



Presenter: Tischel Diaz

Steering Committee Meeting Minutes

Approved

**Monday, March 20, 2023
1:00-3:00 pm (In-Person) Mt SAC
SCE Bldg. 40 - Room 140**

Baldwin Park <input checked="" type="checkbox"/> Veronica Valenzuela	Covina Valley <input checked="" type="checkbox"/> Virginia España	Pomona <input checked="" type="checkbox"/> Miguel Hurtado	Consortium <input checked="" type="checkbox"/> Tischel Diaz <input checked="" type="checkbox"/> Denise Lieu
Bassett <input type="checkbox"/> Adder Argueta	Hacienda-La Puente <input checked="" type="checkbox"/> Gregory Buckner <input checked="" type="checkbox"/> Micah Goins	Rowland <input type="checkbox"/> Brian Huff	Partners/guests present: <input checked="" type="checkbox"/> Katalin Gyurindak <input checked="" type="checkbox"/> Bruno Calatroni
Charter Oak <input checked="" type="checkbox"/> Ivan Ayro <input checked="" type="checkbox"/> Michelle Lee	Mt. SAC <input checked="" type="checkbox"/> Madelyn Arballo <input type="checkbox"/> Tami Pearson		
<input type="checkbox"/> Welcome & Agenda Check <input type="checkbox"/> Public Comment	<ul style="list-style-type: none"> • Approval of the Minutes for 1/23/23 • Motion to approve: <u>Greg Buckner</u> Second Vote <u>Ivan Ayro</u>. 		
Objectives for the day:			
1. Consortium Manager – Tischel Diaz <ul style="list-style-type: none"> • Intro 	<ul style="list-style-type: none"> • Introduction of present members 		
2. Consortium Updates <ul style="list-style-type: none"> • WIOA Upcoming Due Date • CAEP Due Dates (March/April/May) • LAO Discussion Debrief 	<p>WIOA & CAEP Due Dates:</p> <p>March 2023</p> <ul style="list-style-type: none"> • Mar 31: End of Q3 • Mar 31: Program Implementation Survey (WIOA) <p>April 2023</p> <ul style="list-style-type: none"> • Apr 30: Student Data due in TOPSPRO (Q3) • Apr 30: Employment and Earnings Follow-up Survey (WIOA & CAEP) • Apr 30: IELCE Report (If applicable) <p>May 2023</p> <ul style="list-style-type: none"> • May 2: CFAD for 2023-24 due in NOVA * <p>LAO Discussion Debrief:</p> <ul style="list-style-type: none"> • Madelyn spoke to Dept. of Finance and Senate Assembly Budget Sub Committee • Expressed our concerns, didn't speak for the K-12s • Similar responses: Senate Sub Committee perplexed why now and why this. Do not understand where it is coming from. No interest from the Legislature to do anything since they are looking at a budget that might be in a deficit. Mixing it up, is not something they are looking for. • Dept. of Finance: They are not doing this now, not the time. Maybe in 2 yrs they will talk about it. They believe this is creating a divisiveness they had not intended. Working on bigger issues. It is not a priority to change. They don't want to cause divisiveness among Consortiums. Three or four Consortiums having issues (voting, funding) and consistently hear from them. They don't want to create something that is not inclusive for all across the state. • CCAEs points and webinar held last week are all for it. Do they understand how this will impact them? • Unclear where it comes from based on the letter released after last week's webinar. 		

