting for review.</p>
<p>8. Updates</p>	<p>caladulthood.org - Ryan shared the new California Adult Education website and suggested members review the webinar overview on the site as it is a drastic re-design from the former AEBG website.</p> <p>Consortium Annual Memorandum of Understanding / Confirm Consortium Representatives – Ryan alerted members that it is time to renew the MOUs with Mt. SAC and that this is also a good time to affirm organization representatives for the Steering Committee. Ryan will also revise the MOU to reflect Mt. SAC as the fiscal certifier and extended it for 3 years instead of the annual process. He will send a draft of the revised document for review.</p> <p>2018-19 Work Group Member List Review. He also provided a list of current work group members for review and update by respective leaders.</p>
<p>9. Adjourn</p>	<p>Meeting adjourned at 3:50 pm</p>