



# Agenda

Monday, December 16, 2019

1:00-3:00 pm

Mt. San Antonio College, Bldg. 40, Rm 126

## Steering Committee

<b>Baldwin Park</b> __Veronica Valenzuela	<b>Charter Oak</b> __Ivan Ayro __Debra Black	<b>Mt. SAC</b> __Madelyn Arballo __Tami Pearson	<b>Consortium</b> __Ryan Whetstone __Lila Manyweather __Ana Ramos  <b>Partners/guests present:</b>
<b>Bassett</b> __Albert Michel	<b>Covina Valley</b> __Virginia España	<b>Pomona</b> __Enrique Medina __Miguel Hurtado	
<b>ESGVROP</b> __John Smith __Leticia Covarrubias	<b>Hacienda-La Puente</b> __Gregory Buckner __Micah Goins	<b>Rowland</b> __Rocky Bettar	

<ul style="list-style-type: none"> <li>Welcome &amp; Agenda Check</li> <li>Public Comment</li> <li>Approval of Minutes for 10/21/2019</li> </ul>	
<b>Objectives for the day:</b>	
1. Fiscal Update	
2. Adult Education Update	
3. Data Update	
4. 3 year / Annual Plan - Workgroup updates	
5. Professional Development update	
6. Retreat Preparation	
7. Updates	<p>Events</p> <ul style="list-style-type: none"> <li>Steering Committee Retreat – Jan 24, 2020</li> <li>CAEAA – Jan 29-31, 2020, Sacramento</li> <li>ACCE – Jan 29-31, 2020, Sacramento</li> <li>Mt. SAC / Consortium Adult Career Fair – February 7, 2020</li> </ul> <p>Member Roundtable Update</p>
8. Adjourn	



## DUE DATES

### December 2019

- **Dec 31:** 17/18 and 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q1)
- **Dec 31:** End of Q2

### January 2020

- **Jan 31:** Student Data due in TOPSPro (Q2)

### February 2020

- **Feb 28:** Preliminary allocations for 2020-21 and 2021-22 released by this date

### March 2020

- **Mar 1:** 17/18 and 18/19 and 19/20 Member Expense Report due in NOVA (Q2)
- **Mar 1:** Close out of 17/18 Member Funds due in NOVA
- **Mar 31:** 17/18 and 18/19 and 19/20 Member Expense Report certified by Consortia by NOVA (Q2)
- **Mar 31:** Close out of 17/18 funds in NOVA certified by Consortia in NOVA
- **Mar 31:** End of Q3

### April 2020

- **Apr 30:** Student Data due in TOPSPro (Q3)

### May 2020

- **May 2:** CFADs for 2020-21 due in NOVA

### June 2020

- **Jun 1:** 18/19 and 19/20 Member Expense Report due in NOVA (Q3)
- **Jun 30:** 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q3)
- **Jun 30:** End of Q4

### August 2020

- **Aug 1:** Student Data due in TOPSPro (Q4) FINAL
- **Aug 15:** Annual Plan for 2020-21 due in NOVA

### September 2020

- **Sep 1:** 18/19 and 19/20 Member Expense Report due in NOVA (Q4)
- **Sep 1:** July 1, 2019 to June 30, 2020 expenses by program area due (estimates only) in NOVA
- **Sep 30:** 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q4)
- **Sep 30:** 20/21 Member Program Year Budget and Work Plan due in NOVA
- **Sep 30:** End of Q1