



Steering Committee Retreat Agenda

Friday, February 4, 2022
9:00-11:00 am

Join Zoom Meeting
<https://mtsac-edu.zoom.us/j/97821258140>

Meeting ID: 978 2125 8140

Baldwin Park __Veronica Valenzuela	Covina Valley __Ryan Maddox __Virginia España	Pomona __Enrique Medina __Miguel Hurtado	Consortium __Ana Ramos
Bassett __Adder Argueta	Hacienda-La Puente __Gregory Buckner __Micah Goins	Rowland __Rocky Bettar	Partners/guests present: __Omideh, Miri
Charter Oak __Ivan Ayro __Michelle Lee	Mt. SAC __Madelyn Arballo __Tami Pearson		
___Welcome & Agenda Check ___Public Comment		Approval of Minutes for 11/15/21 Motion to approve _____ Second _____ Vote	
Objectives for the day:			
1. Regional Consortium Special Project Manager Position		• Madelyn	
2. Fiscal Budget Update		• Madelyn	
3. Consortium 3 year Plan		• Madelyn/Omideh Miri	
4. Additional Items			
5. Adjourn			

CAEP Due Dates

* Items with an asterisk are consortium deliverables

February 2022

- **Feb 28:** Preliminary allocations for 2022-23 and 2023-24 released by this date.

March 2022

- **Mar 1:** Member expense report is due in NOVA.
- **Mar 31:** 19/20 and 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q2) *
- **Mar 31:** End of Q3

April 2022

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

May 2022

- **May 2:** CFAD for 2022-23 due in NOVA *

June 2022

- **Jun 1:** 20/21 and 21/22 Member Expense Report due in NOVA (Q3)
- **Jun 30:** 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q3) *
- **Jun 30:** End of Q4

August 2022

- **Aug 1:** Student Data due in TOPSPro (Q4) FINAL
- **Aug 15:** Annual Plan for 2022-23 due in NOVA *

September 2022

- **Sep 1:** 20/21 and 21/22 Member Expense Report due in NOVA (Q4)
- **Sep 1:** 22/23 Certification of Allocation Amendment due in NOVA (new)
- **Sep 1:** July 1, 2021 to June 30, 2022 expenses by program area due (estimates only) in NOVA *
- **Sep 30:** 20/21 and 21/22 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

October 2022

- **Oct 30:** 22/23 Member Program Year Budget and Work Plan certified by Consortia in NOVA *
- **Oct 31:** Student data due in TOPSPro (Q1)

December 2022

- **Dec 1:** July 1, 2021 to June 30, 2022 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *
- **Dec 1:** 20/21, 21/22 & 22/23 Member Expense Report Due in NOVA (Q1)
- **Dec 31:** 20/21, 21/22 & 22/23 Member Expense Report certified by Consortia in NOVA (Q1) *
- **Dec 31:** End of Q2

June 2022

- **Jun 1:** 20/21 and 21/22 Member Expense Report due in NOVA (Q3)
- **Jun 30:** 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q3) *
- **Jun 30:** End of Q4

August 2022

- **Aug 1:** Student Data due in TOPSPro (Q4) FINAL
- **Aug 15:** Annual Plan for 2022-23 due in NOVA *

September 2022

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- **Sep 30:** 22/23 Member Program Year Budget and Work Plan due in NOVA
- **Sep 30:** End of Q1