<p>3. Workgroup Updates</p>	<p>ESL Workgroup Presentation</p> <ul style="list-style-type: none"> • Katalin Gyurindak (Mt. SAC) • Bruno Calatroni (Charter Oak) <p>Presentation re: ESL Workgroup progress on transitions and workforce training COAAPs.</p> <p>Workgroup determined best to align with the Annual Plan strategies: EL Civic COAAPs for Transition & Workforce Training (Healthcare)</p> <p>Reviewed four civic objectives that focus on Transitions.</p> <ul style="list-style-type: none"> • Project #1: Workgroup chose #51: Transition – Research, Identify and utilize resources & services necessary to transition to & succeed in post-secondary education, training and career. • They compared tasks in both AP’s and determined that task from 51.1 & 51.2 don’t mesh well based on content. • They leave 51.2 tasks for another project • Focus on modifying 51.1 task and creating a new ones • New COAAP will be 51.3 • Project #2: Workforce Training (Health Science & Medical Technology): Based on consortium CTE-STV offerings and the prioritization of Healthcare industry career pathways, COAAP #71 was determined to be the first workforce training COAAP to be discussed. <p>Next Steps:</p> <ul style="list-style-type: none"> • Project #1 (Transitions): Discuss new tasks to total at least two task per level • Write up a proposal and submit to CASAS for approval • Work on task criteria and grading rubric • Submit to CASAS for approval and posting for the 2023-2024 program year • Project #2 (Workforce Training): While waiting for Project #1 approval, will evaluate the current tasks for #71 <p>Adding COAAPs:</p> <ul style="list-style-type: none"> • Ability to add as needed by the region • Soft limit 10 • Email CDE Rep requesting adding above 10 required. • Survey teachers and students to see what students like to learn
<p>4. Adult Ed Day Recap</p>	<ul style="list-style-type: none"> • Event was designed to familiarize students throughout the Consortium with Mt. SAC & possibilities & support available to them. • CSS workgroup identified: fear of the unknown (college) was a large barrier during discussion of transfer • Tentative goal of 25 students registered per agency • 220 registered, over 100 showed up despite the rain • Focused on student support services from across Mt. SAC campus • Showed video slides of the day • Student testimonial: She did not think she could go to college, her English was not good, has children and can’t afford to continue in school. Due to event, she now knows she can get financial aid and can go to college. • Tischel sending Feedback Survey to students • For next year: Start at a later time • Madelyn: Adult Day was to Increase our transition numbers <ul style="list-style-type: none"> ○ Mt. SAC Consortium has the highest transitions rates in the state and has been for years, 17% state average ○ Resources from the Mt. SAC: Contract with WestEd to increase transitions. ○ The Consortium plays a big part of it. ○ Requested for transitions for Adult Schools (Mt. SAC Consortium only) ○ Would like volunteers with our Consortium to assist with the research project ○ Research Project would start around May until December 2023 ○ Implementation will happen in 2024
<p>5. Governance Plan</p>	<ul style="list-style-type: none"> • Went over the governance Plan based on the 02/10/2023 revisions • #2 – All approve with the wording. Will add addendum re: capital improvements • #8 – remove the underline from the text • Vote on April 17 meeting for final approval and posting

