



Meeting Minutes

Monday, March 16, 2020 Approved

1:00-3:00 pm ONLINE VIA ZOOM

Steering Committee

Baldwin Park <input type="checkbox"/> Veronica Valenzuela	Charter Oak <input checked="" type="checkbox"/> Ivan Ayro <input type="checkbox"/> Debra Black	Mt. SAC <input type="checkbox"/> Madelyn Arballo <input checked="" type="checkbox"/> Tami Pearson	Consortium <input checked="" type="checkbox"/> Ryan Whetstone <input checked="" type="checkbox"/> Ana Ramos
Bassett <input type="checkbox"/> Albert Michel	Covina Valley <input type="checkbox"/> Virginia España	Pomona <input type="checkbox"/> Enrique Medina <input checked="" type="checkbox"/> Miguel Hurtado <input type="checkbox"/> Marie Dennis	Partners/guests present: ESGVROP staff: Michael Montano Brian Richling Stacy Arrieta Unidentified caller: 626-934-2800 (HLP AE)
ESGVROP <input checked="" type="checkbox"/> Sherryl Carter <input type="checkbox"/> Leticia Covarrubias	Hacienda-La Puente <input checked="" type="checkbox"/> Gregory Buckner <input checked="" type="checkbox"/> Micah Goins	Rowland <input type="checkbox"/> Rocky Bettar	

ITEM	NOTES
-Welcome & Agenda Check -Public Comment -Approval of Minutes for 2/26/20	<ul style="list-style-type: none"> Called to order: 1:05 pm No public comment Approval of minutes Motioned by Tami Pearson and seconded by Miguel Hurtado. Unanimously approved.
1. Coronavirus Update	<p>Ryan welcomed everyone to the online meeting. He asked all attendees state their names; one caller did not response/not identified 626-934-2800 (HLP AE). He was aware that all member districts shut down due to the in response to the Governor, LA County Health Department and LACOE Superintendent recommendation that schools close in response to slow the spread of the Coronavirus (COVID-19), now a national health crisis. He asked what the situation at each campus was. Ivan Ayro said Charter Oak closed for two-weeks with a tentative return on April 6. Sherryl Carter shared ESGVROP shut down through April 6. Greg Buckner stated HLP AE closed from March 16 to April 13 and working to determine instructional program. Miguel Hurtado -Pomona closed until April 6. Tami Pearson shared that the college is working to move courses to online and distance learning formats and would cease on-campus classes this week. Ryan asked everyone to check their email for the latest CAEP e-newsletter focused on COVID-19, along with distance and online learning resources.</p>
2. Fiscal Update	<p>Tami presented on behalf of Madelyn Arballo who was in another meeting. She thank everyone for being present at this pressing time. A slide shared with tentative allocations including the COLA allocation of 2.09%. However, she did indicate that these number were incorrect as the amount shown in NOVA is currently wrong. When corrected, all member will receive the appropriate 2.09% increase.</p>
3. East San Gabriel ROP Program Request	<p>Ryan introduced Sherryl Carter, Superintendent of the East San Gabriel Valley Regional Occupational Program. Sherryl provided an overview on post-secondary Career Technical Education programs offered there, referencing an overview handout distributed electronically. Those are the programs offered for adults. Though the programs have highly successful placement rates, the campus cannot no longer fiscally support and must close them. Programs for minors will continue. She knows that all members have existing plans developed for programs and spending but their programs are in a crisis and had to make this request. Tami clarified that it is her understanding that any support provided from members would have to come directly from each member's direct fund (not the consortium allocation) with separate financial agreements. Ryan affirmed this to be his understanding as well. Greg Buckner asked how much do they really need. She put the required amount at about 1.5 mil.</p>

	<p>Sherryl then went to on to ask that if they are not able provided any financial support, would members consider taking the training needs of those programs, including Child Development, Emergency Medical Technician, HVAC, Medical Assistant, Medical Billing and Coding, and Pharmacy Technician. All these programs have appropriate accreditations. Tami clarified that schools opting to take over programs would have to deal with the accreditation/certification processes if they had not already done so. Miguel Hurtado asked for clarification on the timeline for closure. Sherryl said that they are working to remain open and completed qualified students by June 30, 2020. The discussed moved that Sherryl prefer the programs be taken over as soon as possible so that the students not completing (by June 30) will be able to finish. There was a request to speak by Brian Richling, EMT Instructor at ESGVROP. He shared his appreciation for the opportunity and gave an overview of the program, the fact that he uses unique instructional processes and has a 100% employment placement rate. He believes this program is of great benefit to the community and hopes one of our members will incorporate it. Ryan shared that he visited the class this year at their recent open house and was impressed. There were no other comments Ryan reflected that this is a major situation, there are several members not present, and we should continue the conversation at the next meeting. Tami stated that Sherryl should have a conversation with Ryan and the next meeting as far as a timeline. She then excused herself as she had another meeting to attend. Ryan alerted the group that the meeting was no longer a quorum and would be informational.</p>
3. Data Update	<p>As per Tami’s suggestion at the last meeting, Ryan incorporated 2018-19 Q2 Data for comparison. Ryan shared this file through the chat for discussion. The Summary (top section) shows that from 18-19 to 19-20 overall consortium enrollment is up 500 students compared to last year. He included several categories from the 2018-19 (last year) CASAS Barriers to Employment Report (BTE) so we can begin to review those numbers as a group. Over the next meetings, Ryan will share the comparison numbers for last year’s Q3 DIR information. Ryan shared the CASAS HLP AE Barrier to Employment Report to show from where he is deriving numbers. He suggest members look at this data and identify gaps in their collection process for BTE information. This report reflects Barriers including English Language Learners, Cultural Barriers, Disabled, and Displace Homemaker. He will share the remaining Barriers in the data report next month.</p>
4. Event updates	<p>The Partner Breakfast and the Consortium Conference were postponed due to the Los Angeles County Health Department Covid-19 recommendations. The member were polled whether or not to postpone the conference with majority confirmation. Charter Oak forced to postpone the Partner Breakfast by district mandate. Members expect this to be a challenging situation for all in the coming months.</p>
5. Positions request for approval Data Analyst & Adjunct Consortium	<p>Ryan shared with the draft job description for the Data Analyst and Adjunct Counselor Minimum Qualifications. Consortium Counselor both positions for review as discussed in the last meeting. Madelyn Arballo also sent the Mt. SAC basic salary information for the Data position. No comments.</p>
7. Updates	<ul style="list-style-type: none"> • CCAE State Conference – April 23-25, 2020 Sacramento-POSTPONED to Spring 2021 • Pomona’s Adult and Career Education 85th Anniversary Event -Miguel Hurtado mentioned that most likely will be postponed and he’ll be updated the members. • WIOA MOU Partner Convening (originally conflicting with Steering Committee)– Moved to Online meeting for March 24, 2020, 1-2:30 pm • Ryan reminded members to continue messaging to students to complete the Census 2020
10. Adjourned	<p>1:51 pm</p>