<p>6. Consortium Counselor Update and Date Confirmations</p>	<ul style="list-style-type: none">• Currently looking for a 2nd part-time College Counselor who knows the credit side, financial aid, not an Adult Ed. Counselor.• Interviewing people on 03/21 & 03/22• Counselor at the individual sites. Monday & Wednesday 9 am – 12 pm. Need a place to house her for in-person and zoom sessions• Working on email template appointments for the students with information about the appointment and any links needed.• Flyers are being created and individualized for each facility to include dates and times available on your campus.
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<p>7. Member Updates</p>	<p>Around the Room</p> <p>Ivan Ayro (CO) –</p> <ul style="list-style-type: none"> • Completed Winter term, Registering for Spring • Found a new vendor to print course catalogs, saved \$10,000 on printing • Working with a consultant to bring on Medical Assistance Program in July • Finishing up building renovation on B Wing & Medical Assistance Program will be housed. • Miguel Contreras Foundation, partners with EV. Looking into bringing on an EV Tech Program beginning in July. They had a grant that was run through Patera. They were looking for a new facility to start the program. • AJCC - MOU in the works, going to the board in April and will be become a satellite <p>Greg Buckner (HLP) -</p> <ul style="list-style-type: none"> • Benefited from an idea, we serve as an LEA in several apprenticeship programs. One approached us to do a tour of their facility for the high school students in your district. 20-25 students among 5 programs, were bused and received a tour. Talk to the students, gave hands-on experience, and provided lunch. • Tap into having more tour experiences for our apprenticeship programs. • Include Consortium and College facilitate this as well <p>Veronica Valenzuela (BP) -</p> <ul style="list-style-type: none"> • Registering for next quarter • Starting a relationship with Edison via Mt. SAC connection (collaborating with them on a couple of programs. Opening a welding program) Edison program is HVAC. A collaborating meeting with Edison, teacher and students tour. Collaborating through our advisory committee and we feed the students through job placement. We did that with the Gas Company, by integrating into our curriculum at one point. <p>Virginia Espana (CV) -</p> <ul style="list-style-type: none"> • Happy Adult Education week. We are celebrating it. Students are writing essays about what Adult Education means to me. Compile the essays and give them to our Superintendent. It will give her more insight into what they are doing and what they have learned. • Every Tuesday, we all wear Red color clothing to represent Adult Ed. We will have different activities throughout the week. • Term started almost all classes are full <p>Miguel Hurtado (Pomona) -</p> <ul style="list-style-type: none"> • Starting new term • With WIOA funding, we are reopening our Medical Coding and Medical Assist Program. We hoping to get Medical Tech running as well in August. • Caveat is our move. We are moving but do not know where to. • Visitation in September with COE. Trying to push until 2024, since they don't have a current location to perform the self-study. <p>Madelyn Arballo (Mt. SAC) –</p> <ul style="list-style-type: none"> • High enrollment: 1 yr. ago: 35% in-person, 65% online, Currently: 67% in-person, 33% online. Online offerings are not filling. A year ago, we couldn't get the in-person to fill. • New President by the end of next week, if the successful candidate accepts it. • New Vice President of Student Services, the finalist will be named at the end of the week. We are watching since we are connected with them • WASAC visit in April 2024. Community Colleges do not do and only three of us do it. It does not focus on Adult Ed. <p>Tischel Diaz (Consortium) –</p> <ul style="list-style-type: none"> • MOU task force: Veronica Valenzuela and Miguel Hurtado • Next week Tischel will create a new streamlined MOU for the Consortium to use. We send out for review.
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8. Upcoming Events	<p>Please share any upcoming events you have: https://www.caadultedtraining.org/</p> <ol style="list-style-type: none"> AB 1491 Guidance https://register.caladulted.org/Home/EventDetail/609 March 23, 2023 12:00–1:30 pm – via Zoom South Central Coast Regional Training - Adult Education: A Gateway to College and Living Wage Employment https://register.caladulted.org/Home/EventDetail/605 March 31, 2023, 10:00-3:00pm – via Zoom California Statewide WIOA II Network Meeting https://www.caadultedtraining.org/CASAS/8261?Type=12 April 11, 2023, 1:00–2:00 pm – via Zoom South Central Coast Regional Training - Adult Education: Using Data to Explore and Improve Equity and Impact in Adult Education https://register.caladulted.org/Home/EventDetail/613 April 14, 2023, 9:00 am – 2:00 pm (Antelope Valley Adult Education) TE Network Meeting Central and East LA https://www.caadultedtraining.org/CASAS/8181?Type=18 April 19, 2023, 1:00–3:00 pm – Baldwin Park Adult School (<i>our Data Accountability Meeting will occur directly after</i>) CASAS National Summer Institute http://www.casas.org/training-and-support/SI June 12-15, 2023, Hyatt Regency Orange County Adults with Disabilities Open House April 10-11 from 12 pm – 2 pm (Mt. SAC) 															
9. Future meetings	<p style="text-align: center;">Steering Committee Meetings</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Month</th> <th style="width: 40%;">Dates</th> <th style="width: 35%;"></th> </tr> </thead> <tbody> <tr> <td>April</td> <td>4/17/2023</td> <td></td> </tr> <tr> <td>May</td> <td>5/15/2023</td> <td></td> </tr> <tr> <td>June</td> <td>6/19/2023 Vote approved to skip the June mtg</td> <td>12th CASAS SI 19th Holiday 26th ?</td> </tr> <tr> <td>July</td> <td>TBA</td> <td></td> </tr> </tbody> </table>	Month	Dates		April	4/17/2023		May	5/15/2023		June	6/19/2023 Vote approved to skip the June mtg	12 th CASAS SI 19 th Holiday 26 th ?	July	TBA	
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10. Adjourn	2:15pm															

CAEP DUE DATES

March 2023

- **Mar 31:** End of Q3

April 2023

- **Apr 30:** Student Data due in TOPSPro (Q3)
- **Apr 30:** Employment and Earnings Follow-up Survey

May 2023

- **May 2:** CFAD for 2023-24 due in NOVA *

June 2023

- **Jun 1:** 21/22 and 22/23 Member Expense Report due in NOVA (Q3)
- **Jun 30:** 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q3) *
- **Jun 30:** End of Q4

July 2023

- **Jul 15:** Student Data due in TOPSPro (Q4) FINAL

August 2023

- **Aug 1:** Student Data due in TOPSPro (Q4) FINAL
- **Aug 15:** Annual Plan for 2023-24 due in NOVA *

September 2023

- **Sep 1:** 21/22 and 22/23 Member Expense Report due in NOVA (Q4)
- **Sep 1:** July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (estimates only) in NOVA *
- **Sep 1:** 22/23 Certification of Allocation Amendment due in NOVA
- **Sep 30:** 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q4) *
- **Sep 30:** 22/23 Member Program Year Budget and Work Plan due in NOVA
- **Sep 30:** End of Q1